



CONTACT INFORMATION

University Activities Office

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Monday-Friday: 8:00am – 4:30pm

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www.uwp.edu

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UNIVERSITY ACTIVITIES

The mission of the University Activities Office is to engage and facilitate student learning and leadership development through their meaningful involvement in student organizations, campus wide events, and leadership programs. University Activities is committed to creating an environment that supports Student Success, Academic Excellence, Diversity and Inclusivity, and Community Engagement leading to the retention and graduation of contributing leaders in a Global community.

This handbook has been created to support new and established student organizations by providing information on policies and procedures of the University of Wisconsin-Parkside by which they are governed. A student organization should not assume that it might rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt as to the appropriateness of the activity, the organization should contact the University Activities Office in advance for advice.

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REGISTERING YOUR ORGANIZATION

New Student Organization

You will be able to take advantage of the easy-to-use online registration process when starting a new student organization.

1. To apply to start a new student organization, at least one member must complete the Online Registration for Organizations found on the University Activities webpage (www.uwp.edu keyword: University Activities).

2. A new organization must consist of at least four (4) UW-Parkside students, develop a constitution, and must find a member of the UW-Parkside faculty/academic staff to serve as an advisor.
3. Print a copy of a Private Account Form, complete and submit to University Activities Office.
4. If the new organization is to be affiliated with a national organization, a copy of the national constitution and local by-laws must also be submitted. Upon receipt of these documents, the University Activities staff member will confirm University Recognition of the group based on the organization's purpose and compliance with established criteria.
5. The first deadline to register an organization is October 1. Registration will continue throughout the year as needed.
6. New student organizations will need to make an appointment with a member of the University Activities staff to review the forms, constitution, and discuss the organization's plans and intentions. If approved, the group will immediately become a recognized student organization with all the privileges thereof, as long as the members adhere to regulations governing student clubs and organizations. A University Activities staff member will send written notification of University Recognition status and the date of the next scheduled Student Organizations Council meeting.

REGISTERING YOUR ORGANIZATION

A Continuing Student Organization

1. Complete Online Registration for Student Organizations.
2. Print a copy of a Private Account Form, complete and submit to University Activities Office.
3. Check status of the constitution of the organization and make sure the most recent revision is attached to your online registration.
4. Attend the All Student Organization & Advisor Meeting. Make an appointment with University Activities if you miss this meeting.
5. An organization will be registered once these steps have been completed.

RECOGNITION PRIVILEGES

University recognized status for Student Organizations gives the organization certain privileges to assist them with their mission on campus and provide support. These privileges include, but are not limited to:

- Being able to post promotions about the organization and its events on campus
- Participation in the Student Organization and Involvement Fair, and similar events for student organizations
- Receiving a mailbox and being able to use a phone for student organization business
- Fundraising and raffle opportunities
- Use of fleet vehicles
- Use of duplicating and media services
- Use of technical and setup services
- Space reservation priorities and special rates
- Contracting and travel assistance
- University risk and liability coverage for organization-appropriate business
- Use of the UW-Parkside logo
- Financial management assistance and services
- Ability to submit promotion requests to the University Activities Graphic Designer

MEMBERSHIP IN A RECOGNIZED STUDENT ORGANIZATION

Members

1. An organization must consist of at least four (4) UW-Parkside students
2. All student organizations must be open to all UW-Parkside students. Organizations may not discriminate on the basis of sexual orientation, ethnicity, gender, age, disability, or any other such factors.
3. Academic achievement requirements are not regarded as restrictive since all students have an equal opportunity to achieve any given grade point average.
4. A student organization can require members to purchase membership in a National organization, but doing so will forfeit the organization's ability to receive student segregated fee monies.
5. Many student organizations at UW-Parkside are affiliated with local, regional, state and national organizations. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in the University Activities Office.

MEMBERSHIP IN A RECOGNIZED STUDENT ORGANIZATION

Officers

The organization should have a simple majority of student members and the student officers must be students who comply with the Student Life Eligibility Criteria. The criteria states:

1. To hold office in Student Government or any other campus student organization, a student must carry a minimum of six non-audit credits at UW-Parkside.
2. A student officer must have and maintain a 2.0 cumulative grade point average and be in good academic standing during his/her term of office. Students who have re-enrolled may have their grade point eligibility computed from the date at which they return to school.
3. UW-Parkside alumni, faculty and staff, along with members of the community, may be members of student organizations but cannot hold an officer position.

In addition to Student Life Eligibility Criteria:

1. All officers must be UW-Parkside students. If the organization has no requirements for its officers other than student status and membership in the organization, the preceding statement will suffice. If the organization has additional criteria such as academic standing, length of membership in the organization, prior service to the organization, etc., those requirements should be specified in the Constitution and bylaws.
2. To become officers, nominations and elections are generally held at the same meeting, whether elections are held at a meeting or by mail, and any procedures or requirements for the nomination of candidates should be specified. Most organizations hold elections annually or each semester. The

interval chosen and the month(s) during which elections are held should be specified in the Constitution and bylaws.

3. To remove officers from their position for disciplinary or lack of performance reasons, an organization needs to follow the procedures that are written in their constitution, bylaws, and/or officer manual; including adequate notice and the right to an appeal, and specify whether the action can take place at a regular meeting or if a special meeting (hearing) is necessary. It is recommended that the required number of members voting for removal be greater than 50%, generally 2/3 or 3/4. The organization should also specify whether the action can take place at any meeting or only a regular meeting, whether notice at one meeting and voting at the subsequent meeting is the procedure, and whether advance notification of the proposed action must be given to the entire membership, including the officer involved. A typical statement covering this topic is "An officer may be removed from office by a 2/3 vote of the membership, such vote to be taken at a meeting for which proper notice has been given, and the impeachment is included on the agenda."

FINANCES

The University is not responsible for debts or other liabilities of student organizations except in extraordinary circumstances. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this. Officers and advisors of the student organization may be held liable for financial obligations incurred.

Income or revenue for student organizations is usually derived from a variety of sources such as ticket sales, donations, fundraising activities, or special funds.

Expenses for an organization are typically operating expenses, such as national or regional membership dues, rental fees, postage, duplicating, and telephone charges. Salaries, where applicable, are also included in the expense category. For special activities or programs, expenses can include entertainer fees, facilities rental, travel, lodging, and publicity. A budget summary shows your income or deficit after expenses have been deducted. It is perfectly normal for the balance to zero because student organizations by definition are not profit making entities.

Student University Fee Allocation Committee (SUFAC)

A portion of the Segregated Fee (a fee assessed each student, along with tuition) is designated for the support of student organization activities and programs. The funds are allocated by the Segregated University Fee Allocations Committee (SUFAC) and must be spent in accordance with University budget procedures as administered by the University Activities Office, following state statutes.

Upon the call of the Chancellor and the President of the Parkside Student Government, SUFAC annually prepares recommendations on the disbursement of Segregated Fees. For more information please go to their website www.uwp.edu keyword: Parkside Student Government

Student Organizations Council- Budget & Review Committee

The Budget & Review Committee (B&RC) has established specific guidelines for requesting funds and spending these allocated Segregated Fees. Please see the Student Organizations Council Policy & Project Money Handbook for further information; copies are available at the SOC Office, organization mailbox resource section, University Activities Office or go to www.uwp.edu keyword: SOC

SEGREGATED FEE FUNDS

All student organizations that receive funding from SUFAC or SOC are assigned an account number. Any student organization that receives monies from Segregated Fees must follow the UW System guidelines and state statutes for expenditure of these funds. In accordance with all financial guidelines, UW-Parkside may have established additional spending guidelines for this campus. Before spending any segregated fee student organizations must complete the Payment / Purchase Request Form

The University Activities staff will assist with processing paperwork. The Interim Director 's approval ensures that the student segregated fee expenditure meets the University of Wisconsin System and University of Wisconsin-Parkside guidelines. The approval also ensures that the organization interested in spending has enough money in their budget to do so.

Expenditures belong in one of three purchasing categories. Determine which category is appropriate and fill out the necessary forms at least **14 business days prior** to when the money is needed.

1. For presenter honorarium or payment to individual (speaker, entertainer): information must be submitted at least **three weeks prior** to the event to ensure that a check will be available on the day of the event. We recommend you fill out the Pre-Contract Planning Sheet to insure you have all the vital information to have a successful program
2. For money needed to reimburse individuals from a trip or an activity that already occurred: original receipts must be turned in and the University Activities Office will complete a Travel Expense Report or a Request for Reimbursement. It takes approximately three weeks to receive a reimbursement.

In order to receive your reimbursement please fill out the Payment Purchase Request form if you are getting money from your Segregated Fees account or a Private Account Check request if you are getting the money from your private account.

(If using University funds, do not process travel plans yourself, make an appointment with the University Activities Office for assistance with appropriate processing requirements.)

3. For supplies, contracted services, miscellaneous expenses: the University has designated vendors for most supplies. Organizations should check with the University Activities Office to determine if the requested items must be ordered from one of these vendors.

Please note that the time needed to purchase goods and services or for processing contracts, speaker fees or reimbursements can be several weeks, and sometimes a month or longer.

Appropriate Segregated University Fee Expenditures

1. Travel expenses (UW staff or students)
 - a. For educational, cultural, social, recreational, or UWP athletic events
 - b. For representing UWP or a student organization in the fulfillment of their mission
 - c. For recruiting athletes

2. Expenses related to educational, cultural, social, and recreational activities
 - a. For personal or professional services (performers, lecturers, etc.)
 - b. For expenses while hosting performers, lecturers, etc.
 - c. For expenses for producing and advertising events and programs
 - d. For honor banquets or receptions (needs specific SUFAC approval)

3. Student media expenditures
 - a. For publishing newspapers, programs and other print media
 - b. For operation of student radio and television facilities
 - c. For student film and videotape productions

4. Officially recognized athletic program expenditures
 - a. For uniforms, athletic equipment, personal services
 - b. For athlete housing and meals prior to opening of a semester or during vacations
 - c. For grants-in-aid as allowed by the conference
 - d. For medical expenses relating to injuries occurring during recognized athletic events

5. Expenditures relating to the operations and activities of
 - a. Student Organizations
 - b. Student Health Services
 - c. Child Care Centers

 - d. Student Centers

 - e. Parking

 - f. Intramurals

6. Promotional items to promote a single event or an organization's services

7. Special and ceremonial campus activities in which students are primarily involved (homecoming, family weekends, spring fests, etc.)

Inappropriate Segregated University Fee Expenditures

1. Direct financial aid to an enrolled student
2. Gifts, donations, or contributions

3. Awards to UWP faculty or staff (non-monetary de minimis awards are allowed)
4. Cost of legal services
5. Lump sum payments to student organizations
6. Activities which are politically partisan

PRIVATE ACCOUNTS

Student organizations may not maintain off-campus savings or checking accounts. A Private Account may be set up through the University Activities Office to serve as a repository for private club funds, such as those obtained through fundraisers, donations and event admission. Private Accounts are maintained at no charge. Transactions are not regulated by the University, and may be used however the holding organization sees fit; however, we request that the monies be used in a legal and ethical manner. Most student organizations utilize their Private Accounts to purchase items that cannot be purchased with segregated fees or to help fund events that cannot be covered because of a limited organization budget.

If a student organization is not active for three consecutive years (or has gone defunct) and there is money remaining in the Private Account, this money will be removed from the account and transferred to the Student Organizations Council private account. These funds may then be used for UW-Parkside student organization activities instead of reverting to the state treasury as unclaimed property.

If a student organization reactivates within three years of being defunct, funds will be returned.

The Interim Director of University Activities is authorized to transfer money from private accounts to cover outstanding UW-Parkside invoices for legitimate organizational expenses.

Private Account Deposit Sales Tax Considerations

When selling baked goods, T-shirts, and other items as fundraisers be aware that there is a Wisconsin state sales tax. Fundraising deposits made to the private account are subject to 5.5% sales tax, which is applied quarterly. See the list below of taxable and non-taxable considerations.

If the organization is buying merchandise for resale, obtain UW-Parkside's tax-exempt number from University Activities Office **before** the purchase is made to avoid paying double sales tax. Remember to build the sales tax into your selling price or be prepared to earn less money from your fundraisers.

Taxable Deposits include but are not limited to:

- Admission to athletic and recreational events, banquets, dinners, concerts, and dances
- Advertising revenue
- Bake sale proceeds

- Sales of tangible items such as: balloons, books, t-shirts, candles, jewelry, rocks, candy
- Sales of services (examples; date auctions, push-ups, tutoring, car-wash, etc...)

Non-Taxable Deposits include but are not limited to:

- Admission to educational events and lectures
- Commission on vendor sales
- Donations
- Dues and membership fees
- Trip deposits
- Deposits on keys, equipment, supplies and uniforms
- Raffle proceeds
- Sales of educational services

SERVICES & RESOURCES FOR ORGANIZATIONS

A-frames

A-frames are available to student organizations as another option for promoting events and programs. Frame space may be reserved in University Activities for 2'x3' color printed promotions.

Alumni Relations

The UW-Parkside Alumni Relations office is a resource for networking with previous members of your organization for events and fundraising. They are also a good resource for networking with members of our local community who may be able to assist with your organization's goals. Contact Amber Engel in Alumni Relations at engel@uwp.edu.

Bake Sales

Permission is granted by the Dining Services contract for student organizations to fund raise through bake sales. Items must be homemade and stable at room temperature* to prevent any risk and liability to the University and dining service company (store purchased food is not acceptable).

Other types of food or beverage sales need approval from Dining Services before moving forward. This includes kringle sales, Girl Scout cookies, candy bars, tamales, eggrolls, etc...)

*Room Stable means that the product does not need to be warmed or chilled in order to consume.

Button Making

University Activities has a button maker that can be used by all recognized organizations. The cost of the buttons are .50 each..

Catering

Catering has created a special Ranger Guide menu just for recognized organizations to keep costs down. Contact the Catering Office in the Student Center or on the web at keyword: catering for all your catering needs.

Display Cases

Two trophy display cases, located by the Women's Center in Wyllie Hall, are available to student organizations to promote the organization or an event. Display cases can be reserved for up to three weeks based upon availability. Contact the University Activities Office to reserve your display case.

Duplicating Services

Duplicating Services provides a variety of printing services. Student organizations are responsible for all duplicating costs. Student organizations that do not receive any segregated fee funding must arrange to pay for the duplicating services at the time of placing the order. A completed Student Organization promotions Request form is required for any duplicating job requested by organizations on campus. This form will need to have the chargeback number and the signature of a University Activities Office staff member at the time of submission.

E-mail Accounts

University Activities will work with ITS to set up an e-mail account for your organization. Simply fill out an E-mail Authorization Form and not only will we set up an e-mail for you but also an organization listserv. New organizations please allow 2-3 weeks to complete this process.

Food at Student Organization Meetings and Other Events

Student organizations do not have permission to bring outside food into their meetings or events to share with other people. All food that is to be shared must be purchased from Catering; see the Dining Services contract for further details.

Graphic Design Services

University Activities offers graphic design services at no charge to student organizations. Fill out a Graphics Request form, found in the Student Involvement Center mailbox, and submit it to the Graphic Designer located in University Activities.

Lodging Accommodations

Based on availability, guest suite lodging for individual guest presenters and artists may be available at Ranger Hall or Pike River Suites. Rates and other information regarding the accommodations may be obtained from the Office of Residence Life at 595-2320.

The University Activities Office can assist you with making lodging accommodations for guest presenters, artists, or organization-related travel.

Mail Room/Postal Services

The University postal service may be used by organizations that need to send organization-related business items off campus. All regular fees apply and are the responsibility of the organization.

Mailboxes

Each student organization (and other organizations with special permission) receives a mailbox located in the Student Involvement Center (SIC).

To receive off-campus paper mail, correspondence must be addressed as follows:

Organization Name, SCTR L104
UW-Parkside
900 Wood Road, Box 2000
Kenosha, WI 53141-2000

- ✓ Packages sent to the University should delete 'Box 2000' and use 53144 as the zip code.
- ✓ Large mail items will be held in University Activities and notification for pickup will be placed in the organization's mailbox.

On-campus mail may be sent via interdepartmental envelopes and addressed as follows:

Organization Name
SCTR L104

- ✓ Any mail received that appears to be confidential or important in nature will be held in the University Activities Office. Notification for pickup will be placed in the organization's mailbox.

Office Space

Once a year, in the Spring Semester, any recognized organization may submit an application to the Student Center Advisory Committee (SCAC) requesting office or cubicle space in the Student Involvement Center. This

application will be reviewed by the SCAC and recommendations will be passed on to the Student Life Committee for approval, then passed on to Student Senate.

Parking

When student organizations have guest speakers on campus they may request special visitor parking for the speakers. Contact the University Activities Office for assistance in obtaining parking permits.

Promotions Room

The Promotions Room found in the Student Involvement Center is available to all members of recognized student organization. The promotions room is a great place to create oversized standout posters at no cost to your organizations. Organizations have access to the Ellison Die-Cut machine, construction paper, billboards, Texas markers, glitter and various other crafting items to make your promotion stand out! Storage cabinets are also available upon request. There is also a copier and printer for organization use.

Posting Promotions

All recognized organizations have the opportunity to post their marketing materials in designated spots across campus. The promotion must include title, date, time, place, and sponsorship. If an organization is not recognized these materials will be taken down. A complete copy of the Posting Promotional Material policy is located at www.uwp.edu keyword: administrative polices #32.

Pro Image Posters

Pro Image posters cost \$ 3.00 per copy and will be billed back to the student organization. University Activities Office can print these immediately – perfect for last minute event changes, etc.

Raffle Tickets

The Student Organizations Council purchases two state raffle licenses each year for student organization fundraising. To defray the cost of the following year's state raffle licenses, student organizations clearing more than two dollars profit on their raffles must deposit two dollars into the SOC private account. University Activities will print the raffle tickets with raffle licenses for .03 a ticket. Additional information on holding raffles and the different types of raffles may be obtained from the University Activities Office.

Storage

University Activities has two storage closets for organization use as well as some storage cabinets in the Promotions Room.

Telephone Services

Student organizations needing to place both local and long distance telephone calls may do so by using the telephones in the Student Involvement Center. Calls must be related to the organization and completed by an appropriate organization member. The University Activities Office reviews monthly call-usage for appropriate usage times, call length, and call location. Personal calls should be made from personal cell phones.

Ticketing Services

Event and raffle tickets, along with ticket management services are available to student organizations at a subsidized rate, with a maximum of 200 tickets printed at one time (but you can order less or have more tickets printed if you run out). Organizations needing tickets should complete a Ticket Service Requisition form and turn it in to either the University Activities Office.

Tickets will be sold at the Campus Concierge Desk for an event and the revenue deposited into either the student organization's segregated fee or private account. All charges for services will be applied accordingly.

University Graphics

University Graphics offers a wide range of services for student organizations including copying, transparencies, technical equipment, graphic design, color copies, laminating, and enlargement services. Student organizations are responsible for all costs. Use this service in conjunction with the Graphic Design Service in University Activities.

VEMS –Virtual Event Management System

Student Organizations can reserve space on campus for meetings and events, including special setups and technical equipment. Organizations are responsible for all costs incurred on a reservation. A complete copy of the Reservations Policy can be found on the UW-Parkside website at www.uwp.edu keyword: student center.

Vehicle Rental

Fleet vehicles may be used for club related activities with appropriate authorization. Use is based on availability. A Request for University or Rental Vehicle form must be completed and returned to University Activities. University Activities can also assist in getting members of your organization driver authorized. Risk Management must authorize all drivers of University fleet and state contract vehicles every year. As of July 2002, 15-passenger vans are not available for student organization use. A Driver Authorization is valid July 1 through June 30 of the following year. Students must be authorized annually. The University Activities Office will reserve the vehicle once all paperwork, including driver authorization and spending authority, is in place.

Vending Policy

Distribution or vending of credit card information or global technologies (including internet services, cellular phones, paging system or other telecommunication services/devices) is permissible on campus once per semester per company. These companies must reserve a space with University Activities and be sponsored by a student organization.

Web Account Access

There are two types of website access University Activities provides for recognized organizations. One is a template web account and the other is uploading an organization created web site to the university server. Both require web request forms, which can be found in the student involvement center mailbox.

UNIVERSITY POLICIES RELATED TO STUDENT ORGANIZATIONS

Alcohol Use Policy

– see *UW-Parkside Administrative Policies # 4* (www.uwp.edu keyword: administrative policies) for more information.

Campus Policy for Campus Sales, Solicitation and Fundraising (Philosophy Statement)

Unauthorized solicitation (e.g. selling and promotions) on campus is not permitted. Students may not act as agents for business firms when this entails solicitations or the receipt of goods on University property.

However, the University does recognize and support fundraising projects of registered campus organizations or departments, especially when these activities:

- Relate to the mission of the University
- Provide a source of contributed funds for philanthropic purposes and community service
- Enable an organization, department or institution
- Provide a public service or benefit to the University community at large.

See *UW-Parkside Administrative Policies # 44* (www.uwp.edu keyword: administrative policies) for more information.

Solicitation Policy

All solicitation, distribution and/or fundraising activities that are held at the University of Wisconsin Parkside must be sponsored and coordinated by a recognized student organization or University department and approved by the University Activities Office. Fundraising activities that involve direct solicitation of individuals and/or businesses must also receive approval from the Office of University Relations. Fundraising through the sale of merchandise does not need the approval of University Relations, but food and candy items do need approval from Dining Services.

Space and/or tables for approved sales and events must be reserved through the VEMS. The sponsoring organization must be identified in some visible way at the table at which the sales and solicitation occurs. If an off-campus vendor is utilized and the financial relationship to the sponsoring organization receives a percentage of sales, this financial agreement must be displayed publicly in the sales area. Individuals staffing a sales or promotion table or area shall not aggressively solicit, or otherwise pressure a person to buy goods or services.

If expenditures for the event come from the segregated fee account, the profits from a fundraising event are to be deposited into the organization's segregated fee account. The same holds true if the private account is used for expenditures, the profits must be deposited into the private account.

Profit entities such as vendors will be allowed on campus a maximum of two times (number of consecutive days is not limited) each semester with either a department or student organization sponsorship.

Campus Event Admission Policy

It is the philosophy of the University Administration that University funds and segregated fees should be used to support events which further the educational and cultural mission of the University, provide opportunities for social growth and cultural understanding, and serve the recreational needs of the campus community. Therefore, the admissions policy reflects the expectation that the campus community will be the primary audience at campus events.

See *UW-Parkside Administrative Policies # 48* (www.uwp.edu keyword: administrative policies) for more information.

Catering Policy and Procedure

All catering arrangements on the UW-Parkside campus must be provided in accordance with the contract with SODEXO. SODEXO maintains first right of refusal. Catering arrangements may be paid for either by University funds or by an affiliated or outside organization. If University funds are used the following policies apply:

For a more complete summary of this policy, see UWSA-FPPP 36 (<http://www.uwsa.edu/fadmin/meetguid/appa.htm>) or contact Pre-Audit.

Documentation Required

If University funds are used, the following documentation is required:

1. Name of event, type of event, number in attendance, time of event (beginning and ending)
2. Primary audience (i.e. general public, State employees)
3. Justification for meal or refreshments (not required if primary audience is general public)
4. The names of participant's affiliation, i.e., institution, state agency, business, etc. (required only for meal expenses when a majority of attendees are State of WI employees or when a fee is not charged to cover the cost of the meal). Departments should keep a copy of the meeting agenda/brochure for their records.

Note: Items 1, 2, and 3 should be indicated on reservation form and will be recorded in the EMS reservation system.

Catering Procedure for Student Organizations

1. Reserve a room for the event through the VEMS. At that time, the person making the reservation must provide the following information:
 - a. Name of event
 - b. Type of event
 - c. Estimated number in attendance
 - d. Time of event (beginning and ending)
 - e. Method of payment and account code information
 - f. Primary audience
 - g. Justification (if needed)
2. After reserving a room and receiving a reservation number, the Dining Services Catering Manager should be contacted at least 1 week in advance for small caterings and 2 weeks in advance for large caterings. If payment is being made by an affiliated or outside organization (except in the case of Foundation accounts and Student Organization private accounts), a 50% deposit is required prior to the event. If payment is being made by University funds, the individual requesting the catering must provide the Catering Manager a list of participants (meals only) at least 24 hours prior to the event. When a catering order is placed, the customer receives an estimate for the catering event.

Note: if University funds are used, the catering order will not be placed unless the list of participants (meals only) is received prior to the event.

3. The individual requesting the catering must provide the Catering Manager a final count for the catering at least 48 hours prior to the event.

4. Catering orders placed by Student Organizations will be forwarded to the Interim Director of University Activities for preliminary review. At that time, account balance will be verified and private account funds encumbered. A copy of the promotion needs to be forwarded to the University Activities Office. Promotion must state that food or refreshments are provided. If there are any problems, the Student Organization and the Catering Manager will be contacted.
5. SUFAC will only allow up to 50% of the catering to be paid from a student organization's segregated fees. The balance will need to be covered by private account or by other co-sponsors, but not from their segregated fee budget.
6. One week after sending the "Preview Invoice" to the customer, University Activities will transfer the money from the appropriate University account to the authorized expense to the Student Center. At that time, payment will be noted in the EMS system and a copy of the EMS invoice and appropriate documentation will be filed in date order.
7. Catering being paid for by an affiliated or outside organization must be paid within 14 days of receipt of the final bill. Student Organization catering invoices will be sent to the Interim Director for final approval and payment.
8. If there is a dispute regarding the invoice, the department should contact the Catering Manager to resolve the dispute immediately after receiving the Preview Invoice.
9. All checks should be forwarded to the Student Center Financial Specialist for deposit and notation placed in the EMS system.

Business Services will be notified if a department fails to abide by the campus catering policies related to catering.

Dance Party Policy & Other Event Policy & Procedures Needing Police

Student Organization Responsibilities

1. Must complete a reservation for a dance, party or event date a minimum of 21 business days prior to date to ensure all arrangements can be met and scheduled (i.e. technical needs, Parkside Police and cashier.)
2. Make an appointment with University Activities no later than 21 business days prior to the dance, party or event to review the guest and monitor lists, marketing plan, DJ or band information, admission costs etc. for the dance, party or event. Complete the Dance & Other Events Checklist.
3. Provide a minimum of eight (8) student monitors to be stationed in facility during the dance, party or event and work with the police officers to provide a safe environment for guests. Monitors can rotate stations. Additional responsibilities include:
 - a) Monitors will be provided a staff t-shirt that will serve as an identifier for both guests and the Parkside Police. All monitors are expected to wear the t-shirts while they are serving as monitors.
 - b) Alternate monitor names can be provided and are expected to be listed on the Dance & Other Events Checklist. All alternate monitors must attend the pre-event meeting with the police if they are going to assist with the dance
 - c) Monitors must assist in ensuring that perimeter doors are secured.
 - d) All monitors listed on the Dance/Party/Event Checklist must meet with police officers 30 minutes prior to the event start time and doors opening. The senior officer will discuss any last minute issues with student coordinator and monitor staff.
 - e) If a situation is beginning to become volatile, in the interest of public safety, police officers will take the appropriate action to handle the situation. Monitors will be expected to assist the police when asked. Moreover, monitors have the responsibility to assist in calming down attendees and ensuring that attendees are free from harm.
 - f) Monitors will contact the nearest police officer at the sign of any disturbance.
 - g) Monitors will assist with crowd control before, during and after the event. This assistance will be at the direction of the senior police officer.

- h) Monitors will observe and be mindful of the capacity limitations of rooms in which events occur and will notify the police when it appears that the limit has been reached.
 - i) Monitors cannot leave and come back to the event.
 - j) Monitors will not be allowed to drink alcoholic beverages or use illegal drugs prior to or during the event.
 - k) The Parkside Police have the right to decide if the event will start and/or stay open pending their contact and communication with monitors.
4. The student coordinator must meet with Parkside Police at least ten (10) days prior to the event.
 5. Money cannot be taken out of the register to give to the student organization and/or advisor for any reason.
 6. An org representative may count the receipts at the end of the evening with cashier and Building Manager. All receipts will be deposited and balanced on the next business day by the Student Center Cash Office.
 7. Responsible for ensuring the full payment of all charge-backs (costs) related to the dance, party or event (i.e. Parkside Police, technical, cashier and other Parkside Student Center charges.)
 8. Student organizations paying for expenses through their private account must have a minimum account balance of \$400 at the time of making the reservation.
 9. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. Plan ahead to make sure both you and the monitors are ready to go on time.

Advisor Responsibilities

1. Work with the organization to ensure the full payment of all charge-backs related to the dance, party or event (i.e. Parkside Police, technical, event assistants and other Parkside Student Center charges.)

Parkside Police Responsibilities

1. Provide a standard of two (2) police officers at a dance, party or event whether or not there is alcohol service. Additional officers may be added upon further discussion with the Interim Director of University Activities and the student organization. If alcohol is to be served in a 'beer garden' at least one (1) additional officer will be on staff.
2. Meet with monitors to ensure everything is in order for a successful event 30 minutes prior to start of event.
3. If deemed appropriate upon discussion with University Activities and the sponsoring organization, Parkside Police will coordinate a weapons and knives check of all guests. Metal detectors will be used at all dances and parties.
4. Meet with the student coordinator at least ten (10) days prior to the event to review details.
5. Forward all updates on the Dance & Other Events Checklist to University Activities.
6. Arrive a minimum of 30 minutes prior to the start of event and stay at least 30 minutes after the dance, party or event closes to assist with clearing the facility.
7. Enforce state statutes; it is their duty to provide a safe event, which helps ensure your organization's success.
8. Ensure the cashier is properly monitoring the identification of guests and facility capacity.
9. Have the authority to shut down the event if policies and procedures are not followed.

Cashier and Building Manager Responsibilities

1. Will pick up the cash bag and take admission until the dance, party or event closes.
2. Deposit the event revenue according to Student Center Cash Handling procedures.
3. Money cannot be taken out of the register to give to the student organization or advisor for any reason.
4. Check identification and wristband if needed.
5. Adhere to maximum capacity for facility and notify police officers when facility is full.

Reservation Responsibilities

1. Forward all updates on the reservation to the student organization, University Activities, and Parkside Student Center staff.
2. Follow-up with the event coordinator to confirm and/or update the reservation details.

University Activities Office Responsibilities

1. Meet with each organization's dance, party or event coordinator a minimum of 21 business days prior to event to complete all contracts, Dance & Other Events Checklist, and payment procedures.

2. Consult with both the student organization and Parkside Police regarding additional officers or other needs and concerns about the dance, party or event.
3. Forward all updates on the reservation and Dance & Other Events Checklist to the student organization, advisor, Parkside Police, and Parkside Student Center staff.

Guest Policy

1. All UW-Parkside students must present a valid Ranger Card ID for entry. If no valid Ranger Card ID is provided, than guest must be accompanied by a student with a valid Ranger Card ID.
2. UW-Parkside students are limited to one guest and each guest must be logged prior to entrance into the dance. All Non-UW-Parkside students must be over 18 years of age and present a valid Driver's License, State Identification Card or Passport for entry.
3. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. The Parkside Police will make the final decision to close should a delay occur.
4. Non UW-Parkside guests are not admitted unless they are a registered guest of a UW-Parkside student.
5. No non UW-Parkside student under the age of 18 will be admitted.
6. If deemed appropriate upon discussion with University Activities and the sponsoring organization, Parkside Police will coordinate a weapon and knives check of all guests. Metal detectors will be used at all dances and parties.

Dance, Party or Event with Alcohol Service

1. At a dance, party or event with alcohol service guests 21 years of age will be wrist banded.
2. If the area which alcohol is being served is in a different room than the dance, party or event, then admission to the area with alcohol service will be limited to guests of 21 years of age or older.
3. If the area which alcohol is being served is within the same venue as the dance, party or event, then only UW-P students (no matter the age), and community members over the age of 21 years will be admitted to the dance, party or event.

Miscellaneous

1. Each student organization is permitted to reserve a maximum of two (2) dates per semester. However, student organizations can only ask once each semester for an event to have extended hours.
2. No progressive pricing is allowed.
3. A dance, party or event will end by 1am unless a request for exception has been approved. All requests for exception to the Dance, Party & Other Events Policy & Procedures must be submitted in writing to the Interim Director of University Activities a minimum of 30 business days in advance of the dance, party or event date.
4. Facility capacity for The Den is 350. The organization's monitor staff will be counted in the capacity number.
5. Once capacity is reached in a facility, guests will be allowed to wait 30 minutes for an opportunity to enter the facility. Once 30 minutes have passed, both a monitor and police officer will inform guests who are in line that they can no longer wait for entry and must leave the property.
6. Sponsoring organization will arrange for barricades, tickets, or wristbands as part of the reservation when needed.
7. Apparel: hats are permitted as long as they are kept in a forward style on a person's head. Metal belts and chains are not permitted.
8. Preliminary dance, party or event charges will be detailed on the reservation confirmation.
9. Performing guests i.e.: DJs, band members, etc must have a valid Driver's License or State Identification card for entry. Performing guests are not allowed to leave the event and re-enter.
10. Failure to abide by these policies will result in either probation or the loss of student organization privileges.
11. Beverages and food cannot be carried into the event.
12. On going evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed to organizations and advisors. Questions or concerns can be directed to the Interim Director for University Activities, SCTR L104.

Hazing Policy

-See UW-System Administrative Wisconsin Statute 948.51 on Hazing

Hazing, in any form, by a student organization or members of a student organization is prohibited. Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce ridicule, or harassment; produces physical or mental duress; reduces a person to a state of

subjection by physical or psychological means which impairs or destroys an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- a. Any form of paddling
- b. Any activity that causes physical discomfort, pain or excessive fatigue
- c. Any morally demeaning, embarrassing or humiliating experience
- d. Activities that produce physical, psychological or emotional duress
- e. Any unnecessary mandatory activities that interfere with academic class schedules or other scholastic activities

Motion Picture Viewing Policy

There are two options available for showing a motion picture on the UW-Parkside campus.

Option One: Obtain a Public Performance License for the film to be exhibited. There are two companies that can issue this license, and it must be in the organization's/department's possession PRIOR to the exhibition date. One is Swank Motion Pictures and the other is Criterion Pictures, Inc. Between these two companies, they control 94% of the licensing of motion pictures for colleges and universities. The University Activities Office has contacts for both companies and will be happy to work with any organization or department.

Option Two: Educational Exemption. To obtain this exemption, there are six points to be met and a showing must meet ALL six to be exempt.

1. Must be a legitimate (original) copy
2. Must be a part of the systematic course of instruction and not for the cultural entertainment or recreational value of anyone present
3. Must be done by the instructor or a pupil
4. Must be in a place devoted to instruction
5. Must be part of the teaching activities of a non-profit institution
6. Attendance must be limited to instructors, pupils and guest lecturers

Beginning immediately, anyone wishing to exhibit a motion picture must produce factual information as to where the license was obtained. Willful infringement is a federal crime carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringes are subject to substantial civic damages, ranging from \$500 to \$20,000 for each illegal showing. The University has also been informed that not only is the sponsoring group responsible, but the University itself. Since colleges and universities are the most frequent violators they are closely monitored.

Office Policy and Procedures

Student Organizations with office space located in individual academic departments must adhere to that department's policy and procedures for use.

Student organizations with offices located in other areas of campus must adhere to the following policy and procedures in order to keep this privilege.

Campus Hours: Sunday 7am-10pm
Monday-Saturday 7am-midnight

The University Activities Office and University Police may grant an extension of privileges for organization members to be in the office after building hours. A request for an after-hours pass should be turned in to the Interim Director for University Activities: request must list the dates of office usage and business to be conducted after hours. Each person in the office after hours must have a pass and their student identification that will be displayed upon request of the Police.

Policy for Community (Corporate) Sponsorship of Campus Events

This policy applies to any organization on campus when seeking corporate sponsorship for an event, whether the event is held on campus or off. If the organization is in any way identified with UW-Parkside, then this policy must be followed.

Community sponsorship shall mean: the involvement of a non-campus organization (whether for profit or non-profit) in the production of an event being sponsored by a campus organization. This involvement can be either monetary, subsidy, or supplying the sponsoring organization with product(s) and/or publicity materials.

Requests will be made in writing to the Interim Director of University Activities who will:

- ✓ Respond to requests within five (5) working days from the date that the request was submitted,
- ✓ Evaluate the request and base the approval or denial on the campus fundraising and/or alcohol policies as appropriate,
- ✓ Compile a summary statement to keep as a record, which includes the reasons why the request was granted or denied, and write a position statement for denied requests and send this to the requesting campus organization and to the appeals committee.

The following guidelines should be utilized by all Student Organizations requesting community sponsorship for an event:

1. Proposal requests should be submitted to the University Activities Office as least (4) weeks prior to the scheduled date of the event.
2. All parts of the request form must be completed. The request will not be reviewed unless all items are completed.
3. The involvement of a corporate sponsor should be done so as to enhance the event, and not to create an event to enhance the corporate sponsor's presence on campus. The Dean of Students shall use discretion in determining the appropriateness of the sponsorship of the event.
4. Each event shall be viewed as a separate sponsorship unless it is part of a series tournament (a prepackaged program with advance registration/sales and anything in excess of \$100).
5. A written agreement between all major corporate sponsors and the sponsoring campus organization must be submitted prior to the event. This agreement shall clearly outline the forms of support from the corporate sponsor, and the method by which the support shall be delivered to the campus organization sponsoring the event.
6. Publicity for the event must follow the established campus promotion policy that is available in the University Activities Office.
7. Monetary or other forms of support from a corporate sponsor should not exceed the entire cost of the event (including facilities rental); but should be enough support to warrant a successful event.
8. An appeals committee shall be established to review any requests for corporate sponsorship that were denied by the Dean of Students if the sponsoring campus organization would like the decision to be reviewed. This committee shall be composed of: the Dean of Students, the Vice President of the Parkside Student Government, the Vice President of the Student Organizations Council, and the Vice President of the Parkside Activities Board.

Appeals Committee Responsibilities:

This committee shall respond to requests within five (5) working days from the date that the appeal was submitted.

The Chancellor shall have final approval on all issues related to community sponsorship.

Policy on Designated Areas for Unplanned "Free Speech" Events

Freedom of speech is one of the most cherished traditions of the academic community. A community of scholars cannot pursue truth without the ability to publish critical information. One of the most important responsibilities of the University is to protect the right of expression in a manner that does not impinge upon the rights of others to pursue their studies or work. In guaranteeing free speech, the administration's obligation is to provide reasonable regulations of time, place and manner, so that disruption of normal educational activities is avoided.

Any University department or recognized Student Organization may receive available facilities for a speaker, an open forum, or a debate on any issue or topic. Arrangements for such activities can be made through EMS

Reservations. To accommodate unplanned free speech events, the University has designated two areas on campus that can be utilized by any member of the campus community without advanced reservation.

Designated Free Speech Areas

In the main complex: the Student Center L1 Lounge across from the Student Involvement Center
Outside the main complex: southeast cement wall on the Student Center Plaza

In the event that a free speech area is not available, the University, through the Parkside Student Center reservationist, will make an effort to find an alternative location.

For individuals who are not members of the campus community (i.e., students, faculty or staff) the hill between the Parkside Student Center and the University housing complexes is the designated “free speech” area. Such “free speech” activities cannot block entrances on drives, or disrupt normal University activities such as classes and work. In these matters, the University will recognize “equal protection” consideration, thus providing for opposing views on the issues.

Requests for Off Campus Events

A Student Organization may seek a waiver of the requirement that events be held on campus by making a written request on the designated form to the University Activities office. The request should explain the reason(s) for seeking a waiver.

Waiver Information

A waiver may be granted if the following conditions are met:

- a) The student organization is locked into a certain date and there are no facilities available on campus to accommodate the organization; and/or
- b) The student organization has special food or environmental requests that cannot be provided by the campus. Environmental needs may include such elements as the unfeasibility of the event being held on campus (e.g. a group trip to a sporting event such as a professional basketball game, a recreational trip such as camping or ski, or an educational field trip.)

Ordinarily, if a waiver is granted permitting an event to be held off-campus, a faculty or staff advisor will be required to be in attendance at the event in order to assure proper supervision. However, this requirement may be waived in appropriate circumstances.

After reviewing a request for a waiver the University Activities Office will grant or deny the request. Approval will be given for expenditure of funds for events that will be held off-campus only if the event has been approved prior to the request for the expenditure of funds.

This policy does not apply to student attendance at professional or educational conferences or meetings hosted by non-campus organizations.

Student Organization Key Policy & Procedures

Purpose: To establish and implement an effective key control policy providing legitimate access to all Student Center/Activities personnel; to establish “key” procedures for the issuance and retrieval of keys; and to establish issuing authority.

1. Key Responsibility & Accountability:

The responsibility for Student Center/Activities facility keys will be shared between the Parkside Student Center and University Activities. The Parkside Student Center is responsible for keys issued to staff and student employees, and the food service employees. University Activities is responsible for all student organizations keys.

2. Key Issuance:

All requests for keys must be made to University Police through the Parkside Student Center or University Activities Office by submitting a completed Key Request Card (use a separate card for each key requested). In the event a key is being transferred – use the Key Transfer Card.

3. Control of Issued Keys:

All keys issued should be retained in the possession of the person to whom issued at all times or in a secure locked location. University keys may not be duplicated. Any transfer of keys must be made through the Parkside Student Center or University Activities.

University Activities is responsible for retrieval of all University keys before individuals end their employment with the University. University Activities is responsible to immediately report to the University Police any missing or lost key. If the area is a high security area, the locks in that area will be changed immediately and Student Center/Activities will be charged for labor and material.

Keys issued to student organization officers will be verified between fall and spring semesters, and collected at the end of the school year (in May) by the University Activities Office. If a key deposit was made, it will be refunded after the proper paperwork is completed. If keys are not returned to University Activities by the specified date, a “hold” will be put on the student’s record until said key is received in the University Activities Office.

4. Key Records and Inventory:

A master key inventory record is prepared by University Police annually and they will seek the verification of this record by reconciling it with University Activities. University Activities will also keep their own master record.

5. Missing Keys:

The unit head responsible for the issuance of the keys bears the full responsibility for the immediate report to University Police of its loss. The immediate report is a necessity to reduce the vulnerability to the University resulting from the unauthorized use of the missing key.

6. Re-Keying Costs:

Upon receiving notice of a lost or stolen key, the Director of University Police will meet with the appropriate chairperson or director to determine the seriousness of unauthorized access to the area. If the area is a high security area, the locks in that area will be changed immediately and the department responsible for the lost or stolen key will be charged for labor and material.

Stipend & Payroll Procedures

Stipend Procedures

1. Major status organization presidents need to provide the officer(s) name, address, telephone number, social security number, email address and position title for each person entitled to pay to the University Activities Office Program Associate.
2. Sign permission to check grades sheet.
3. Each officer will need to complete a student employment packet and return it to the University Activities Office prior to the first stipend being processed.
4. Stipend payroll **will be processed once a month** and payroll will be one month behind.
5. All changes to the officer listing and or pay amount need to be submitted to the University Activities Office in writing either by email or memo prior to the next pay period.
6. The University Activities Office keeps all stipend information on a spreadsheet and will periodically verify information with each organization's President.

Vehicle Rental and Travel Guidelines

All travel paid for or reimbursed from University funds must be in compliance with University travel policies, regardless of funding source.

1. When may students use fleet vehicle rental service?
 - a. Only authorized student drivers may drive a University fleet or rental vehicle.
 - b. Students may use University fleet vehicles for official UW-Parkside business only. (I.e. conferences, organization meetings, etc.)
 - c. If a University vehicle is not available, rental agreements may be made with state contracted vendors by contacting the University Activities Office, Student Center L104. We encourage you to plan ahead since the University's fleet is small.
 - d. UW-Parkside staff must verify the status of all student drivers prior to initiating vehicle usage arrangements.
 - e. Up to two drivers may be included on the travel authorization: It is the responsibility of the primary driver to ensure that only those individuals listed are allowed to operate the vehicle.
2. Who is an authorized driver?
 - a. Drivers authorized by University Police and Public Safety are eligible to operate University fleet vehicles or state procured rental vehicles. You must have at least 2 years of driving experience to be considered for authorization; and you must be at least 21 years of age to be considered for driving approval of a rental vehicle.
 - b. Authorizations expire annually on June 30 and must be resubmitted after July 1 for the new fiscal year.
3. What size vehicle can we rent?

- a. Rental vehicles must be reasonable in size as determined by the UW-Parkside staff member initiating the reservation based upon the information given on the Request for University or Rental Vehicle form.
 - b. Vehicle costs are based on predetermined state rates along with actual mileage incurred.
4. When do I have to return the vehicle?
- a. The vehicle must be returned by the date and time listed on the original travel authorization.
 - b. The UW-Parkside staff member responsible for the original arrangement is the only person who may change contract times for rental vehicles and only for appropriate reasons.
 - c. Rental vehicles need to be refueled upon return to the company.
5. What kind of documentation do I need to turn in to University Activities before the trip to receive reimbursement or to have direct billing?
- a. Vehicle Request form with authorized signatures
 - b. Conference brochure and/or meeting agenda and/or flyer advertising the event
 - c. List of attendees
 - d. Hotel information
6. What kind of documentation do I need to turn in with my Payment/Purchase Form after the trip to receive reimbursement?
- a. Gasoline receipts
 - b. Copies of meeting agenda, ticket stubs etc.
 - c. Original hotel and meal receipts
7. What happens if I get a ticket or lose the keys?
- a. Charges for locksmith service, parking tickets and traffic citations are the responsibility of the authorized driver and must be paid immediately.
8. What happens if I should violate any of these policies?
- a. Failure to abide by these policies will result in the loss of travel privileges. In addition, the student is responsible for reimbursement to the institution for any unauthorized expenses.
 - b. Repeated or multiple minor infractions may result in a loss of driving privileges.
 - c. Other various minor or major violations of fleet policies may result in either probation or immediate suspension of driving privileges, depending upon the nature of the infraction as described below.

Minor infractions place the driver on probation for one semester. Minor infractions include:

- Eating food or smoking in the vehicle
- Returning the vehicle dirty or leaving trash in it
- Inappropriate purchases on the vehicle's credit card
- Unauthorized use of the vehicle which includes checking it out early and returning it late

- Excessive mileage beyond state established distances
- Not refueling a state contracted rental vehicle (not a University fleet vehicle)

Major infractions would place the driver on immediate suspension of driving privileges, and possibly permanent suspension. Major infractions include:

- Unauthorized use of vehicle
- Unauthorized drivers using the vehicle
- An at-fault accident
- Evidence of alcohol use or transport in the vehicle
- Abandonment of a vehicle
- Multiple violations of privileges on behalf of an organization
- Second minor infraction while on driver probation

Web Account Procedures & Policy

1. Student organizations needing to have a new password or a new web account created will need to complete the Student Organization Web Authorization Form and turn it in to University Activities. Both the organization's President and Advisor need to provide approval.
2. The authorization form will be forwarded to Campus Technology Services for processing.
3. The new password (as well as password ID directory if new account) or user-ID will be emailed to the student organization's web coordinator.
4. Student organization websites may have industry-related links as long as it does not look like the university is sponsoring, promoting or advertising for those businesses.
See <http://www.uwsa.edu/fadmin/gapp/gapp43.htm>.
5. All passwords are to automatically expire on May 15th of each year and student organizations will need to reapply for a password by completing the Student Organization Web Authorization form.
6. The University Activities Office will review each organization's website periodically for appropriate content. If there is a concern regarding the content, the organization will be contacted immediately and administration will be apprised of the site.

Student Involvement Center Policy & Procedures

Overview

Vision

The Student Involvement Center exists to increase and enhance student involvement in the campus community. By being involved in co-curricular programs, students have the opportunity to learn about and develop the skills and behaviors necessary to become exceptional leaders and ultimately exceptional professionals. It is our hope that by providing a mechanism for students to become actively engaged in the university community, the university is improving the quality of the overall student experience.

What is the SIC?

The Student Involvement Center offers a variety of spaces for use by recognized student organizations including private office spaces, open office areas, promotions room, lounge seating and tables for group work and storage areas. In addition, the center houses organization mail boxes, student organization paperwork and other organization resources.

Hours of Operation

The Student Involvement Center is open whenever the Student Center is open for operation. If an organization needs after hours access, the president of the organization may request access. A request should be directed to the Student Center Director and should include the date and time needed and the reason for the request.

Promotions Room

The promotions room offers promotion related materials along with copier and printer. The supplies for the promotion room are available for use by student organizations only.

Storage Space

Cabinet space is available in the Promotions room for organizations on a first come, first serve basis. Secured storage is also available in the SIC through the University Activities office.

Policies

Behavior

Users of the SIC are expected to treat other users of the facility and the facility itself with respect.

Copier use

The copier in the SIC is available for student organization business only. If more than 20 copies are needed, organizations should use University duplicating services. Copier use is regularly monitored by the University Activities office.

Custodial Care

The Student Center custodial staff will provide general custodial services for the facility including vacuuming and cleaning of common areas and emptying of trash. Custodians will empty trash in individual offices on a daily basis and will clean the private office spaces once a week. It is expected that occupants of the private offices will maintain the cleanliness of the individual office spaces.

Equipment

The SIC is equipped with computers and a centralized printer for use by organizations. In an effort to share resources, individual office printers will not be replaced and organizations will be required to utilize a centralized printer unless there is a special circumstance that warrants an exception. Any special circumstances will be reviewed by the Director of Student Life. In an effort to reduce energy usage, refrigerators and microwaves will not be allowed in individual offices.

Keys

Organizations with private offices will be provided keys for access to the office unless the office is equipped with a door access reader. Organizations must provide a list of individuals who should have access to the space. This list must be updated each semester. It is the organization's responsibility to collect the keys of those individuals no longer active with the organization each semester and return them to the University Activities office. (Or update the electronic door access.) If keys are not

returned or if a key is lost, a hold will be placed on the individual's record and the office will be rekeyed at the organization's expense.

Office Space Assignment

Offices in the SIC are designated for recognized student organizations. In many cases, the offices are shared by one or more organization. If an organization loses their recognition status, the office space will be reassigned by the Student Center Advisory Committee. If an organization fails to utilize their assigned office space during the academic year, University Activities may request that their office privilege be reviewed by the Student Center Advisory Committee.

Open office areas are available for use by any member of a campus organization. Priority is given to student organization work.

Selection Process for Office Spaces

An annual review will be conducted by the SCAC and applications will be distributed to all recognized student organizations for spaces. Besides the walled offices, the SCAC may designate desk spaces with or without computers, and with a locking file cabinet, for annual use by a student organization. The desk spaces within the center of the SIC can be assigned through the selection process for office spaces if needed; computers in at these desks would allow for the organization to have a specific login so that it is no longer a general use computer.

Posting & Window Painting

There are three designated bulletin boards within the SIC for use by Student Organizations: 1) for recognized student organization promotion; 2) a calendar of events; and 3) for student leader and organization recognition.

All posters must conform to the Campus Policy on Posting Promotional Materials Policy #32.

Window painting is not allowed on any office windows or window-doors.

Technology

The Student Involvement Center is equipped with computers for use by student organizations. Computer provided in the SIC will be similar to the computers available in labs across campus. Any exceptions must be approved by the Student Center Director.

Wireless access is also available in the center. University network policies apply to the Student Involvement Center <http://www.uwp.edu/departments/governance/admin/policy/policy58.cfm>. In an effort to protect the integrity and stability of the network, no private access points or routers are permitted. Drive space will be available on the university server for each organization.

Telephone usage

The telephones in the center are available for student organization business only. Shared offices have a single number with separate voice mail boxes. Local and extended service is accessed by dialing 8. Long distance may be accessed by dialing 8. All phone lines are monitored for appropriate use.

Budget

Student Involvement Center Budget

The SIC budget, as approved annually by SUFAC, provides for the following equipment and supplies: computers, centralized printer, telephone services, copying, promotion supplies and office supplies. The budget will be developed by the Director of Student Center and reviewed by the Student Center Advisory committee prior to presentation to SUFAC.

Complaint Process

Any individual who has a concern, issue or complaint regarding the Student Involvement Center and its occupants should address those concerns to the Student Center Advisory Committee.

Student Organizations and Risk Management

I. Purpose:

These guidelines have been developed to clarify the extent to which the State Self-Funded Liability Program (SSLP) applies to the activities and functions of **Student Organizations** within the University of Wisconsin System. In addition, procedures for the evaluation of the organization's activities with respect to **liability** protection as well as for the procurement of outside sources of liability insurance will be discussed. This evaluation will also assist campus administrators in the approval of student organization's use of university-owned vehicles, facilities and services provided. While these guidelines should provide clarification, the final decision for liability protection ultimately rests with the Attorney General and will depend upon the situation in which loss occurred.

Note: All highlighted words have been defined in the appendix of this document.

II. Background:

Student organizations have been a topic of concern from a liability perspective for university administrators for many years. Involvement in a wide variety of activities ranging from sky diving to elderly care results in a severe liability exposure for Student Organizations and the University. Claims for **negligent acts or omissions** resulting in **personal injury** or **property damage** to others and which result from the activities of that organization, may be imposed on the individuals involved, the student organization, faculty and staff advisors, and the University, depending on the circumstances.

University Administrators would like to be able to approach these loss exposures pro-actively by providing the student organizations with a way to evaluate the level of liability protection that the organization members have via the SSLP fund and their potential need for commercial liability insurance. Of extreme importance is the consistent and continual education of faculty, staff and students about their potential liability exposures, the limitations in liability coverage through the **SSLP**, and the evaluation of their need for outside coverage.

It is **not** the role of the risk management office on campus to determine the legitimacy of student organization activities, but rather to evaluate and manage, in cooperation with faculty, staff and students, the liability exposures which Student Organization activities may create.

III. Issues:

Because liability protection extended to individual **employees, officers, and agents**, is not absolute it is impossible to determine whether liability protection will exist for individuals involved in a given specific student organization activity. In determining the potential for coverage, the first step is to determine whether the individual involved are agents of the university. Often it is quite difficult to determine whether an individual agent will be covered for liability without knowing the details of the specific situations from which the liability may arise. Liability protection will be judged based on the specific activities of the individuals. Therefore, student organizations should not assume continuous and automatic liability protection by virtue of their existence.

Key factors in determining the liability protection in a given situation are the **campus mission**, the level of **benefit and control** that exists between the organization and the university, and the **agency status** of individuals involved.

A. Campus Mission:

Each institution operates under the **UW System Mission, a Core Mission**, and a Select Campus Mission. These mission statements set forth the broad purpose and scope of the UW System and its institutions, providing philosophical and management direction to each. They also imply the broad relationship between the pure academic pursuits of the campus and the extracurricular activities provided.

For example, UW Stevens Point has a specialized degree in forestry and also provides a variety of forestry-related extracurricular student activities. Because the mission statement refers directly to Natural Resource Management programs, the faculty, staff, and students can see a direct link between various forestry extracurricular activities and the overall university mission. The strength of such links may be a critical factor in determining whether liability protection exists.

B. Benefit and Control:

In general, for liability protection to exist there must be direct relationship between the purpose of the organization and the activity. For an activity of a student organization to show benefit to the university, it must fall within the stated Mission of the University. For example, benefits to the university may be economic in nature or may enhance the community outreach goals of the institution as well as enhancing the academic and student development goals of the institutions. If the activity is for the exclusive benefit of an organization outside of the university, such as the YMCA, then the individuals probably will not fall within the scope of liability protection.

In addition, some level of control by the university over the activities of the organization must be evident. If the university maintains some degree of control over the activities that take place, then it is more appropriate to argue that liability protection exists for certain individuals in the organization. Controls which the university might have over a Student Organization include but are not limited to:

1. Officially recognized by the institution.
2. Eligible for segregated University Fees (SUF).
3. Statement of mission/charter.
4. Designated faculty/staff advisor.
5. Conformance with University, Municipal, and State laws.

Each university runs a volunteer experience program in which students perform volunteer services for organizations, for example, the Kinship program at UW-Stout. Liability protection for such functions may work a number of ways as the responsibility for the function may rest with the entity our student organization is assisting, the university's SSLP, or a combination of the two. Again, the events of the situation will determine the university's responsibility.

C. Agency Status:

Liability protection is afforded through the SSLP for officers, employees, and agents of the State while acting within the scope of their employment or agency (see State Statute 895.46, appendix A). Although it may be a simple matter to determine who officers and employees of the State are, it is less clear who is considered an agent of the State. While the use of documentation may help the organization to clarify the status of its members, the ultimate determination of agency is based on a case by case analysis. Examples of helpful documentation include but not limited to: letters of invitation, planning documents, proposals, organizational charters and bylaws.

Agency status does not guarantee liability protection. Membership in a student organization does not guarantee agency status. Liability protection will only be afforded to those agents who are operating within the scope of their duties as agents. This reinforces the need for a student organization to specify in writing what its activities generally are and what responsibilities exist for the members of the organization who feel that they might be agents of the university.

IV. Role of Faculty and Staff Advisors to Student Organizations:

Faculty and staff advisors who have been appointed as such are provided liability protection for their actions when acting in the scope of their employment or agency. Ideally, the appointment should be included as part of an employee's written position description, or at a minimum, the appointment should be in writing. Faculty and staff advisors should be active when working and advising student organizations. They should take responsibility for questioning activities of a student organization and voice disagreement if they see a problem with a proposed event. These actions are within their scope of employment. They must feel comfortable when questioning a student activity as that event or activity may have an impact on the university's liability coverage.

V. Strategies For Risk Management:

A. Risk Control:

The liability exposure the university faces for those activities which are linked through the mission of the university or the level of benefit and control can be minimized by the following:

1. Transferring risk through third-party waivers, hold-harmless agreements, or through vendor contracting (especially applicable to rental vehicles).
2. Transferring risk through personal liability, health, travel, and life insurance.
3. Preventing/controlling risk through training and supervision.
4. Retaining the risk through choice of only those activities that are low risk.

B. Risk Financing:

1. SSLP Coverage:

When all the following conditions are met, liability protection by the SSLP is highly probable to those agents (members of student organization) who are operating within the scope of their agency.

- a. Meets the mission of the university;
 - b. Follows established rules and regulations of its university;
 - c. **And**, a faculty or staff advisor is actively involved with the student organization.
- ###### 2. Outside Coverage

When a organizational activity **does not** meet these requirements, the organization is required to sign hold-harmless and indemnification clauses. If the Student Organization sees a need for extending liability protection to all members regardless of agency status, outside insurance protection must be considered in order to protect the organization and its members.

- ##### C. Specific events that do not benefit the university mission, such as a pub tour, is an example of where the SSLP will not respond. The organization participating in such events will need to secure a special-event liability policy for student organization activities. This policy is normally priced on a per-event basis since each event is separately underwritten. Consulting with a local insurance agent to purchase coverage for the event may aid in receiving a competitive price for the coverage. If insurance coverage can not be purchased, the student organization may want to weigh the merits of hosting the event as the members may become personally liable for any wrong doing.

In order for the university to recognize an event the following list of insurance policy conditions must be met.

1. Named Insured: The Student Organization or specific member.
2. Additional Insured: Board of Regents of the University of Wisconsin System, its officers, employees and agents.
3. Coverage Detail: Commercial General Liability coverage for bodily injury or property damage caused by the student organization members to third parties during the course of the event.

4. Policy Minimums: \$500,000 limit per occurrence. \$500 Medical Payments optional.

When an organization seeks coverage under this format, a certificate of insurance **must** be submitted to the campus risk manager well in advance of the event which shows the above conditions have been met and the following information must be included:

- a. Dates of the event;
- b. Description of the event;
- c. State the policy limits;
- d. And special insurance requirements imposed by outside parties (such as limits or additional insured provisions).

Definitions

Agency Status: The condition or state under which one may be acting as an agent within the scope of liability protection under the SSLP.

Agent: A individual who is acting for or doing business with the university with or without pay and under the general direction and control of a university employee.

Campus Mission: The final component of the composite mission which states the specific objective statements of the institution and which defines the institution's uniqueness.

Core Mission: The second component of the composite mission which applies more specifically to (a) to the two research and doctoral universities, and (b) to the eleven comprehensive universities.

Employee: An individual who works for the State/University for pay.

Liability: A legal obligation or responsibility.

Negligence: The failure to use such care as a reasonably prudent and careful person would use under similar circumstances.

Negligent Acts or Omissions: Unintentional actions (or failures to act) which a reasonably prudent and careful person would (or would not) make in a similar circumstance.

Officer: The person or persons at the head of an agency.

Personal injury: Costs related to physical or mental injury, sickness, or disease including death.

Property damage: Physical injury to tangible property including all resulting loss of use of that property and loss of use of tangible property that is not physically injured.

State Self-Funded Liability Program: Statutory based program which provides defense and claim settlement to employees, officers, and agents of the State who have incurred legal obligations due to negligent actions while acting within the scope of employment or agency. See Wis. Statute 895.46.

Student Organizations: Any campus recognized organization of students, faculty, staff and others who share a common interest.

(Source: http://www.uwsa.edu/oslp/rm/manual/part_10/stdtorgs.htm)