

StudentLeadership

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University Activities

The Office of University Activities assists students in finding a variety of ways to get involved on campus. Information about student organizations and events are available as well as assistance for developing new clubs and activities. They coordinate numerous campus programs including leadership development, entertainment and social activities, and both educational and cultural experiences.

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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UNIVERSITY ACTIVITIES

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ALL ABOUT STUDENT ORGANIZATIONS

New Student Organizations

You will be able to take advantage of the easy-to-use online registration for organizations 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 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 University 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 a Continuing Student Organization

1. Complete an 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 the meeting.
5. An organization will be registered once these steps have been completed.

Recognition of Student Organizations

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 enrolled again 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.

Non-discrimination in Membership and Regulations

1. 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.
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. For specific information on funding refer to Student University Fee Allocation Committee (SUFAC) guidelines or contact the University Activities Office.
5. An organization that previously existed at UW-Parkside but is inactive must reapply via Online Registration for Organizations to reactivate the group and obtain UW-Parkside Recognition Status.
6. 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.

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

LEADING A STUDENT ORGANIZATION

A full list of UW-Parkside student organizations is available from the University Activities Office; however, the office will not give out the names of officers or members without approval from the organization. Developing and conducting an organization recruitment campaign is very important. Yet, as we all know, retaining these new members is another matter entirely. All too frequently groups skip some form of orientation and place their new recruits directly on committees or organizational projects.

- Although involvement is crucial to the longevity of the group, understanding the organization and its goals and objectives, structure, norms and taboos are equally important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership; people can and will make significant contributions to the organization.

Officers and the Executive Board

- Based on individual organization constitutions, officers will have a variety of responsibilities. These officers will assist you with leading the organization and its members.
- Although the responsibilities are uniquely tailored to fit each organization, general guidelines of duties do exist. For example, the President should conduct meetings and oversee general operations of the club; the Vice President should act in this capacity in the absence of the President; the Secretary records the business of the organization; and the Treasurer or Finance Coordinator keeps track of financial matters.
- It is also the responsibility of all executives to be aware of all the rules and regulations that govern student organizations, which are outlined in this handbook.
- Specific training and guidance on University policies or leadership development may be received from the University Activities Office.

Officer Eligibility

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, by laws, 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."

Officer's Checklist

Responsibilities of organization officers in addition to those listed in the organization's constitution...

- When a member of the faculty or staff is asked to serve as advisor, s/he should be informed about what the organization will require and expect from him/her.
- The advisor should be given information relating to all activities of the organization.
- Notices of meetings should be given to the advisor. When designating a meeting time for the semester every attempt should be made to set a time that is convenient for the advisor.
- The advisor should be invited to executive meetings in which agendas are established for general meetings. If the advisor is unable to attend, s/he should be informed about what is discussed and requested to submit additional items.
- The organization should confirm the appointment of the advisor each year and should be certain the advisor will serve before submitting his/her name as advisor.
- The officers of the organization should maintain a close relationship with the advisor and should provide opportunities for the advisor to meet as many members as possible.
- Organizations should invite the advisor to all events and keep the advisor informed of all activities sponsored by the organization; this should be done to allow the advisor to be aware of what is happening and also to allow him/her to provide feedback and support to the proposed event/activity. Some events will require an advisor to be present.
- If situations arise that may cause problems for the organization or any member of the organization, the advisor should be informed immediately.
- Organizations should update the advisor of the financial condition of the organization. This is important for all organizations, but it is especially important for organizations receiving funds from student Segregated Fees. The advisor should not be expected to co-sign a monetary request unless s/he has evidence of the validity of the request and documentation.
- Organizations should recognize that an advisor should not be committed to any type of obligation unless s/he agrees to the commitment.
- Minutes of meetings as well as other materials from the organizations should be submitted to the advisor as these materials are made available to the members.
- An organization should be aware that the advisor is providing services without compensation. Although advisors do not expect special recognition, they would like to know that their services are appreciated.
- Advisors can be held responsible, just like the officers and members, for the organization's events and behavior.
- The organization should be willing to discuss any dissatisfaction it may have with the advisor and every effort should be made to resolve the situation. The advisor should also feel free to discuss her/his dissatisfaction. If these cannot be resolved, the University Activities Office can be asked to mediate discussion.

Leading an Effective Meeting

Organization meetings are very important. Your organization's success or failure may rest in the way its meetings are conducted. The following suggestions can help you structure your meetings so that they will be more effective.

General Meeting Rules

- Begin on time. Do not reinforce latecomers by waiting for them.
- Create a warm, friendly atmosphere so members feel free to express themselves. (Refreshments are often good ice breakers.)
- Use nametags if members are not well acquainted with each other.
- Utilize an agenda. Members can then gauge what needs to take place.
- To begin, briefly summarize the content and important accomplishments of the last meeting.
- State goals for the present meeting. (Be realistic)
- Keep all members involved. Do not carry on a long dialogue with one member. This is the quickest way, next to lecturing, to alienate the rest of the members.
- Limit time on topics if they begin to consume a lot of time. You, as chairperson, can state that you will allow three more minutes of discussion, and then you will call for a vote.
- Use a blackboard or white board on to record comments and ideas of members. This legitimizes their comments and stimulates further thought. People enjoy seeing their comments in print.
- Make members feel that they are solving the problem at hand. You serve as guide, but let the group decide which direction to take at a "fork in the road."
- Keep your meeting short, maximum of 50 minutes! Members are more willing to attend if they know when the meeting will be over. So it is important to keep within the 50 minutes allotment.
- In closing the meeting, summarize important decisions and make sure all assignments are clear. Ask for agenda items for the next meeting, and set date, time and place of the next meeting.

Developing an Agenda

- Agendas should be distributed prior to or at the beginning of meetings.
- Agendas serve as meeting reminders and give members advance notice to collect their thoughts and materials for the meetings.
- Members also will realize that they will be called upon from week to week to verbally update their assigned areas.
- Consider incorporating a fun item into your agenda.
- When developing the agenda, include items from members, items from the last meeting, as well as items from the officers. It is your responsibility to analyze and place the items in sequence. Review your constitution for other details that you may need to include.

Recruiting New Members

Recruitment: The challenging, exciting and, too often, frustrating experience of bringing new blood into your organization. To get new members, you have to:

- Attract people to your organization, and
- Give them reasons to become involved

Before you begin recruiting new members into your group, involve your organization members in answering the following questions:

- What is the mission of our organization?
- Why should someone join this organization?
- What will they get as a result of being involved in this organization?
- What are the expectations of members?
- What is the time commitment involved?
- How will being involved in this organization make a difference in their life?
- Who do we want to attract as members?

The answers to these questions will help in developing your recruitment strategy.

Supporting New Members

Once you attract new members pay attention to them! They are likely to feel a bit anxious and uncertain about their involvement. When left floundering in this state, new members often disappear from organizations. Put the following suggestions into practice and you will make them feel welcome and comfortable.

- Discourage cliques among old members.
- Learn new members' names and help them to learn the names of others.
- Give new members information about your organization: what it's currently involved in, how it functions, and something about its history.
- Ask current members to serve as host or buddy to new members.
- Give new members some direction on their involvement. Assign them a task, ask for their input, and reward them for their contributions!

Each new member has unique talents and ideas. Give them ample opportunities to share and the results will be great!

PLANNING FOR SUCCESS

This guide to organizing events will be of great benefit, especially if you are just entering the world of campus programming! If you are a veteran, this guide will serve to jar your memory and maybe even give you a few new ideas. The main purpose of this section is to provide a step-by-step approach to aid you in organizing your programs. By doing this, it is our hope that you will come up with a polished, finished product that has very few last minute headaches.

How to Brainstorm

Brainstorming is often one of the best ways for a group to come up with ideas for general programming, fundraisers, and publicity gimmicks. The essential features of brainstorming are few and simple.

- ❖ Everyone is encouraged to speak up and express ideas!
- ❖ Criticism is ruled out. Judgment is suspended until a later screening allowing all members to feel comfortable putting forth their ideas and ability to be creative. Participants should be seated facing each other to help facilitate effective communication.
- ❖ The number of participants is not important, but the group should be large enough so that there are many sources of ideas. Brainstorming groups may be anywhere from five to perhaps 25 in number.
- ❖ One of the participants should take minutes of the meeting, writing down every suggestion made. Then, after the problem has been stated, and it is made clear what ground rules are to be observed, the brainstorming begins.
- ❖ After the session is over it is essential that someone evaluate, condense, and bring together the ideas that were brought up by the participants. Ideas that are obviously not workable can be discarded, and a list can be prepared of those that are worth further consideration.

The Mechanics of Producing a Program

Here are some suggestions to assist you with organizing programs and events.

A few questions to ask yourself before the event ...

What do you want to accomplish through this program.

How can you develop it to reach the greatest number of people?

Can you create the correct environment for this program.

What resources are available for your use (books, people, movies, etc.)?

List the possibilities and be creative!

After deciding the “who” and “what” of the program, you need to think about budgets, room reservations and contracts.

EVENT DEVELOPMENT

1. Hold a meeting with your organization and advisor.
2. Determine how much money you have in your budget for this event.
3. Write an outline for the event and include: funding, location, publicity, personnel needed and anything else of importance.
4. Before you confirm any entertainment or guest, make sure that there is a room available. Rooms are reserved through the online VEMS (Virtual Event Management System).
5. Contact the University Activities Office to begin contract negotiations if you are paying for a presenter or performance.
6. Make sure members take responsibility for other important tasks. This may include check requests, ticket orders, personnel needs, hospitality, marketing, etc.
7. Promotion and publicity is a key factor for a successful event. Decide whom you want to reach and how to best reach them. Publicity is important because it creates interest and involvement, and it stimulates awareness of the event.
8. On the day of the event, everything should come together smoothly if the preparation was done efficiently. You should have event personnel confirmed to pick up items such as tickets, checks, and cash box. You will also need to make sure that all hospitality requirements have been handled.
9. Make sure that somebody will be present to greet the guest(s) and to introduce him/her when the event begins. You'll need to monitor the program, keeping track of break times and making sure that the program goes on as scheduled. After the performance is over, pay the performer as arranged for in the contract.
10. Most importantly, enjoy the event!

POST-EVENT FOLLOW UP

Just because the event is over does not mean that the work is completed. An event evaluation should be done, including a budget review, audience attendance, audience reaction, artist/guest cooperation, agent relations, and publicity quality and quantity. Also include whether or not the goals of the event were met. Review what worked well and what you would do different. This is very helpful in planning future events.

Make sure to send out thank you notes after the event. These should be sent to the volunteers who helped with the event, as well as the artist or guest. Volunteers are more likely to help again if they feel they are valued, and guests will remember UW-Parkside in a positive way.

PUBLICITY POINTERS

Remember the Four W's and the Big H in your publicity:

- ✓ WHO: The name of the sponsoring group
- ✓ WHERE: The location of the event
- ✓ WHEN: Include the day, date, and time of event
- ✓ WHAT: The name of the event or a brief description highlighting specific details

MANAGING 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 organization 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 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 organizational 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: SUFAC or visit the Parkside Student Government Office.

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 Funded Organizations

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 Assistant 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.

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.

For money needed to reimburse individuals from a trip that already occurred: receipts must be turned in and the University Activities Office will complete a Travel Expense Report. It takes approximately three weeks to receive a reimbursement.

Travel advances are **not** available so plan accordingly. Do not process travel plans yourself, make an appointment with the University Activities Office for assistance with appropriate processing requirements. Meal reimbursements vary from organization to organization, check with yours!!

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. (ADD 09-10 SUFAC BUDGET GUIDELINES)

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 and Inappropriate Segregated University Fee Expenditures – Please ask University Activities for more information.

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 medial 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 Assistant 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, candy bars, 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 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

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 member of your organization for events and fundraising. They are also a good resource for connecting with members of our local community who may be able to assist with your organization's goals.

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).

Caterings

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.

Driver Authorization

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.

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 Job Requisition 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.

Food at Student Organization Meetings and Other Events

Student organizations do not have permission to bring outside food in to 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.

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. In addition, 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.

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

Individuals using the Promotions Room in the Student Involvement Center will be accountable for use of the room, materials, and individuals working in this space. Any damage or misuse will be the responsibility of the organization and may result in monetary charges and/or revocation of Promotions Room privileges. If room and/or its supplies are left in poor condition or lost, the Building Manager will report it to the University Activities Office for proper action or fine.

First offense: Violating club/organization will receive a warning (and may be asked to clean mess under supervision of University Activities staff or pay for damages)

Second offense: Violating club/organization will lose Promotions Room privileges for at least the remainder of the semester.

Posting Promotions

Promotions are authorized at the University Activities Office, SCTR L104. Promotions will be date stamped for three weeks from date. The Promotion must include title, date, time, place, and sponsorship. Always remember to check spelling! A complete copy of the Posting Promotional Material policy is located at www.uwp.edu keyword: administrative policies.

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

Information on holding raffles may be obtained from the University Activities Office. 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 tickets used for raffles.

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 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 Request Form

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. 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.

STUDENT INVOLVEMENT RECORD

Enhance your marketability!

Get involved in leadership activities, student organizations, community service, and professional development!

What is it?

The SIR is an official record of leadership accomplishments, involvement in student organizations, community service activities, and professional/educational development programs. It is designed as a means of recognizing “out of class” learning, development, and campus and community contributions.

Why should I want one?

Through these experiences you will develop life-long skills necessary to succeed in an ever-changing workplace; skills such as communication, human relations, leadership, delegation, conflict resolution, and time management. Similar to a Registrar’s academic transcript, this resource lists all your extra activities during your time at UW-Parkside.

Official copies of the SIR can be used to supplement resumes and academic transcripts when applying to graduate and professional schools or prospective employers.

What type of activities should be submitted?

- Leadership roles in an organization, activity, or program of any duration
- Honors and formal recognition bestowed on you individually or as part of a group
- Membership in an organization, activity, athletic team, or program that requires sustained participation
- Community service

How can I benefit from having a Student Involvement Record?

As the percentage of the general population who possess a college education continues to increase, so will the competition for obtaining employment after college or attending graduate and professional schools. An official copy of your SIR can be used to supplement your resume to prospective employers. For students planning to make application to graduate or professional school, the SIR can be used to enhance your candidacy.

How do I get started?

It’s easy to start a Student Involvement Record!

Stop by the University Activities office for a form or go to www.uwp.edu Keyword: Student Involvement Record. Return the SIR to University Activities; we will type it up and give you a copy (ies) to use.

Keep updating until you graduate and you will have a solid Student Involvement Record.

Don’t forget to keep your SIR updated!

One of the most frequently asked questions about advising student groups concerns the legal liability of the advisor. In general, the advisor has accepted the position of advisor to a student group as “part of the job.” The advisor would probably not be held personally liable for mistakes as long as there is not negligence involved in the performance of the advisor’s function. The use of common sense is one’s best guide to determine what needs to be done in the event that an activity is potentially dangerous or unethical. An advisor who utilizes appropriate techniques to insure the safety of the participants will usually not be judged liable should a participant become injured.

When issues arise, the opinions of the advisor should be sought and given proper consideration. Although the advisor is not responsible for policy making, s/he may make recommendations and should expect that these will be considered. The literature on student organization advising suggests three main functions of responsibility for advisors. The functions are: (1) Maintenance or custodial of the organization; (2) Group growth and leadership; and (3) Program content and coordination.

The advisor’s activities may fall within any of these categories as the situation dictates. There are various types of groups with different objectives; consequently, the advisor functions may differ from organization to organization. Also, because new circumstances and environmental factors may arise, the advisor may find that his/her approach and activities will change throughout the year. Advisor should not allow their groups to become dependent upon them and their decisions, but they should work toward becoming accepted as participants and as part of the decision making process of their organizations. Consequently, all of the suggestions are made to remind as well as instruct. It is important that the relationship between the organization and advisor be mutually satisfactory. Each can learn from the other, and benefit from this relationship.

The advisor will perform certain functions within any of the three categories. The three categories, as described, provide a classification, a rationale, and validity to group advising.

Maintenance or Custodial Functions include those activities that help maintain the group and minimize the difficulties it encounters. The advisor serves as a link to the past, interprets university policies, and helps the group maintain a positive image. It is recognized that any of these activities may call for careful consideration by the advisor and a great deal of working with the officers or members of the organization.

Group Growth & Leadership Functions are those that are designed to aid the group in improving its effectiveness in operations and to help it progress towards its goals. Activities that may fall within this category are teaching techniques of leadership, helping the officers understand the principle of organization and administration, helping the group develop self-discipline and a sense of responsibility, stimulating activities, and helping the group concentrate on its goals. The advisor may introduce new objectives and help the group attain its own established goals.

Program Content & Coordination Functions may be seen as an expansion of the group growth functions. The advisor should assume an active role by introducing new program ideas and insisting that the group do more than just maintain itself. The advisor may urge the group to develop programs with an intellectual flavor and help the members to exercise classroom and learned skills. A key role of the advisor is to enhance the thinking of the group by pointing out new perspectives, providing ideas for new projects and supplying expert knowledge.

UNIVERSITY POLICIES RELATED TO STUDENT ORGANIZATIONS

Alcohol Use Policy – see *UW-Parkside Administrative Polices # 4* (www.uwp.edu keyword: administrative polices) 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; and,
- Provide a public service or benefit to the University community at large.

See *UW-Parkside Administrative Polices # 44* (www.uwp.edu keyword: administrative polices) 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 Polices # 48* (www.uwp.edu keyword: administrative polices) 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:

- Name of event, type of event, number in attendance, time of event (beginning and ending),
- Primary audience (i.e. general public, State employees),
- Justification for meal or refreshments (not required if primary audience is general public),
- 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 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 Assistant 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. The 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 Assistant 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.
10. 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

11. 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.)
12. 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.
13. 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:
14. Monitors are expected to wear an identifier in order to be easily recognized by all staff (a specific shirt, or name badge is acceptable).
15. Monitors must assist in ensuring that perimeter doors are secured.
16. 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.
17. 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.

18. Monitors will contact the nearest police officer at the sign of any disturbance.
19. Monitors will assist with crowd control before, during and after the event. This assistance will be at the direction of the senior police officer.
20. 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.
21. Monitors cannot leave and come back to the event.
22. Monitors will not be allowed to drink alcoholic beverages or illegal drugs prior to nor during the event.
23. The Parkside Police have the right to decide if the event will start and/or stay open pending their contact and communication with monitors.
24. The student coordinator must meet with Parkside Police at least ten (10) days prior to the event.
25. Money cannot be taken out of the register to give to the student organization and/or advisor for any reason.
26. May have a representative 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.
27. 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.)
28. Student organizations paying for expenses through their private account must have a minimum account balance of \$400 at the time of making the reservation.

Advisor Responsibilities

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 Assistant Director of University Activities and the student organization. If there will be alcohol 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 weapon 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. Any person 18 years or older with either their Ranger Card ID or proper picture identification with date of birth may be admitted to a non-alcoholic dance, party or event.
2. Only UW-Parkside students less than 18 years with both their Ranger Card ID and proper picture identification will be admitted to a dance, party or event.
3. All additional guests must have a valid Drivers License or State Identification card for entry.
4. If deemed appropriate upon discussion with University Activities and the sponsoring organization, Parkside Police will coordinate a weapon and knives check of all guests, as determined prior to the event. 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.
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. A dance, party or event will end by 1am unless a request for exception has been approved. All requests for exceptions to the Dance, Party & Other Events Policy & Procedures must be submitted in writing to the Reservationist a minimum of 30 business days in advance of the dance, party or event date.
3. Facility capacity for The Den is 350. The organization's monitor staff will be counted in the capacity number.
4. Once capacity is reached in a facility, guests will be allowed to wait thirty (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.
5. Sponsoring organization will arrange for barricades, tickets, or wristbands as part of the reservation when needed.
6. 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.
7. Preliminary dance, party or event charges will be detailed on the reservation confirmation.
8. Performing guests (ie: DJs, band members, etc) must have a valid Drivers License or State Identification card for entry. Performing guests are not allowed to leave the event and come back in.
9. Failure to abide by these policies will result in either probation or the loss of student organization privileges.
10. Beverages and food cannot be carried into the event.
11. Ongoing evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed to organizations. Questions or concerns can be directed to the Assistant 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 infringers 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 Assistant 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 applied 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 Assistant 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:

- f. The student organization is locked into a certain date and there are no facilities available on campus to accommodate the organization; and/or
- g. 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.

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 L104 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. 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.
3. Stipend payroll will be processed on the first Monday after the month of pay. Payroll will be one month behind.
4. 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.
5. The University Activities Office keeps all stipend information on a spreadsheet and will periodically verify information with each organization's President.

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 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 Assistant 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 on 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. Storage space is also available in the SIC through the University Activities office.

Policies

Behavior

Students 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 required 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 major status organizations. In many cases, the offices are shared by one or more organization. If an organization loses major status designation, 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.

Posting

There are designated bulletin board within the SIC for use by Student Organizations. Window painting is not allowed in the SIC. All posters must conform to the Campus Policy on Posting Promotional Materials Policy #32.

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 Assistant Director for University Activities.

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

Phones 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 Life 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 Life Committee.

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?
 - h. Only authorized student drivers may drive a University fleet or rental vehicle.
 - i. Students may use University fleet vehicles for official UW-Parkside business only. (I.e. conferences, organization meetings, etc.)
 - j. 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.
 - k. UW-Parkside staff must verify the status of all student drivers prior to initiating vehicle usage arrangements.
 - l. 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. 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 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 appraised of the site.