STUDENT ACTIVITIES

The mission of the Student 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. Student 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 Student Activities Office in advance for advice.

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All information in this Handbook is subject to change. Student Activities will keep student organizations and advisors up to date with any changes and revisions.
REQUIREMENTS FOR UNIVERSITY RECOGNITION FOR STUDENT ORGANIZATIONS

Student organizations will be able to take advantage of the easy-to-use online registration process when applying for re-Rrecognition yearly.

1. Each year, an officer must complete the Online Registration for Organizations found on Campus Connect webpage (www.uwp.edu keyword: Campus Connect).

2. Organizations must update their officer contact information, list at least least four (4) UW-Parkside student members, submit an updated constitution, and submit an Advisor Agreement Form.

3. Print a copy of the Private Account Form, complete and submit to Student Activities Office.

4. Upon completion of the Online Registration, a Student Activities staff member will confirm University Recognition of the organization based on its compliance with established criteria.

5. The deadline University re-Rrecognition is October 1. Recognition for new organizations will be granted throughout the year, as needed.

6. Greek organizations will also need to submit a Student Organization Registration Addendum and a roster of current membership. All members of Greek organizations must also submit a signed Statement of Compliance/Non-Hazing Agreement.

7. All members of club sports organizations must also submit a Hold Harmless and Behavior Agreement Form.

REGISTERING A NEW STUDENT ORGANIZATION

New student organizations will need to follow the steps below in order to receive University Recognition. After completing the Online Registration Process, the organization will be reviewed and will receive University Recognition with all the privileges thereof, as long as the members adhere to regulations governing student clubs and organizations. A Student Activities staff member will send written notification of University recognition status and the date of the next scheduled Student Organizations Council meeting.

Step 1: Make an Appointment with Student Activities, located at Student Center L104, 595-2278. During the initial meeting, the Student Organization Registration Process will be reviewed, as well as the intended purpose and mission of the organization and privileges of University Recognition.

Step 2: In order to obtain University Recognition, all student organizations must complete the online Student Organization Registration Process, located at https://campusconnect.uwp.edu.

Step 3: As part of the Registration Process, all organizations must:
1. Have at least four members who are UW-Parkside students, including the President or Primary Contact, and provide contact information on the organization’s Campus Connect page.

2. Submit a completed Advisor Agreement Form or complete a Team Advising Agreement Form. (For more information on which form your organization will need to fill out, please see the Advising Section of the handbook.)

3. Develop a Constitution and bylaws, and upload them to the organization’s Campus Connect page.

4. Submit a signed copy of the Private Account Authorization Form.

5. Send at least two representatives to Mandatory Organization Training, held at the beginning of each semester. For more information about upcoming trainings, please see Student Activities.

6. If the organization is to be affiliated with a national organization, a copy of the national constitution and local by-laws must also be submitted.

Greek organizations must also submit:

1. Statement of Compliance/Non-Hazing - signed copies must be submitted by all organization members
2. Greek Student Organization Registration Addendum
3. Roster of Current Membership for Greek Organizations

If you are a club sport you will also need to submit:

1. Hold Harmless & Behavior Agreement Form - signed copies must be submitted by all student organization members
2. Roster of Current Membership for Club Sports

Step 4: Once the Recognition Process is complete, the Student Activities Office will confirm University Recognition of the student organization based on the group’s purpose and compliance with established criteria. If the organization does not meet one or more criteria, they will be notified and will have the opportunity to complete the Recognition Process. All communication will be made via e-mail.

RECOGNITION PRIVILEGES

University Recognition for student organizations gives the organization certain privileges to assist with their mission on campus and provide support. These privileges include, but are not limited to:

- Ability 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
- A mailbox and the ability to use a phone for student organization business
- Fundraising and raffle opportunities
- Access to State Contracted Vehicle Service
- University e-mail account and listserv
- 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
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 age, creed, culture, disability, gender, health, heritage, marital status, nationality, political ideology, race, religion, sex, sexual identity, sexual orientation, socioeconomic class, or veteran status.
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 Student Activities Office. Student organization affiliated with external organizations must also adhere to all University policies and procedures.

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 minimum 2.25 cumulative grade point average (unless otherwise specified in the student organization's constitution), 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 in the organization's constitution and/or bylaws. 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 any reason, follow guidelines laid out by the organization's constitution and bylaws.

TEAM ADVISING MODEL

The Team Advising Model will help student organization advisors address a number of issues encountered within the standard advising model (ie. one advisor for each student organization).

A. Challenges to standard advising model:
   1. many student organizations are having a hard time finding primary advisors
   2. many student organization leaders are pitting staff members against each other and Student Activities
   3. employees not finding time to provide a minimum amount of time to advise student organizations, especially if they advise multiple student organizations
   4. advisors not being clear on roles, expectations, and amount of time expected to dedicate to student organizations
   5. advisors not being familiar with student organization-related handle administrative tasks and paperwork
   6. lack of time looking at big picture of student organization advising including but not limited to civility, reputation on campus, collaborative efforts, connection to mission of organization and University

B. The Team Advising model will address:
   1. lack of time to provide inclusive advising
   2. staying updated with organization activity and events
   3. standard leadership
   4. standard framework for advising topics and advisor/organization meeting management
   5. increased support for organization development and management of leadership issues and problems
   6. reduction of time spent signing paperwork for financial transactions and organization recognition

C. Team advising expectations: (this does not include Academic Organizations, Student Governance Organizations & Academic Honoraries)
   1. an advising team will consist of at least two UW-Parkside staff members who are at least 80% employed
   2. meet three times a semester with assigned student organizations at one meeting each month; meetings to be no longer than 1.5 hours
   3. keep meetings focused on the larger picture of civility, reputation, collaboration, planning, organization management, and connecting to missions
   4. attend Student Activities training or roundtable discussions each semester
   5. provide guidance and advice as needed in support of organization’s mission, leadership, and development
   6. communicate policies and procedures to students, or refer them to Student Activities staff to address unanswered questions and concerns
   7. communicate with Student Activities regarding organization activity as needed, or if concerns arise
   8. refer students to Student Activities regarding administrative-related tasks and paperwork
   9. Advising Team is not required to attend individual student organization meetings or their executive meetings
Advising Team members may meet with student officers and members at times other than the required Advising Group meeting (pending schedule and other expectations). They are encouraged to refer student organization officers/members to Student Activities staff for administrative questions.

D. Student organization officer expectations:
1. meet three times a semester with assigned advising team at the established meeting time, in addition to meeting with other student organization officers, or risk losing University Recognition
2. provide a minimum of two officers for each advising team meeting
3. communicate organization activity, as well as any leadership concerns or issues, as needed
4. work with Student Activities to handle administrative-related tasks and paperwork
5. present a report: (copy needs to be left with Advising Team)
   a. what the organization is doing
   b. upcoming events
   c. successes and challenges within the student organization
   d. collaborative opportunities
   e. questions and concerns

Student organizations may keep a tertiary advisor who may have specific interest or knowledge. These advisors are welcome to attend Advising Group meetings.

E. Student Activities Office expectations:
Student Activities will provide ongoing training on budgets, purchasing, travel, payroll and other administrative functions such as: fundraising, tickets, off-campus events, risk/liability. These sessions will be part of each semester’s retreat and student organization training sessions.

*It is the hope that discussion with advising team will not need to include specific information but general overview and a re-direct to the office staff for support.*

F. Student Organizations to remain under individual advisement:

<table>
<thead>
<tr>
<th>Advising Group</th>
<th>Advised by</th>
<th>Comprised of</th>
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</table>
| Academic Organizations & Honoraries | Academic Department Assignments | - Accounting Club  
- Anthropological Society  
- Artisan Craftsmanship Establishment (ACE/Art Club)  
- Biology Club  
- Computer Science Club  
- Drama Club  
- Economics Club  
- Geoscience Club  
- History Club  
- Mathematics Club  
- Parkside American Marketing Association (PAMA)  
- Parkside Association of Communicators (PAC)  
- Philosophy Club  
- Pre-Health Club  
- Psychology Club  
- Student Nurses at Parkside (SNAP)  
- Sports and Fitness Management Club  
- The Beat |
G. Student Organizations to move into Team Advisement: new student organizations will be assigned an Advising Group

<table>
<thead>
<tr>
<th>Advising Group</th>
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<tbody>
<tr>
<td><strong>Arts</strong></td>
<td>- Comics &amp; Cartoons Club</td>
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<td>- KineCritical</td>
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<td>- Rhythmic Rangers</td>
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<tr>
<td><strong>Issues/Awareness</strong></td>
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<td>(environmental, political and</td>
<td>- Parkside Environmental Club</td>
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<td>similar)</td>
<td>- Parkside Water Council</td>
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<td></td>
<td>- College Democrats</td>
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<td>- College Republicans</td>
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<td></td>
<td>- Youth Empowered in the Struggle (YES)</td>
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<td>- Parkside Military Veterans Organization (PMVO)</td>
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<td>- Parkside Sweatfree Coalition</td>
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<td>- Coexist</td>
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<td>- Active Minds</td>
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<td>- Conscientious Foodies</td>
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<td>- Rainbow Alliance</td>
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<td>- Agents for Liberation (A4L)</td>
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<td>- Ranger News</td>
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<td>- Straylight</td>
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<td>- WIPZ Radio</td>
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<td><strong>Multicultural</strong></td>
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<td>- Parkside International Club</td>
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<td>- Black Student Union</td>
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<td>- Latinos Unidos</td>
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<td>- Parkside Asian Organization</td>
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<td>- Cuban-American Friendship Committee</td>
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<td>- First Nations</td>
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<td><strong>Recreational (Athletic)</strong></td>
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<td>- Chaos Dance Team</td>
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<td>- Club Football</td>
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<td>- Men’s Rugby</td>
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<td>- Paintball Club</td>
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<td>- Parkside Ultimate Team</td>
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<td></td>
<td>- Cycling</td>
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<td><strong>Service</strong></td>
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<td>- Habitat for Humanity</td>
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<td></td>
<td>- Men of Excellence</td>
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<td></td>
<td>- PALS for Autism</td>
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</table>
### Religious
- Sisters in Action
- Catholic Newman Club
- Campus Crusade for Christ (CRU)
- Disciples Today
- Intervarsity Christian Fellowship

### Greek/Social
- Acólitos de la Hermandad Fraternity
- Alpha Sigma Omega Latina Sorority, Inc.
- Delta Sigma Theta Sorority
- Gamma Alpha Omega
- Omega Delta Phi Fraternity
- Sigma Lambda Beta Fraternity
- Sigma Lambda Gamma, National Sorority, Inc.
- Tau Kappa Epsilon Fraternity
- Zeta Phi Beta Sorority, Inc.
- Zeta Sigma Chi Multicultural Sorority, Inc.

#### H. Suggested Meeting Topics:
To be determined based upon the current advising group needs and may include a guest speaker.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
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<tbody>
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<td>Reputation / Collaboration</td>
<td>Retaining Members</td>
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<td>Civility / RESPECT Campaign</td>
<td>Election Process / Transitions</td>
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<td>Team Building / Working with Officers</td>
<td>Effective Meeting Management</td>
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<td>Planning Programs</td>
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<td>Recruiting members</td>
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#### I. Suggested Meeting Agenda – each meeting (3x/semester) not to exceed 90 minutes:
Agenda should be fairly consistent from month to month.

1. Introductions/Attendance
2. Universal announcement from Advising Team (University or Student Activities related)
3. Topic of the Day (not to exceed 35 minutes)
4. Student Organization reports (what are they doing, programs, collaboration opportunities, successes, challenges) – a copy of each organization’s report to be left with Advising Team
5. Questions/Concerns
6. Next Meeting

Please contact Student Activities with any questions or concerns.
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 prior to making a purchase. 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 the 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 Student 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](http://www.uwp.edu) keyword: Parkside Student Government. A copy of PSG Constitution and Bylaws and the SUFAC Bylaws will be supplied electronically to every organization’s President, Financial Officer “Treasurer or its financial equivalent” and Secretary.

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, Student Activities Office or go to [www.uwp.edu](http://www.uwp.edu) keyword: SOC. A copy of SOC’s Constitution and Bylaws and B&RC’s Constitution and Bylaws will be submitted electronically to every organization’s President and Secretary.

Please see the Parkside Student Government or the Student Activities office for assistance with determining the type of funding options your student organization is eligible for.
SEGREGATED FEE FUNDS

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 funds, student organizations must complete the Payment / Purchase Request Form.

The Student Activities staff will assist with processing paperwork. The approval of Student Activities staff 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 filling 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 has already occurred: original receipts must be turned in and the Student 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 make an appointment with the Student 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 Student 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 UW-P athletic events
   b. For representing UW-P 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. Student Centers  
   d. Parking  
   e. 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 UW-P 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  

7. Expenses in contradiction of a State Contract and/or process.  

8. Expenses not benefiting the student organization and its mission.
PRIVATE ACCOUNTS

Student organizations may not maintain off-campus savings or checking accounts. A Private Account may be set up through the Student 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, monies must 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 Student Activities staff 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 Student Activities Office before the purchase is made to avoid paying double sales tax. Remember to build the sales tax into the organization’s 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
LEADERSHIP AWARDS

Unsung Hero Award
This award recognizes students who have positively influenced a program or organization from behind the scenes with a supportive attitude towards goals, a willingness to help in whatever capacity necessary, an unwavering dedication, and a commitment to excellence in the completion of tasks and duties.

First Year Student Involvement Award
This award recognizes the early accomplishments of first year students at UW-Parkside. Any undergraduate, first year student is eligible for this award. This award recognizes those students who have begun to develop their leadership skills and who have shown potential for great leadership at UW-Parkside through their engagement in a recognized student organization.

Legacy Award
This award honors a graduating senior who has left a mark at UW-Parkside through their long-term commitment and dedication to one or more student organizations. This senior’s outstanding leadership will have a long-term impact, and their engagement and involvement has transformed this campus for the better. Nominations for this award will not be accepted. Recipients will be chosen by the Student Activities office and the Dean of Students.

Award for Excellence in Community Service (Organization or Individual)
This award recognizes the student organization or individual who best demonstrated a high commitment to community service and outreach. This award is based on the level and type of community involvement, the estimated number of hours volunteered, resources donated, etc. Nominators should consider what the individual or organization gave to their community, as well as what they have learned and received.

Organization of the Year
This award recognizes a student organization that has improved its visibility on campus, is an active participant in program sponsorship, and contributes in an exemplary manner to UW-Parkside through activities, events, and programs. This organization has also demonstrated consistent flexibility, initiative, creativity, and perseverance.

Chancellor’s Exemplary Leadership Award
This award is designed only for those seniors eligible to graduate in May, August, or December 2013 who have demonstrated meaningful campus involvement, community service and outreach, and commitment to personal and leadership skill development while at UW-Parkside. Nominees shall elaborate on their potential for future achievement in their community and must have a cumulative Grade Point Average of 3.5 or better.

Distinguished Student Leader Award
This award recognizes students with distinguished service or achievement that benefits their student organization or UW-Parkside as a whole. Such distinguished service should be a pattern of exemplary service over the students’ years at UW-Parkside and exceed the normal duties of any positions he/she may hold i.e., “above and beyond the call of duty.”

**Outstanding Cumulative Grade Point Average for an Organization Member Award**

This award is based upon the highest cumulative Grade Point Average (at least 3.5 or better) achieved by an organization member.

**Award for Excellence in Programming**

The Excellence in Programming Award recognizes a student organization or group for its exceptional creativity, planning, and execution of a University program. Criteria upon which decisions are based include appeal to a broad cross-section from the University community, originality, outreach and collaboration, and participation by members of the organization during all phases of the programming effort.

**Advisor of the Year Award**

This award recognizes a campus advisor who dedicates time and resources to the advancement of a club or organization. This person exemplifies the University’s mission, acts as a positive change agent, fosters high ideals, and provides sustained support to a club or organization. This person offers support to students through mentorship, guidance, and advocacy. This person serves as an educator and role model for undergraduate students at UW-Parkside.

**Innovative Program of the Year Award**

This award recognizes an exceptional program, cultural event, speaker, or production that is conceived and carried out by a student, student group, or group of students that has campus-wide impact. This award is given to a focused, one-time program that is original in theme, timely and appropriate, and has a significant positive impact on the UW-Parkside community.

**Parkside Student Government Presidential Award**

This award is given to a student who shows leadership by working to make positive change for this campus through activism or advocacy. This person shows a commitment to the student body, enables voices of other students to be heard, and works to improve the conditions on campus for all students. The recipient of this award will be chosen through of process established by the Student Government.

(last updated 7/19/13)
SERVICES & RESOURCES FOR ORGANIZATIONS

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

ALUMNI RELATIONS
The UW-Parkside Alumni Relations office is a resource for networking with past members of the 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 the organization’s goals.

ART DISPLAY CASE
Located in the Parkside Student Center, this display case really draws attention. It is near the Grand Stair Well, and is 8 ft. (tall) x20 ft. (wide) x 10 ft. (deep). Organizations can reserve this display case for upcoming events, and can use their imagination to fill this 3D space. Organizations can reserve this at University Reservations in SCTR L209.

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. See Administrative Policy 21 on the University’s Governance webpage for more information.

BRIDGE TABLES
Bridge Tables are located between the Student Center and Molinaro Hall. Organizations can reserve a table to promote upcoming events, conduct bake sales, or facilitate other fundraising events. Bridge Tables are available Monday-Friday, and can be reserved through the VEMS system. There is no charge to the organization.

BUTTON MAKING
Student Activities has a button maker that can be used by all recognized organizations. The costs of the buttons are $.50 each.

CAMPUS CONNECT
Campus Connect is an online platform that can be used to centralize, organize, and increase student involvement opportunities. It also serves as a management tool for student organizations. Organizations can create a unique profile specific to their goals and interests. Organizations can classify executive board and general members, making it simple to send out mass e-mails. Other Students can like your profile, and even join your organization. Once your profile page is established, you can create event pages and invite members to the event! Your event is automatically posted to the website’s main page for all users to see! Go to http://campusconnect.uwp.edu and create your profile today!

CAMPUS GUEST LODGING
Based on availability, 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 Student Activities Office can also assist
you with making off-site lodging accommodations for guest presenters, artists, or organization-related travel.

**CATERING**

Catering has created a special, lower cost Ranger Guide menu to assist recognized organizations in keeping costs down. Contact the Catering Office in the Student Center or on the web. keyword: catering for all your catering needs.

**COPY MACHINE/PRINTER**

There is a copier/printer machine in the Student Involvement Center which is available to all recognized student organizations. Each recognized student organization has a 4-digit printing code, which can be obtained from the Student Activities Office. There is a complimentary monthly no-cost limit of 500 pages of copying/printing. Student organizations are responsible for any costs associated with exceeding the monthly limit. The current price per page is $.04 (a double sided copy would be $.08).

**CREATIVE SERVICES**

Creative Services provides 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 printing costs. Student organizations that do not receive any segregated fee funding must arrange to pay for the printing services at the time of placing the order. A completed Work Order Form is required for any printing job requested by organizations on campus. This form can be found at www.uwp.edu with keyword: Creative Services.

**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 in succession, based upon availability. Contact the Student Activities Office to reserve a display case.

**E-MAIL ACCOUNTS**

Student Activities will work with CTS (Campus Technology Services) to set up an e-mail account for each organization by simply filling out an E-mail Authorization Form. Not only will we set up an e-mail account for your organization but an organization listserv as well. New organizations, please allow 2-3 weeks to complete this process.

**LAPTOP COMPUTERS**

Laptops are available for use (24 hour limit) and can be reserved in the Student Activities Office. This service is available on a first-come, first-served basis and is free of charge. Special accommodations can be made should use of a laptop be required for a longer period of time.

**MAIL ROOM/POSTAL SERVICES**

The University postal service may be used by recognized 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

On-campus mail may be sent via inter-departmental 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 Student Activities Office. Notification for pickup will be placed in the organization’s mailbox.

MASS E-MAIL
If a student organization wishes to send a campus mass e-mail to the student body and/or all faculty and staff, they must submit the e-mail in writing to universityactivities@uwp.edu. The e-mail must be in regards to a campus event or program that is inclusive of the campus; e-mails will not be sent out to announce meetings. Student Activities will only send out two e-mails a month.

MOBILE PAY DEVICE
Student organizations can check out a mobile card reader or pay device from the Student Activities office. It will allow organizations accept and process mobile credit card payments on their phones. A request form must be completed for rental. For more information, contact Student Activities.

OFFICE SPACE
Once a year, in the Spring Semester, any recognized organization may submit an application to the Student Activities office requesting office or cubicle space in the Student Involvement Center. This application will be reviewed by the SLC, and their recommendations will then be 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 Student Activities Office for assistance in obtaining parking permits.

PROMOTIONS ROOM
The Promotions Room located in the Student Involvement Center is available to all members of recognized student organizations. The promotions room is a great place to create oversized standout posters at no cost to organizations. Organizations have access to the Ellison Die-Cut machine, construction paper, billboards, Texas markers, poster paints, and various other crafting. Promotional Kits are available for check-out in the Student Activities Office, providing you with other craft necessities like glue, scissors, glitter, tape, stapler, markers, etc. Storage cabinets are also available upon request.

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, the UW-P logo, 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. The Student 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 $2 profit on their raffles must deposit $2 into the SOC private account. Student Activities will print the raffle tickets for $.03 per ticket. Additional information on holding raffles and the different types of raffles may be obtained from the Student Activities Office.

SCALA SYSTEM IN SCTR (TV SCREENS)
Scala boards are located throughout the Parkside Student Center. Organizations can use these television screens to promote their upcoming events. Simply e-mail a .jpeg image to studentcenter.designer@uwp.edu and universityactivities@uwp.edu, and once your promotion is approved it will be uploaded to the screen.

STORAGE
Student Activities has a locked storage room for organization use, as well as some storage cabinets in the Promotions Room. Storage cabinets in the Promo Room are available to recognized orgs that do not have office space and they are assigned on a first come, first served basis. The limit is one (1) per organization.

STRENGTH QUEST
This is an online learning tool available to all organizations. Any person within an organization can take this short online quiz, which then identifies and analyzes their top five strengths. This information not only allows the individual to grow as a person, but also allows the organization to grow as a group. They can celebrate each person's talents and build a better understand of their dynamics. A special code is needed to use the website, which can be obtained in Student Activities.

TELEPHONE SERVICES
Student organizations needing to place both local and long distance telephone calls may do so by using the telephone in the Student Involvement Center. Calls must be related to the organization’s business and completed by the appropriate organization member. The Student Activities Office reviews monthly call-usage for usage times, call length, and call location. Personal calls should be made from personal cell phones and not the phones in the Student Involvement Center or it's offices.

TICKETING SERVICES
Event ticket services, along with ticket management services, are available to student organizations at a subsidized rate, with a maximum of 200 tickets printed at one time (you can order less, or have more tickets printed if you run out). Organizations needing tickets should contact the Student 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.

TRAVEL ASSISTANCE
The Student Activities Office can help your organization with any travel needs, such as transportation, hotel accommodations, and conference registration. A step-by-step guide for travel assistance, including all necessary forms, is available in the Student Activities Office or on-line, keyword: Student Activities.
VEMS – VIRTUAL EVENT MANAGEMENT SYSTEM

Student Organizations can reserve space on campus for meetings and events, including special setups and technical equipment through a web application called VEMS. To access VEMS, go to www.uwp.edu keyword: VEMS. 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.

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 Student Activities and be sponsored by a student organization.

WINDOW PAINTING

Bridge Windows can be painted by an organization to promote any upcoming events. Windows are reserved on the VEMS system, and window markers can be checked out in the Student Activities Office, L104. Bridge windows are reserved on a weekly basis, and can be reserved for up to three consecutive weeks. There is a $4.00 charge per week, per window to the organization.

UNIVERSITY POLICIES RELATED TO STUDENT ORGANIZATIONS

ALCOHOL USE POLICY

4.01 Background

UW-Parkside neither solicits nor promotes the sale or consumption of alcoholic beverages on its campus. The following policy has been established to insure that the service of alcoholic beverages at the university is in compliance with all state and federal laws. This policy also reflects the university's philosophy that the service of alcoholic beverages must promote and encourage the responsible use of alcohol.

Under the University of Wisconsin System guidelines, the Office of the Chancellor has designated the responsibility for approval to dispense or sell alcoholic beverages on campus to the Parkside Student Center in consultation with the Dean of Students office. Faculty, staff, and students are not licensed to sell or otherwise dispense alcoholic beverages on campus except for personal use as covered under UWS 18.06 (13) which reads:

The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

4.02 Legal Drinking Age

4.02.01 Alcohol beverages will be served only at such times and conditions consistent with local, state and federal regulations governing such service.
4.02.02 To be served, a person must be of legal drinking age and able to show identification in the form of a UW-Parkside ID, Wisconsin State ID, Wisconsin State driver license, or by legal age identification as otherwise permitted according to Wisconsin State Law.

4.03 Definitions

4.03.01 Alcoholic beverages are defined as those containing alcohol including beer, wine, spirits, etc.

4.03.02 Internal Group is made up of one or more of the following: administrative or academic units, University recognized student organizations, other recognized organizations (not an administrative or academic unit but is directly related to the mission of the institution).

4.03.03 Sponsored Group – An organization or group that is not recognized by the university but is authorized to use the facilities because of sponsorship by an Internal Group.

4.03.04 External Group – All other groups, businesses or individuals that do not meet the criteria listed above including state, county or local government units or agencies.

4.04 Beverage Service on Campus

4.04.01 Alcoholic beverage service must be provided by University Dining Service. The University, in conjunction with the University Dining Service contractor, reserves the right to establish protocol to ensure compliance with Wisconsin state statutes and UW 18.06 related to alcohol beverage service.

4.04.02 The Parkside Student Center is the only place on campus where alcoholic beverage service is allowed with continuing authorization. Prior approval must be given to permit service and/or sale of alcoholic beverages at an event held outside the Parkside Student Center. Requests for alcoholic beverage service outside the Parkside Student Center should be forwarded in writing to the Dean of Students office for approval at least 21 business days in advance. University Reservations/Conference and Event Services and Catering and the sponsor of the event will then be notified of the Dean of Students decision.

4.04.03 Regular alcoholic beverage service is available in the Parkside Student Center Den and Cinema.

4.04.04 Alcoholic beverages may only be consumed in the area in which it was purchased or dispensed or the established controlled service area (e.g. beer garden).

4.04.05 Requests to close beverage service during specific programs may be made to the Director of Parkside Student Center.

4.04.06 Beverage service is automatically closed during dances or parties unless otherwise approved by the Director of Parkside Student Center. Admission to dances/parties where alcoholic beverages are served will be limited to UW-Parkside students and community guests over the age of 21 years. (See Dance, Party & Other Events with Police Policy for additional information.)

4.04.07 Student organizations requesting alcoholic beverage service for an event must receive approval from the Directors of the Parkside Student Center and Student Activities. Alcoholic beverages are not to be used by student organizations as a recruitment tool.

4.04.08 Student organizations are prohibited from having alcoholic beverage service for regular organizational meetings.
4.04.09 Alternative non-alcoholic beverages must be available at events or places on campus where alcoholic beverages are served. Water may not be considered as the only non-alcoholic beverage alternative. The availability of food or snacks when alcoholic beverages are being served is also required.

4.04.10 The Parkside Student Center reserves the right to require University Police at any function or event where alcoholic beverages are served. The sponsoring organization is responsible for costs incurred by hiring University Police.

4.04.11 The co-sponsorship of programs between a University organization and a brewery, alcoholic beverage wholesaler, retailer, distributor, etc. is permitted, but only as defined in the Corporate Sponsorship of Campus Events Policy. The promotion of alcoholic beverages through reduced prices is prohibited on campus. Promotions and/or advertising must focus on the event rather than the availability of alcoholic beverages, company logos, and also must not emphasize such beverages over non-alcoholic beverages being served.

4.04.12 State funds, including segregated fee monies, may not be used to purchase alcoholic beverages nor related expenses (e.g. promotion).

4.04.13 The Parkside Student Center reserves the right to refuse or amend any alcoholic beverage request when the request appears incompatible with responsible alcoholic beverage use (e.g. an organization requesting a 1/2 barrel of beer for an event where only ten people will be in attendance).

4.05 Alcohol Vendor Relationships

4.05.01 The University of Wisconsin-Parkside adheres to the alcohol marketing resolution adopted by an inter-association task force representing key professional organizations dealing with university student concerns. The organizations are: The National Association of Student Personnel Administrators, The Association of College Unions -International, National Association for Campus Activities, The American College Personnel Association, The Association of College and University Housing Officers International, and The BACCHUS Network. (http://www.iatf.org/iatf3c.htm)

4.05.02 Violations of the guidelines will be monitored and considered when decisions are made as to what products will be made available on campus.

4.05.03 Vendor promoted uncontrolled sampling as part of a campus marketing program is not permitted. If controlled sampling is approved by UW-Parkside, specifically stated time and quantity limitations must be pre-agreed upon by the vendor and institution (e.g. sampling of ethnic wines as part of a cultural educational program). Principles of good hosting must be observed including the availability of alternative non-alcoholic beverages (water not included), food and a planned program. In no instance should the sole purpose of such an activity be the consumption of alcoholic beverages and likewise, “drinking contests” should never be part of any such activity.

4.05.04 Vendor promotional activities should never tie into or be associated with an existing campus event or activity without the prior knowledge and approval of the appropriate institutional officials. Such events or activities must comply with Corporate Sponsorship of Campus Events and Campus Posting and Promotion policies.

4.05.05 Vendors wishing to promote informational marketing programs must demonstrate that there is a strong educational value to the program and subscribe to the philosophy of responsible and legal use of the products. Such events must be coordinated through Conference & Event Services and require a recognized campus sponsor.
4.05.06 Vendors of alcoholic products on the UW-Parkside campus will support campus alcohol awareness programs that encourage responsible decisions about the use or non-use of alcoholic beverages.

   a. A few examples of sponsored events might include but are not to: financial support to a program for Weeks of Welcome, a speaker about alcohol use/abuse, or materials to support a Peer Health Educators or student organization program.
   b. The sponsored program shall be agreed upon by the vendor, sponsoring department and a member of the AOD committee.

4.05.07 Vendors advertising on campus or in institutional media should never portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success.

4.05.08 Vendor advertising should never associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of vehicles or physical activities requiring specific coordination and timing skills.

4.05.09 Vendors must not provide alcoholic beverages as awards, prizes or in any other form including uncontrolled sampling, nor provide free product to individuals or student organizations.

4.05.10 Display or availability of promotional materials should be determined in consultation with Directors of the Parkside Student Center and Student Activities.

4.06 Sponsored and External Group Functions

4.06.01 Sponsored and external groups which sponsor functions in university facilities must be familiar with the alcohol beverage service policy and guidelines. Sponsors must accept responsibility for assisting in proper identification and restricting consumption to authorized areas. They must accept financial responsibility for any theft or vandalism associated with the sponsored event.

4.06.02 Sponsors are expected to maintain responsible standards concerning the use of alcohol beverages at the event. Any use leading to offensive behavior or disorderly conduct will result in the immediate dismissal of service to the individual(s) involved or to the sponsoring group. Further disciplinary action may be taken if necessary.

4.06.03 State and federal laws prohibit the resale of alcohol beverages for profit except by the licensee and tax stamp holder. Therefore, proceeds from the sale of wine, beer, or alcohol cannot be returned to the sponsoring organization by the university under any circumstances.

4.06.04 The length of time of alcohol beverage service shall be determined between the sponsoring organization and the Director of the Parkside Student Center or designate.

**DINING SERVICES (AND CATERING)**

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 (http://www.uwsa.edu/fadmin/meetguid/appa.htm) or contact Pre-Audit.

If a student organization fails to follow University catering policies, they may be at risk of losing University Privileges. Student organizations are not allowed to bring in outside food for any activity or event related to student organizations functions.
**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 Student 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 Student 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, Student 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.

COPYRIGHT POLICY

University Obligations Regarding Copyright: UWP sets forth these procedures for all faculty, staff and students to demonstrate our respect for intellectual property and commitment to proper fair use:

A. The utilization of copyrighted work must meet the fair use exception. Copyright laws in the U.S. protect works even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works may be in print, video, electronic or digital form and include, but are not limited to, books, magazines, newspapers, cartoons, trade journals, training materials, newsletters, printed articles from publications, TV and radio programs, videotapes, compact discs, DVD’s, music performances, photographs, training materials, manuals, documentation, software programs, databases and World Wide Web pages.

B. Faculty, staff and students must obtain permission from copyright holders directly, or their licensing representative, when the reproduction exceeds fair use. An appendix to the UW System Policy on Ownership of Copyrightable Instructional Materials (GAPP 27) includes a sample letter (http://www.uwsa.edu/fadmin/gapp/gp27at_c.cfm) requesting permission to use copyrighted materials. Alternatively, permission may be obtained from centralized clearinghouses for the use of various kinds of works:
- Books or articles: Copyright Clearance Center
- Musical works: ASCAP, BMI or SESAC
- Motion Pictures: the Motion Picture Licensing Corporation

CREATIVE SERVICES STUDENT WORK ORDER PROCEDURE

As of September 2013, the Creative Service Work Order Form has undergone changes. Please speak with Student Activities for more information about placing orders.

Orders totaling more than $200 must have Student Activities office approval before printing.

DANCE, PARTY & OTHER EVENT POLICY & PROCEDURES

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 Student 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, and sign off on the rules and regulations. The senior officer will discuss any last minute issues with student coordinator and monitor staff. If a monitor is not in attendance at this point, they will not be able to be a monitor for the dance.
   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 illegal drugs prior to nor 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.
   l) Monitors cannot participate in dance activities while on duty.
4. The student coordinator must meet with Parkside Police at least 14 business days prior to the event.
5. Parkside Police must have a final guest list and a final monitor list no later than 2 days(48 hours) prior to the dance
6. Money cannot be taken out of the register to give to the student organization and/or advisor for any reason.
7. 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.
8. 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.)
9. Student organizations paying for expenses through their private account must have a minimum account balance of $400 at the time of making the reservation.
10. 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

Parkside Police Responsibilities
1. Provide a standard of two (2) police officers and one (1) community service officer at a dance, party or event. If there will be alcohol served in a ‘beer garden’ at least one (1) additional officer will be on staff.
2. Additional officers may be added regarding other concerns upon further discussion with the Assistant Director of Student Activities and the student organization. Meet with Pre-approved monitors to ensure everything is in order for a successful event 30 minutes prior to start of event.
3. Parkside Police must have 14 calendar days to review details of the party and no later than 2 days (48 hours) prior to the dance date a finalized guest and monitors list must be provided.
4. Metal detectors will be used at all dances and parties.
5. Parkside Police will coordinate a weapon and knives check of all guests.
6. Meet with the student coordinator at least 14 calendar days prior to the event to review details.
7. Forward all updates on the Dance & Other Events Checklist to Student Activities.
8. 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.
9. Enforce state statutes; it is their duty to provide a safe event, which helps ensure your organization’s success.
10. Ensure the cashier is properly monitoring the facility capacity with wristbands.
11. Parkside Police will check identification of all guests and event personnel.
12. 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. Assist the cashiers and adhere to maximum capacity for facility and notify police officers when facility is full.
6. Building Managers will close the building at established closing unless an exemption has been made and is processed through the reservation.

Reservations/Conference & Event Services Responsibilities
1. Forward all updates on the reservation to the Parkside Police, student organization, Student Activities, and Parkside Student Center staff.
2. Follow-up with the event coordinator to confirm and/or update the reservation details.

Student Activities 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, Parkside Police, and Parkside Student Center staff.

Guest Policy
1. UW-System campus students are limited to one guest and each guest must be registered 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.
2. 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.
3. Non UW-System guests are not admitted unless they are a registered guest of a UW-System campus student with a valid school ID.
4. No non UW-Parkside student under the age of 18 will be admitted.
5. If deemed appropriate upon discussion with Student 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.
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 exceptions to the Dance, Party & Other Events Policy & Procedures must be submitted in writing to the Reservations/Conference & Event Services office a minimum of 21 business days in advance of the dance, party or event date.
4. Facility capacity for The Den is 350. The organization’s monitor staff, DJ, DJ guests will be counted in the capacity number.
5. Once capacity is reached, 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 (ie; DJs, band members, etc) must have a valid Driver’s License or State Identification card for entry.
10. UW-System Students, guests, monitors, organization members, DJ and/or performers are not allowed to re-enter the dance once they have exited.
11. Failure to abide by these policies will result in either probation or the loss of student organization privileges.
12. Beverages and food cannot be carried into the event.
13. On-going evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed by Student Activities.

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*On-going evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed by Student Activities.* 9/2013

**HAZING POLICY**

“Forced activity” means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

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:

- Any form of paddling
- Any activity that causes physical discomfort, pain or excessive fatigue
- Any morally demeaning, embarrassing or humiliating experience
- Activities that produce physical, psychological or emotional duress
- 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. The Student 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 lecturer

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 7 a.m.-10 p.m.  
Monday-Saturday 7 a.m.-midnight

The Student 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 Student Center Director: the 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.
CAMPUS SALES, SOLICITATION, FUNDRAISING, AND CORPORATE SPONSORSHIP

This policy is for any organization on campus to follow 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 the University of Wisconsin-Parkside then this policy is to be adhered to.

Campus Sales, Solicitation and Fundraising

Campus sales of merchandise or subscriptions must be approved as follows:

1. Recognized student organizations must have a space reserved through University Reservations/Conference and Event Services for the campus sale or fundraiser. If the fundraiser is questionable, the Assistant Director for Student Activities and Director for Student Center will be consulted for approval.

2. University departments must have approval through the appropriate Dean and reserve a space through University Reservations/Conference and Event Services.

Solicitation of items and financial contributions from the community must be approved as follows:

1. Recognized student organizations will submit a Solicitation and Fundraising Request for approval from Student Activities. The student organization may not solicit from the businesses requested until list of requested solicitations has been approved.

2. University departments need to confer with University Advancement before soliciting.

Individuals staffing a sales or promotional table or area, shall not aggressively solicit, or otherwise pressure a person to buy goods or services.

For Profit Entities

1. For profit entities sponsored by an internal group will be allowed on campus a maximum of four days each academic year. (e.g. financial institutions, car dealerships etc.)

2. The sponsoring group must reserve space through University Reservations/Conference and Event Services.

3. 14.03.03 If there is a financial relationship between the sponsor and for profit entity, the relations must be clearly identified. For example, if the sponsoring internal group receives a percentage of sales, this financial agreement must be displayed publicly in the sales area.

Policy Review

This policy shall be reviewed annually and recommendations will be forwarded to the Chancellor’s Cabinet for approval no later than March 1st.

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 free and open discourse and the ability to
publish critical information. One of the 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.

**Facilities for Unplanned ‘Free Speech’ Events**

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

1. In the main complex: Student Center L1 Commuter Lounge across from the Student Involvement Center; and
2. Outside the main complex: southwest cement seating wall on the Student Center Plaza between the Student Center and Molinaro Hall.

In the event that a free speech area is not available, the University, through University Reservations/Conference and Event Services, will make an effort to find an alternative location.

Such "free speech" activities cannot block entrances or drives or disrupt normal university activities such as classes and work. In these matters, the University will recognize "equal protection" considerations, thus providing for opposing views on issues.

**Scheduling of Facilities for Planned ‘Free Speech’ Events**

Any university department or recognized student organization may reserve available facilities for a speaker, an open forum or debate on any issue or topic. Arrangements for such events can be made through University Reservations/Conference and Event Services in the Student Center.

**Policy Review**

The Dean of Students, Police Department, Parkside Student Government and Student Center Advisory Committee shall review the Designated Areas for ‘Free Speech’ Events annually. Recommendations for changes will be forwarded to the Chancellor’s Cabinet for approval no later than March 1st.

**STIPEND AND PAYROLL PROCEDURES**

ALL student employment paperwork must be completed and returned to the Student Activities Office prior to the listed due date in order for the officer to receive their stipend. The officer start date will be the date all paperwork is complete and processed by Student Activities and Human Resources.

The following is a list of student organization officer stipend pay dates.

<table>
<thead>
<tr>
<th>Stipend For</th>
<th>Processed by Student Activities</th>
<th>Pay date: Direct Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>09/27/13 (Oct A)</td>
<td>10/17/13</td>
</tr>
<tr>
<td>October</td>
<td>10/25/13 (Nov A)</td>
<td>11/14/13</td>
</tr>
<tr>
<td>November</td>
<td>11/22/13 (Nov C)</td>
<td>12/12/13</td>
</tr>
<tr>
<td>December</td>
<td>12/6/13 (Dec A)</td>
<td>12/26/13</td>
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<tr>
<td>February</td>
<td>TBA</td>
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<td>March</td>
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<td>April</td>
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<td>TBA</td>
</tr>
<tr>
<td>May</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>
Note: Some PSG officers will have 10 payments, with pay dates in August and January.

Notification of officer or pay changes need to be in writing prior to the listed due date for the pay period. Email universityactivities@uwp.edu with any changes.

Each officer’s cumulative grade point average and credit workload will be checked prior to the first pay period and must comply with the Student Life Eligibility Criteria for officer status. To maintain officer status, a student must be enrolled in a minimum of 6 non-audit credits and have a 2.25 cumulative grade point average.

STUDENT ORGANIZATION OFFICE ACCESS POLICY AND PROCEDURES
Purpose: To establish and implement an effective access control policy and to establish "key" procedures for the issuance and retrieval of keys; and to establish issuing authority.

1. **Access Responsibility & Accountability:**
The responsibility for student organizations offices in academic buildings, the Parkside Student Center facility access will be shared between the Parkside Student Center and Student Activities. The Parkside Student Center is responsible for keys issued to staff and student employees, and the food service employees. Student Activities is responsible for all student organization office access.

2. **Access Issuance:**
All requests for access must be made to Student Activities Office by submitting a completed Access Authorization Form. Keys will be issued for the student organization offices located in academic buildings. For wired/wireless accessed student organization offices located in the Parkside Student Center access will be granted by the Ranger Card ID.

3. **Control of Issued Access:**
a. All access is granted, and subsequently approved by Student Activities is responsible for retrieval of access via Ranger Card ID and University keys before individuals end their tenure with the University.
b. Student Activities is responsible to immediately report to the University Police any missing or lost key, and inappropriate use of access for wired/wireless access spaces. 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.
c. Access and keys issued to student organization officers will be verified between fall, spring, and summer semesters. Students not authorized by the student organization will have their access removed for the following semester.
d. Keys will be collected at the end of the school year (in May) by the Student Activities Office or earlier if appropriate. If keys are not returned to Student Activities by the specified date, a "hold" will be placed on the student's record until said key is received in the Student Activities Office.

4. **Key Records and Inventory:**
A master key inventory record is prepared for the Parkside Police annually and they will seek the verification of this record by reconciling it with Student Activities. Student Activities will
also keep their own master record. Wired/wireless door access records will be maintained by Student Activities.

5. **Re-Keying Costs for both University Keys and Wired/Wireless Access:**
Upon receiving notice, Police Chief 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.

**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 vehicle rental service?**
   a. Only authorized student drivers may drive a University rental vehicle.
   b. Students may use University 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 Student Activities Office, Student Center L104. We encourage planning ahead.
   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 Parkside Police and Public Safety are eligible to operate state procured rental vehicles. You must have at least 2 years of driving experience to be considered for authorization.
   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 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 Student Activities before the trip to receive reimbursement or to have direct billing?**
   a. Vehicle Request form with authorized signatures
   b. Conference brochure, meeting agenda, 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. Copies of meeting agenda, ticket stubs, etc.
   b. 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.

9. **Minor infractions place the driver on probation for one semester.** Minor infractions include:
   a. Eating food or smoking in the vehicle
   b. Returning the vehicle dirty or leaving trash in it
   c. Inappropriate purchases on the vehicle’s credit card
   d. Unauthorized use of the vehicle which includes checking it out early and returning it late
   e. Excessive mileage beyond state established distances
   f. Not refueling a state contracted rental vehicle before returning

10. **Major infractions would place the driver on immediate suspension of driving privileges, and possibly permanent suspension.** Major infractions include:
    a. Unauthorized use of vehicle
    b. Unauthorized drivers using the vehicle
    c. An at-fault accident
    d. Evidence of alcohol use or transport in the vehicle
    e. Abandonment of a vehicle
    f. Multiple violations of privileges on behalf of an organization
    g. Second minor infraction while on driver probation

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**STUDENT ORGANIZATION CAMPUS CONNECT ACCOUNTS**

The Student Activities Office will review each organization’s page on Campus Connect 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.
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 hour 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 Student 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 Student 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**
Approved organization members will be granted access to private offices. Organizations must provide a list to Student Activities of individuals who should have access to the space. This list must be updated each semester, or as necessary. It is the organization’s responsibility to update Student Activities with current officer information in order to manage the electronic door access.

• **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, Student 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 Student Life Committee and/or Student Activities and applications will be distributed to all recognized student organizations for spaces. Besides the walled offices, SLC and/or Student Activities 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 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. Computers 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](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 9. 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 proactively 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 are 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. 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. SSPL Coverage:
   When all of the following conditions are met, liability protection by the SSPL 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 an 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.

Specific events that do not benefit the university mission, such as a pub tour, is an example of where the SSPL 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 cannot 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. Date(s) of the event;
b. Description of the event;
c. States the policy limits;
d. And special insurance requirements imposed by outside parties (such as limits or additional insured provisions)

VI. 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**: An 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) 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)