CONTACT INFORMATION

Campus Activities & Engagement

Student Center L104
900 Wood Road
Kenosha, WI 53144

Phone: 262-595-2278

Email:
activitiesengagement@uwp.edu

Hours
Monday-Friday: 8:00am – 4:30pm

Website
http://campusconnect.uwp.edu
www.uwp.edu/live

**POLICIES APPROVED BY
STUDENT LIFE COMMITTEE**

**SERVICES AND PROCEDURES
UPDATED August 2018**

CAMPUS ACTIVITIES & ENGAGEMENT

Campus Activities and Engagement's mission is to facilitate student learning and leadership development by providing opportunities for involvement that prepare students for leadership roles and active citizenship.

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 Campus Activities & Engagement in advance for advice.

Amanda Balistreri
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All information in this Handbook is subject to change. Campus Activities & Engagement will keep student organizations and advisors up to date with any changes and revisions.

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UNIVERSITY RECOGNIZATION REQUIREMENTS

All University Recognized student organizations and their events and meetings are a function of campus life and operate as integral part of Campus Activities & Engagement as an internal partner. All active student organizations need to receive University Recognition in order to take advantage of student organization privileges and to operate on campus.

1. Each year, the primary contact (typically the organization president) must complete the Online Registration for Organizations found on Campus Connect webpage. https://campusconnect.uwp.edu/
2. All student organizations must:
   a. update their officer contact information on Campus Connect
   b. upload an updated constitution on Campus Connect (if applicable)
   c. submit a Private Account Authorization Form to Campus Activities & Engagement (if planning to use private account)
   d. attend Risk & Liability training
   e. In addition, the following steps must be taken as appropriate to the type of student organization:
      1) Academic student organizations, departmental functions, and governance, must have their advisor submit an Advisor Agreement Form (completed on Campus Connect).
      2) Greek organizations will also need to submit a Student Organization Registration Addendum (part of Campus Connect registration).
      3) All members of Greek organizations and recreational and club sports must also submit a signed Hold Harmless/Behavioral Agreement/Non-Hazing Agreement.
3. The deadline for University Recognition is October 1. Recognition for brand new organizations will be granted throughout the year, as needed.
4. Upon completion of the Registration process, a staff member will confirm University Recognition of the student organization based on its compliance with established criteria.

PROVISIONAL UNIVERSITY RECOGNITION REQUIREMENTS

Brand new or re-establishing (formerly inactive) student organizations may be granted Provisional University Recognition if they do not meet the officer requirements. Provisional Recognition allows an organization to function with some of the same privileges associated with full University Recognition, but requires organization leadership to meet with Campus Activities & Engagement staff to help establish goals and ensure sustainability.

Provisional Recognition will be given after the registration deadline of October 1 for one semester, but may be extended for a second semester if progress is shown. If there is a mandated recruitment period for a student organization, Provisional Recognition will be granted during that recruitment period only.

Identify and draft student organization mission, purpose, and goals and schedule a meeting with a member of the Campus Activities & Engagement staff.

During this meeting, you will:

- Review the intended purpose and mission. *Only student organizations that do not replicate the purpose or mission of an existing student organization will be granted Recognition.*

- Review the requirements for and privileges of University Recognition. (New academic organizations will need to find a faculty or staff advisor at this point.)

- Discuss organization expectations and develop an **Organization Activity & Recruitment Plan.**

Organization Activity & Recruitment Plan
- o Designed to provide a framework for student organization recruitment. It should include specific dates, times, and locations of recruitment events.
- o Campus Activities & Engagement can provide support and resources related to facility reservations and promotional printing.

****In order to uphold University Recognition, student organizations are required to maintain their Campus Connect pages and complete the Organization Registration process yearly.**

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 Involvement Fair, and similar events for student organizations
- 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
- Ability to submit promotion requests to Campus Activities & Engagement Graphic Designer
- Opportunity to request funds through Segregated University Fee Allocation Committee

MEMBERSHIP IN A RECOGNIZED STUDENT ORGANIZATION

Members:
1. An organization must consist of at least two 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 Campus Activities & Engagement. 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.
4. If there is an impeachment, it must be reported to Campus Activities & Engagement.

STUDENT ORGANIZAITON ADVISING MODEL

Academic Student Organizations will be supported by the academic department and have a designated advisor. Discuss and advising expectations with the executive board and designated advisor.

Student Organization Group Advising
   A. **Group advising expectations:** *(this does not include specific academic, honorary, governance and programming organizations – see section D)*
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 Campus Activities & Engagement 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 Campus Activities & Engagement staff to address unanswered questions and concerns
7. communicate with Campus Activities & Engagement regarding organization activity as needed, or if concerns arise
8. refer students to Campus Activities & Engagement 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 Campus Activities & Engagement staff for administrative questions.

B. Student organization officer expectations:
1. meet three times a semester with assigned advising team (or all student organization meeting, as designated by Campus Activities & Engagement) 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 and/or members for each advising team meeting
3. communicate organization activity, as well as any leadership concerns or issues, as needed
4. work with Campus Activities & Engagement to handle administrative-related tasks and paperwork
5. present and discuss:
   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 mentor who may have specific interest or knowledge. These mentors are welcome to attend Advising Group meetings.

Campus Activities & Engagement expectations:
Campus Activities & Engagement will answer questions, provide additional resources, and provide ongoing training on: budgets, purchasing, travel, payroll, other administrative functions such as: fundraising, tickets, off-campus events, risk/liability.

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.

Student Organizations to remain under individual advisement:

Advising Group	Advised by	Comprised of
Academic & Honorary Organizations	**Academic Department Designees**	All active academic and honorary organizations
Governance	**Established Campus Designees**	- Parkside Student Government - Residence Hall Association - Student Athlete Advisory Committee
Programming	**Established Campus Designees**	- Parkside Activities Board - Women's Center - Peer Health Educators

Student Organizations assigned to Group Advisement

(Brand new student organizations would be added to appropriate Advising Group)

Advising Group	Advised By
Issues/Awareness/Arts (environmental, political and similar)	Kelly Andrichik Kara Hunter
Media	Steph Sirovatka-Marshall Dean Karpowicz
Multicultural	Alfredo Sandoval Amanda Balistreri Diane Gaffney
Recreational / Club-Sports	Steph Sirovatka-Marshall Steve Wallner
Service	Chris Zanowski Amanda Balistreri
Greek/Social	Steph Sirovatka-Marshall Damian Evans

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 Campus Activities & Engagement, 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 Campus Connect page https://campusconnect.uwp.edu/organization/psg 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.

Please see the Parkside Student Government or Campus Activities & Engagement for assistance with determining the type of funding options your student organization is eligible for.

SEGREGATED FEE FUNDS

The UW-System Fiscal Year is July 1-June 30th. Since there is not a residential student population during the summer there are not summer events and programs; all expense paperwork must be submitted no later than April 30th for spring semester. Spending may begin on July 15th for fall semester expenses once the organization has been recognized.

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.

Campus Activities & Engagement staff will assist with processing paperwork. The approval of Campus Activities & Engagement 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 Campus Activities & Engagement 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 Campus Activities & Engagement 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 Campus Activities & Engagement to determine if the requested items must be ordered from one of these vendors.
4. Student organizations wishing to use segregated fees to pay for catering costs must submit a copy of promotion for event (must state "free food") prior to the event date, and a list of attendees within 48 hours after the event/meeting.

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 minims 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

A Private Account may be set up through Campus Activities & Engagement 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.

Student organizations may not maintain off-campus savings or checking accounts. However, Greek fraternities and sororities *may* be approved for an exemption once an appropriate federal tax identification number is on file with Campus Activities & Engagement.

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 Organization Contingency 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.

Campus Activities & Engagement 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 Campus Activities & Engagement **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.

Note: if an organization is selling merchandise and collecting donations, there must be two distinct locations with two cash boxes and a sign clearly stating 'no goods or services will be given in exchange for donations'.

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

Presented at the annual Student Leadership Banquet each spring. New awards are given each year. Nomination for all awards can be made by everyone.

Programming Awards:
- Outstanding Marketing Award
- Campus Collaboration Award
- Award for Excellence in Behind-the-Scenes Coordination
- Innovative Program of the Year Award
- Social Program of the Year
- Educational Program of the Year
- Outstanding Community Service Program

Outstanding Achievement Awards recognizes a student organization for a successful accomplishment(s) and/or effort(s) that has contributed to the growth or presence of the organization and has had a positive impact on campus life.

Organization categories may include: Greek, Academic or Honorary, Non-Academic and SUFAC-funded

Excellence in Community Service recognizes a student organization that consistently demonstrates ongoing commitment to community service and outreach. Recognizes the impact and engagement the organization makes within its communities over the course of time.

Individual Awards

Advisor of the Year recognizes a student organization advisor for their excellence in mentorship, education and support.

Outstanding GPA for an Organization Member students must nominate themselves for this award

Emerging Student Leader recognizes student leaders who are new to campus leadership and involved in service to UW-Parkside and/or the community. Recognizes current initiative and contributions, as well as future potential.

Distinguished Student Leader recognizes students with a pattern of distinguished service or achievement that benefits their student organization, UW-Parkside, or the community. Recognizes a student who displays continual exemplary performance exceeds the normal duties of any position(s).

Unsung Hero 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.

Excellence in Community Service recognizes a student who best demonstrates high commitment to community service and outreach. Recognizes the impact he or she makes within their communities, time and resources donated, and level of commitment to community development and change.

Outstanding Achievement Award recognizes a student for a successful accomplishment(s) and/or effort(s) that has positively impacted a student organization, the University, or the community. Recognizes a student for a single accomplishment or a series of accomplishments, rather than a long-term or continual commitment to service.

SERVICES AND RESOURCES FOR STUDENT ORGANIZATIONS

A-FRAMES

A-frames are available to student organizations as another option for promoting events and programs. Frame space for 24''x36'' color printed promotions may be reserved in Campus Activities & Engagement.

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 Staircase, 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. This space can be reserved for a maximum of three weeks at a time in University Reservations, SCTR L209.

BAKE SALES

Permission is granted by the Dining Services and Conference & Event Services 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 the Student Center Director 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

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

BUTTON MAKING

Campus Activities & Engagement has a button maker that can be used by all recognized organizations.

CAMPUS CONNECT

Campus Connect is an online platform that can be used to centralize, organize, and increase student involvement opportunities. Is 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!

CASH BOX REQUEST

Student organizations may request cash and/or a cash box from Campus Activities & Engagement to use for organization-related activities. A Cash Bag or Box Request must be submitted three business days prior to activity date, and must be returned after each day in use. A Cash Bag or Box Request must be submitted for each day it is needed.

CATERING

Catering has created a special, lower cost menu to assist recognized organizations in keeping costs down. Contact the Conference & Event Services in the Student Center or on the web, or visit Campus Activities & Engagement for more information.

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 Campus Activities & Engagement. 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). The copy code should only by student organization members and for student organization-related business.

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. To place an order, go to the UW-P Creative Services page and use the Student Organization Store Front. See Campus Activities & Engagement for organization log-in information.

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 Campus Activities & Engagement to reserve a display case.

DRIVER AUTHORIZATIONS

Driver authorizations are required for all student organizations who wish to travel on student organization business whether by personal vehicle or rental. Contact Campus Activities & Engagement for information on becoming driver authorized. There must be two authorized drivers per vehicle on trips.

ELECTIONS ON CAMPUS CONNECT

The Campus Connect software allows for electronic elections of the membership. We encourage student organizations to use this platform. It's easy and tabulates results in several different ways,

along with allowing for announcements to be made through Campus Connect. For more information, or for help setting up an election, please contact Campus Activities & Engagement.

E-MAIL ACCOUNTS

Campus Activities & Engagement will set up an e-mail list serve for each organization through Campus Technology Services. As part of the registration process on Campus Connect, student organizations can indicate officers to be added to the list. At any point in time during the year, student organizations can add or remove people from the list by filling out an *E-mail Authorization Form*. New organizations, please allow 2-3 weeks to complete this process.

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.

Any mail to be sent to a student organization should use the following address:

> Organization Name, SCTR L104
> UW-Parkside
> 900 Wood Road
> Kenosha, WI 53144

MASS E-MAIL

Individual staff and faculty do not have appropriate permission to send e-mails addressed to the entire student body. If a student organization wishes to alert the campus about an upcoming event via e-mail, they can e-mail event information to activitiesengagement@uwp.edu to be included in the weekly Midnight Ranger newsletter. The event must be inclusive of the campus.

MOBILE PAY DEVICE

Student organizations can check out a mobile pay device from Campus Activities & Engagement. 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, Campus Activities & Engagement.

OFFICE SPACE

Once a year (November), a non-academic university recognized organization may submit an application to Campus Activities & Engagement requesting office or cubicle space in the Student Involvement Center (SIC); academic organizations should request office space through the academic department. This application will be reviewed by the Student Life Committee, and recommendations will then be passed on to Student Senate. See policy section related to the SIC.

PARKING

When student organizations have guest speakers on campus they may request special visitor parking for the speakers. Contact Campus Activities & Engagement for assistance in obtaining daily 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, poster paints, and various other crafting. Promotional Kits are available for check-out in Campus Activities & Engagement, 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. If segregated fees are being used to purchase food at an event, the promotion must state that. A complete copy of the Posting Promotional Material policy is located at www.uwp.edu keyword: Administrative Policies #32.

ROOM RESERVATIONS – See VEMS section on the next page

SCALA SYSTEM IN THE STUDENT CENTER (DIGITAL 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 activitiesengagement@uwp.edu . Once your promotion is approved it will be uploaded to the system.

SIDEWALK CHALKING

Student organizations are permitted to promote their organizations and events by chalking. Chalk is available from Campus Activities & Engagement. Sidewalk chalking should be on open sidewalks and not under over-hangs or in entry ways. Chalking needs to be done in a place where it can be washed away with the next rain.

STORAGE

Campus Activities & Engagement 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. On-campus mail may be sent via inter-departmental envelopes: Organization Name, SCTR L104

STRENGTHS 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 Campus Activities & Engagement.

TELEPHONE SERVICES

Student organization members needing to place organization-business-related telephone calls may do so by using the telephone in Campus Activities & Engagement.

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 Campus Activities & Engagement. If your organization would like to use a ticketing system other than the University's system, please see Campus Activities & Engagement for approval.

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

Campus Activities & Engagement can help your organization with any travel needs, such as transportation, hotel accommodations, and conference registration. Travel arrangements must be made through the State's Travel Agent which has to be processed through Campus Activities & Engagement. A step-by-step guide for travel assistance, including all necessary forms, is available in CA&E.

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.vems.uwp.edu. Organizations are responsible for all costs incurred on a reservation once confirmed by system manager. A complete copy of the Reservations Policy can be found on the UW-Parkside website. See Campus Activities & Engagement for your organization's login information.

After academic classes are scheduled for each semester, the opportunity to schedule space for ongoing meetings and events will be available to student organizations. Generally speaking, space is available for general use according to the following schedule:

>   Fall Semester – After April 1
>   Winterim – After November 1
>   Spring Semester – After November 1

Classrooms cannot be reserved until the course download has occurred. The Facility Use Policy is available online for your reference.

VENDING POLICY

Student organizations sponsoring off-campus vendors who sell merchandise must have the Wisconsin Temporary Event Operator and Seller Information on file with Campus Activities & Engagement. See CA&E for assistance.
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 be sponsored by a student organization. Storage overnight is not available for vendors wishing to leave materials overnight because we cannot guarantee security.

WINDOW PAINTING

Bridge and Library 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 Campus Activities & Engagement, L104. Bridge and Library windows are reserved on a weekly basis, and can be reserved for up to three consecutive weeks. The weekly charge for each window is $4 to supplement the cleaning costs.

UNIVERSITY POLICIES RELATED TO STUDENT ORGANIZATIONS

ACTIVITY HOUR – ADMINISTRATIVE POLICY 2

The Activity Hour is schedule on Monday, Wednesday, and Friday from 12:00-12:50 p.m.

For more information, see http://www.uwp.edu/explore/offices/governance/policy02.cfm

ALCOHOL USE – ADMINSTRATIVE POLICY 4

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 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 Campus Activities & Engagement. 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 <u>not</u> 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 <u>must</u> 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 Director of the Parkside Student Center.

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 (& CATERING) – ADMINISTRATIVE POLICY 21

University Dining Service at UW-Parkside is provided through a service contract which is bid through the process as identified by UW System Purchasing and as required by state law. During the term of the contract, the successful contractor has exclusive rights of operation for all manual food and alcohol services campus-wide unless otherwise specifically designated within the contract or directly approved by the contractor. Manual food service includes, but is not limited to: all snack bars, dining rooms, pubs, delicatessens, restaurants, cafeterias, catering and conference facilities, and concessions operations. Campus-wide is defined as all buildings and lands assignable to the University.

Food Service Policy Appendix A: General Food Safety Guidelines for Bake Sales and Non-Potentially Hazardous Food Sales

1. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, serving, transporting, displaying, and selling bake sale items.
2. The food handlers preparing, packaging, transporting, displaying, or selling bake sale items must be free of communicable diseases such as colds, the flu and hepatitis. Their hands and arms must be free of wounds, cuts and sores.
3. The food handlers contributing to or participating in the event must wash their hands with soap before working and after each break (e.g. restroom).
4. The food handlers should not handle the money exchange; a separate organization member should serve that role.
5. Organizers should maintain a list of everyone contributing food items to the sale or event. This list should include each contributor's name and contact information.
6. A disclaimer should be displayed indicating "Ingredients information is not available so if you have a food allergy, please make a safe purchase decision".
7. All food ingredients used must be pure, wholesome, free from contamination, and be obtained from a licensed and approved food source (e.g. grocery store).
8. All food items and plates or containers they are transported in, served on, and displayed in should be completely wrapped (e.g. plastic wrap, tin foil, container lid). It is encouraged that serving and selling portions are individually wrapped.
9. Any eating utensils provided should be single use and disposable, and wrapped to prevent contamination.

For more information, see http://www.uwp.edu/explore/offices/governance/policy21.cfm

COPYRIGHT POLICY – ADMINISTRATIVE POLICY 76

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

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. Campus Activities & Engagement 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 infringes are subject to substantial civic damages, ranging from $500 to $20,000 for each illegal showing. The University has also been informed that not only is the sponsoring group responsible, but the University itself. Since colleges and universities are the most frequent violators they are closely monitored.

MUSIC POLICY

Due to ASCAP/BMI licensing, all music and over-the-air programs must be purchased through a licensed vendor.

DANCE, PARTY & OTHER EVENT POLICY & PROCEDURES – updated 8/2016

A. **Student Organization, Student Coordinator & Monitor 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 Campus Activities & Engagement 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 ten (10) 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 and alternate monitors must wear a staff t-shirt for the entire shift. This will serve as an identifier for both guests and the Parkside Police.
   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) Monitors and alternates will be searched upon entrance for the meeting prior to doors opening.
   f) 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.
   g) Monitors will contact the nearest police officer at the sign of any disturbance.
   h) Monitors will assist with crowd control before, during and after the event. This assistance will be at the direction of the senior police officer.
   i) 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.
   j) Monitors cannot leave and come back to the event.

k) Guests of the monitors must be present at the start time of the party/dance and will be searched upon entrance. Any monitor's guest showing up after the start time will not be allowed entrance.

l) Monitors will not be allowed to drink alcoholic beverages or illegal drugs prior to nor during the event.

m) The Parkside Police have the right to decide if the event will start and/or stay open pending their contact and communication with monitors.

n) Monitors cannot participate in dance activities while on duty.

o) Monitors must be present at closing time and assist clearing guests. In addition, they will help remind resident students of housing's quiet hour policy.

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.

11. The sponsoring student organization is responsible to make sure all performing and contacted guests (DJ, dancers etc.) are aware of Policy & Procedures.

B. 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 Campus Activities & Engagement 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, performers, contracted guests, Parkside staff and student monitors.

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 Campus Activities & Engagement.

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.

C. Cashier and Building Manager Responsibilities
1. Cashiers will arrive in the den one hour prior to the dance/event start time.

2. Cashiers will pick up the cash bag and take admission until the dance, party or event closes.

3. Cashier and Building Manager will deposit the event revenue according to Student Center Cash Handling procedures.
4. Money cannot be taken out of the register to give to the student organization or advisor for any reason.
5. Cashiers and Building Managers will help check identification and wristband if requested by Parkside Police.
6. Cashiers will add all guest names to the "guest list" to provide legibility of handwritten names.
7. Building Managers will assist the cashiers and adhere to maximum capacity for facility and notify police officers when facility is full.
8. Building Managers will close the building at established closing unless an exemption has been made and is processed through the reservation.
9. Building Managers will post 'quiet hour' signage at all exits to housing and remind residential students.

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

E. <u>Campus Activities & Engagement Responsibilities</u>
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, Residence Life, Parkside Police, Conference & Event Services, and Parkside Student Center staff.

F. <u>Guest Policy</u>
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. Non UW-System guests are not admitted unless they are a registered guest of a UW-System campus student with a valid school ID.
3. No non UW-Parkside student under the age of 18 will be admitted.
4. If deemed appropriate upon discussion with Campus Activities & Engagement and the sponsoring organization, Parkside Police will coordinate a weapon and knives check of all guests and contracted performers. Metal detectors will be used at all dances and parties.

G. <u>Dance, Party or Event with Alcohol Service</u>
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.

H. <u>Additional Parameters</u>
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. Progressive pricing is not allowed. 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. 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 Student Center Director 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 guests and monitor staff, DJ, and 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 and contracted guests (i.e.: 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 Campus Activities & Engagement.

FACILITIES USE POLICY – ADMINISTRATIVE POLICY 18

The University reserves the right to make changes at any time to accommodate the greatest number of requests or to assign the most appropriate facility for the event.

Although Internal, Sponsored and External Groups may request use of a specific room, facility, or other location, University Reservations/Conference and Event Services shall make final space assignment decisions.

For more information, see http://www.uwp.edu/explore/offices/governance/policy18.cfm

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:

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

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 during the academic year: Sunday 7a.m.-10p.m.
                                                      Monday-Saturday 7a.m.-midnight

The Student Center may grant an extension of privileges for organization members to be in the office after building hours for the SIC for official organization business.

CAMPUS SALES, SOLICITATION, FUNDRAISING, AND CORPORATE SPONSORSHIP – ADMINISTRATIVE POLICY 44

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. Also, the student organization must submit a Solicitation and Fundraising Request form for approval. If the fundraiser is questionable, the Campus Activities Coordinator and Student Center Director 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 Campus Activities & Engagement. 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.)   Some vendors will be required to complete and file a *Wisconsin Temporary Event Operator and Seller Information* form with Campus Activities & Engagement.
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.

DESIGNATED AREAS FOR UNPLANNED "FREE SPEECH" EVENTS – ADMINISTRATIVE POLICY 6

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.

For more information, see http://www.uwp.edu/explore/offices/governance/policy06.cfm

CAMPUS RAFFLES – ADMINISTRATIVE POLICY 34

1. The Raffle must be pre-approved by Campus Activities & Engagement, Student Center, L104.
2. There is a four cent charge per ticket with a maximum of 200 tickets printed per request for a total of $8.00. You may request additional ticket printing if needed.

3. The Raffle Ticket Request must be completed at least 10 days prior to the start of ticket sales for the raffle. All information on the form must be completed for ticket printing.
4. The raffle report form must comply with State of Wisconsin Guidelines for Raffles. Additional information is available in Campus Activities & Engagement.
5. A $ 3.00 payment to the Organization Contingency Account will be made following the raffle to help pay for the cost of the license.
6. **A final report must be completed within 48 hours in Campus Activities & Engagement.**
7. **Student organizations who abuse or ignore the Raffle Ticket Guidelines and State Rules & Regulations risk losing their University Recognition and privileges thereof.**

For more information see CA & E a Raffle Ticket Request Form & Guidelines.

STIPEND AND PAYROLL PROCEDURES

Stipends paid for by segregated fees must be approved in the SUFAC budget allocation process.

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. See Campus Activities & Engagement for more information.

3 Requirements to maintain officer status
- good academic standing
- have a minimum 2.25 cumulative grade point average
- enrolled at UW-Parkside in a minimum of 6 non-audit credits

CREATIVE SERVICES STUDENT WORK ORDER PROCEDURE

1. To place an order for printed materials related to student organization business, go to https://www.uwp.edu/explore/offices/creativeservices/ and use the **"Student Organization Store Front"** link.

2. Log in using your organization's e-mail and the password assigned to your organization's Creative Services account. **See Campus Activities & Engagement to obtain the password.**

3. Select the type of printing you need, select quantity and size, and upload your image as a PDF.

4. Name the job (makes it easy to distinguish between orders).

5. Click "Add to Cart" and then "Proceed to check out."

6. Provide a contact name and number.

7. For organizations with segregated fee accounts, the order will be directly charged back to the account if Creative Services charges were allocated in the organization's budget. For all other organizations, the order will be invoiced to the private account. If you wish to pay cash, please type "cash" in the chargeback box.

8. Click "Place Your Order."

9. Correspondence from Creative Services will be directed to your organization's e-mail.

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.

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 Campus Activities & Engagement. The Parkside Student Center is responsible for keys issued to building staff and student employees, and contracted vendor employees. Campus Activities & Engagement is responsible for all student organization office access.

Access Issuance: For wired/wireless accessed-student organization offices located in the Parkside Student Center access will be granted by the Ranger Card ID upon authorization of the Office Access Authorization Form which should be submitted and updated to Campus Activities & Engagement.

   a. All access is granted, and subsequently approved by Campus Activities & Engagement is responsible for retrieval of access via Ranger Card ID before individuals end their tenure with the University.
   b. Campus Activities & Engagement is responsible to immediately report inappropriate use of access for wired/wireless access spaces to the Student Center Director.
   c. Access 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. Access will be terminated and updated at the end of each academic and summer by Campus Activities & Engagement as appropriate.

Office Access Records: Wired/wireless door access records will be maintained by Campus Activities & Engagement and the Student Center.

TRAVEL GUIDELINES

Travel for a student organization is one off the highest risks incurred by each individual, the student organization and the university. All travel must be in compliance with University travel policies, regardless of funding source. In addition all drivers must be Driver Authorized and two authorized drivers for each vehicle is required for most travel situations.

   1. **What if we are not using rental vehicles?**
      If the travel is related to student organization business then all travel policies are still relevant and drivers must be authorized. Safety is a must!

   2. **When students use vehicle rental service?**
      a. Only authorized student drivers may drive a rental vehicle.
      b. Students may use vehicles for official student organization business only. (I.e. conferences, organization meetings, etc.)

    c. To make rental vehicle arrangements through state contracted vendors, contact Campus Activities & Engagement, Student Center L104.

    d. UW-Parkside staff must verify the status of all student drivers prior to initiating vehicle usage arrangements.

    e. A minimum of two drivers may be included on the travel authorization: It is the responsibility of the primary driver and trip coordinator to ensure that only those individuals listed are allowed to operate the vehicle.

3. Who is an authorized driver?

    a. Drivers authorized must have at least 2 years of driving experience to be considered for authorization. Excessive negligence, speeding, and/or DUI ticket will be a concern and may negate authorization.

    b. Use the online process to apply for authorization.

    c. Authorizations expire annually on June 30 and must be resubmitted after July 1 for the new fiscal year.

4. What size vehicle can we rent?

    a. Rental vehicles must be reasonable in size as determined by Campus Activities & Engagement 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.

5. 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.

6. What kind of documentation do I need to turn in before the trip to receive reimbursement or to have direct billing? (All reimbursements are made electronically)

    a. Vehicle Request form with authorized signatures

    b. Conference brochure, meeting agenda , or flyer advertising the event

    c. List of attendees

    d. Hotel information

    e. Authorized drivers

    f. Copies of meeting agenda, ticket stubs, etc.

    g. Original hotel and meal receipts (date, time, amount, location)

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 and/or drug 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

Campus Activities & Engagement 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. Student organization officers are responsible for keeping their organization pages up-to-date, including their roster, event schedule, and meeting time and location.

STUDENT INVOLVEMENT CENTER POLICY AND PROCEDURES

OVERVIEW

What is the SIC?

The Student Involvement Center is designed to create a friendly, professional community for students and their organizations. It is an essential contact point for student leaders as well as a communication center for all. The SIC 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 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. 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.

Storage Space

Cabinet space is available in the Promo (promotions) Room for organizations on a first come, first serve basis.   Secured storage is also available in the SIC through Campus Activities & Engagement.

POLICIES

Etiquette and Behavior

1. Users of the SIC are expected to treat other users of the facility and the facility itself with respect, therefore, courtesy and respect are expected to maintain a pleasant and usable work environment.
2. Organizations shall maintain an organized, clean space that doesn't infringe upon fellow SIC users. Please help keep the space clean and dispose of food and service wear to the Brickstone Grill & Eatery dish return.
3. Do not leave valuables unattended.

Copier Use

The copier in the SIC is available for student organization business only. If more than 20 copies are needed, organizations should use Creative Services. Copier use is regularly monitored by Campus Activities & Engagement. Excessive copy counts will be invoice to the student organization.

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 the common area 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 Student Center Director. In an effort to reduce energy usage, refrigerators and microwaves will not be allowed in individual offices.

Office Door Access

Approved organization members will be granted access to private offices. Organizations must provide a list to Campus Activities & Engagement 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 Campus Activities & Engagement 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 with open memberships. 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 and Student Life Committee. If an organization fails to utilize their assigned office space during the academic year, Campus Activities & Engagement may request that their office privilege be reviewed.

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 Campus Activities & Engagement and applications will be distributed to recognized student organizations for spaces. Besides the walled offices, Student Life Committee and/or Campus Activities & Engagement 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 is a designated bulletin board within the SIC for use by student organizations for recognized student organization promotion of activities. 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.   In an effort to protect the integrity and stability of the network, no private access points or routers are permitted.

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 Student Center Director and reviewed by the Student Center Advisory Committee and Student Life 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 Director, who will forward to the Student Center Advisory Committee.

STUDENT ORGANIZATIONS AND RISK MANAGEMENT

All University Recognized student organizations and their events and meetings are a function of campus life and operate as integral part of Campus Activities & Engagement as an internal partner.

Should an event or program be determined of higher risk to the University, the student organization will meet with the Campus Activities & Engagement staff, Student Center Director and/or Dean of Students office to review precautions; if necessary, the student organization may be advised to purchase UW-System special event insurance.

STUDENT ORGANIZATION RISK ASSESSMENT

Create a Risk Management Plan Using the Risk Management Planning Worksheet

DESCRIBE THE EVENT IN QUESTION: What? How? Why? When? Where? Who?

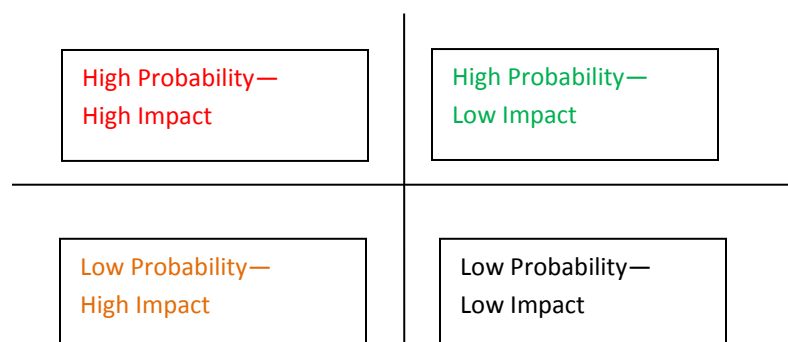**ASK FOUNDATIONAL QUESTIONS:**
- How does this activity benefit your organization?
- How does this activity benefit the university?
- How does this activity fit with the mission / values of your organization? Of the university?
- Are there other activities that we can do that capture the spirit of what they're trying to achieve here?

IDENTIFY RISKS:
The student organization should coordinate with various university officials to identify ALL RISKS associated with this project, regardless of how minor they may seem. As starting points, Consider:
- Risks of injury by individuals managing event
- Risks of injury by individuals participating in the event
- Presence of alcohol, thereby reducing student's decision-making skills
- Presence of non-students

Use the simple risk matrix below as a visual tool to aid in the discussion of how risks should be ranked. Determining the likelihood of the risk occurring and the likely consequences may require research and consulting with your organization advisor or Campus Activities & Engagement.

High Probability— High Impact	High Probability— Low Impact
Low Probability— High Impact	Low Probability— Low Impact

EVALUATE RISKS:
Analyze each of these risks and identify where they fall in terms of priority. Match them with the corresponding steps:

If Low:
- Take reasonable steps to prevent or reduce loss.
- Incorporate training and supervision and develop appropriate policies and procedures. Incorporate appropriate physical and other limits on time, location and duration that promote safety and reduce risk.
- Provide supervision and instruction during activity.
- Use protective equipment if necessary.
- Make sure relevant university officials, including police and fire department, have notice of event, contact information of organizer and event information.

If Medium:
- Take reasonable steps to prevent or reduce loss.
- This activity requires the use of protective equipment if available for activity.
- Maintain a first aid supply and cell phone on site.
- Consider and document limits on participation and access.
- Consider liability releases and purchase of insurance.
- Make sure relevant university officials, including police and fire department, have notice of event, contact information of organizer and event information.

If High:
- This may be an unreasonable level of risk. Take reasonable steps to prevent or reduce loss.
- Strongly consider eliminating or substituting a safer activity that meets the same need or serves the same purpose.
- This activity requires on-site medical personnel. All participants should attend a pre-event orientation.
- Make sure relevant university officials, including police and fire department, have notice of event, contact information of organizer and event information.

If Extreme: This is an unacceptable level of risk. You need to eliminate or substitute a safer activity that meets the same need or serves the same purpose.

REDUCE RISKS:
The student organization should research methods and work with their advisor to identify resources to manage these risks and reduce the probability that something will go wrong. They should consider the following questions:

1. What can you do to mitigate this possible risk?
- Consult with Campus Activities & Engagement and/or Risk Management
- Hire trained professionals
2. How does this actually mitigate the risk?
3. How can you put this strategy into place?
4. What resources will you need to make this happen?
- Who will be responsible for making sure this is done?
- Who will pay for this?
- In light of this cost, is it appropriate?
- In light of your programmatic objective, is the risk work it?

Program Planning Checklist

~ A necessity for a TERRIFIC event!

4-6 Weeks Before Program *(ideal program planning time, especially for larger events!!)*

☐ *Read 3 Weeks Before the Program: all of these activities should be completed in the 3-6 week time frame. However we recognize that most events are planned in a very short time and if this is your case, skip ahead!*

☐ Decide where your funding will come from.

☐ Consider other organizations and departments that might have similar interests and wish to co-sponsor.

3 Weeks Before Program *(although, the more time you have to plan the better!!)*

☐ Make sure that the organization has approved the program and its proposed budget.

☐ Book your location through VEMS or Reservations. Do you need a staging area? Dressing room? Is it outside, do you have a rain site? Don't forget to order technical services, and special setups.

☐ Review budget and start Event Spending Worksheet.

☐ Do you need a contract or are they sending one to you? ***Don't ever agree to a contract on your own or you could be personally liable for the commitment you think that you have made on behalf of the student organization.*** Contact Campus Activities & Engagement immediately for assistance. We will help you process a contract or UW System rider and get all your other paperwork in order (hotel, transportation, etc). **Use the Pre-Contract Planning Sheet.**

☐ Do you need special parking for the community? Or loading privileges – contact Parkside Police.

☐ Contact Campus Activities & Engagement to get a parking permit(s) for speakers and entertainers.

☐ Arrange hospitality with Catering Services, email catering@uwp.edu.

☐ Set up a 3-week marketing and promotion plan. Start marketing! Remember to review the Campus Promotions and Posting policies

☐ Need tickets? Go to Campus Activities & Engagement to place your order.

☐ Are you stuck? Not sure what to do or need some advice? Stop in the Campus Activities & Engagement office for help – don't delay, go today!

☐ Get your event up on the digital sign system.   Email file to activitiesengagement@uwp.edu.

☐ Showing a movie? Check the Motion Picture Guidelines and obtain authorization from Campus Activities & Engagement.

☐ Major Status Organizations: complete the pre-program evaluation on-line at Campus Activities & Engagement website.

☐ Let WIPZ Radio and *Ranger News* know about your event so they can help with your promotion efforts.

☐ Need a display case? Reserve the Student Center Art Display Case. Start putting a display together that is creative and eye-catching!

☐ _____(add task)

☐ _____(add task)

☐ _____(add task)

☐ _____(add task)

2 Weeks Before Program

☐ Painting the Bridge windows or need a table to promote your event? Use VEMS to make your reservations and pick up the markers from Campus Activities & Engagement.

☐ Update your organization's Campus Connect page with event information.

☐ Want to chalk the sidewalk – complete a form in Campus Activities & Engagement.

☐ Have posters, flyers, and table tents printed and get these out.

☐ Need a cash box or cash bag? Reserve one in Campus Activities & Engagement.

☐ Confirm catering, contract, technical needs, room reservations and hosting details.

☐ Drop off your promo at Campus Activities & Engagement to be enlarged to a ProImage poster (23 x 31" newsprint, $3 per poster).

☐ _____(add task)

Week of the Program

☐ Update the Event Spending Worksheet.

☐ Confirm your organization's hosts for the program. Hosting is very important to your program and your guest ~ you are not only putting your organization's reputation out there for folks to see, but also the University's ~ put our best foot forward!

☐ Do troubleshooting with organization members over final program details.

☐ Need assistance on anything else or troubleshooting? Contact Campus Activities & Engagement~ that's what we are here for! Can't stop in, email us at activitiesengagement@uwp.edu

☐ Complete final marketing plan tasks including the day-of marketing blitz!

☐ Put together handouts and program for event.

☐ _____(add task)

Day of the Program

☐ Double-check set-ups and hospitality prior to all your guests arriving.

☐ Putting out balloons? Reserve the helium nozzle and pick up the helium nozzle in Campus Activities & Engagement (and they have an assortment of balloons too).

☐ If a check is being presented to entertainer/presenter, pick up from Campus Activities & Engagement. Complete Check Verification Form with the guest and return the form to Campus Activities & Engagement.

☐ Have host or MC introduce program, along with upcoming events and recruit new members.

☐ Have evaluations on hand to gain feedback from your participants and committee.

☐ Clean up after program.

☐ _____(add task)

Day After Program

☐ Send thank-you letters to presenter/entertainer, volunteers and other people who have been particularly helpful.

☐ Evaluate: information discussion with organization members, share feedback about program and write up a formal evaluation. Put in the organization file for review at the next event or to share when transitioning to new officers.

Have Fun and a Great Event!