

Registered Student Organization Handbook

August 2017 - May 2018



Office of Student Affairs
Schwitzer Student Center, Room 210
University of Indianapolis
317-788-3530

University students are responsible for knowing the information, policies, and procedures outlined in this document. The University reserves the right to make changes to this code as necessary and at any time. These changes are in effect immediately upon being posted online at my.uindy.edu. Students are encouraged to regularly check my.uindy.edu for the current version of all policies and procedures in effect.

Policies and procedures contained in University Handbooks and Guidebooks, located at www.uindy.edu/policies, supersede any and all prior practices, written documents, representations, or statements on the same subject matter. The University of Indianapolis expressly revokes any and all previous policies and procedures that are inconsistent with those contained in its Handbooks and Guidebooks. The University of Indianapolis reserves the right to change the content set forth in its Handbooks and Guidebooks, and any and all policies stated in them are subject to change at any time at the sole discretion of the University. In addition to the policies contained in these handbooks and guidebooks, students, faculty and staff are subject to applicable university-wide policies found on the policies web-site at www.uindy.edu/policies.

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Welcome!

The Registered Student Organization (RSO) Handbook is intended as a resource guide and policy manual for officers, members, and advisors of registered student organizations at the University of Indianapolis. The RSO Handbook was developed by the Office of Student Affairs in collaboration with other campus offices.

As you prepare your RSO for the upcoming year, use this handbook as a resource to assist in planning. All members and advisors are expected to be knowledgeable and aware of the policies and procedures outlined in this handbook.

Policies may change during the course of the academic year. RSO presidents and advisors will be notified via email if changes do occur.

The Office of Student Affairs is happy to answer questions and offer guidance:

Office of Student Affairs
Monday - Friday: 8am - 4:30pm
Schwitzer Student Center 210
Phone: 317.788.3530
Fax: 317.788.3383

RSO Contact
Steven Freck
Assistant Director of Student Activities
Phone: 317.791.2560
Email: freck@uindy.edu

Registered Student Organizations (RSOs)

To be recognized by the University of Indianapolis as a registered student organization, the following requirements must be met:

- Complete and submit a registration form at the beginning of each academic year
- Complete and submit a mid-year and end of the year report
- Review monthly emails from the Assistant Director of Student Activities
- Attend the RSO kickoff and all other RSO leadership workshops

RSOs will receive the \$250 flat allocation at the beginning of the fall semester after completing the student organization registration form and attending the RSO kickoff. A \$250 flat allocation will be distributed during the spring semester when the RSO completes and submits their mid-year report. As long as RSOs remain in good standing with the Office of Student Affairs and

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attend all leadership training workshops, they will be eligible to allocate for additional funds through the Student Leadership Council (SLC). Groups who are in poor standing with the Office of Student Affairs or fail to meet one or more of the RSO requirements will not be eligible to receive additional funds through the SLC.

Student Organization Responsibilities

- Utilize the student activities page on MyUIndy for RSO needs (paperwork, RSO contracts, upcoming events etc.)
- Submit meeting dates and times as well as events to the UIndy online calendar
- Abide by all University policies and procedures, including those addressed in this handbook and in the student handbook
- Conduct ALL RSO meetings, executive board and general member meetings, on-campus. RSOs are funded by the student activity fee (SAF) which is paid by all current UIndy students. Hosting meetings on campus welcomes and invites all current students to get involved
- Assume responsibility for the behavior of club members, speakers/performers, event attendees, and guests while participating in student organization activities
- Maintain a UIndy full-time faculty or staff member as an advisor
- Consist of at least five members who are currently enrolled University of Indianapolis undergraduate or graduate students
- Abide by the code of ethics developed by the Office of Ecumenical and Interfaith Programs, if applicable. Religiously affiliated RSOs must keep an open line of communication between the RSO and the Office of Ecumenical and Interfaith programs
- Inform the Assistant Director of Student Activities of immediate organizational changes, such as leadership and/or advisor changes, constitution & bylaw updates, budgetary issues, etc. If a misuse of an RSO's budget is suspected, the RSO must inform the Assistant Director of Student Activities as well as their advisor
- Respond to all correspondence from UIndy officials, staff, faculty, as well as vendors in a timely and professional fashion
- Abide by the organization's constitution, bylaws and mission statement
- Adhere to the non-discrimination policy of the University of Indianapolis
 - The University of Indianapolis, which includes all registered student organizations (RSOs), does not discriminate, and does not permit members of the University community to discriminate, based on a person's race, color, sex, age, religion, national or ethnic origin, disability, citizenship status, military status, sexual orientation and/or gender identity or expression. The University provides equal opportunity in all aspects of a student's University experience; including academics, activities, employment, and athletics.

- Included in its policy forbidding unlawful discrimination is the University's commitment to comply with all requirements of Title IX of the Education Amendments of 1972 ("Title IX"), which forbids discrimination on the basis of sex in education programs or activities. If any member of the community believes he or she or another member of the community has been the victim of sex discrimination, sexual harassment, or sexual violence, the incident should be reported to the Title IX Coordinator, whose contact information is provided below. The University will thoroughly and promptly investigate every complaint, impose sanctions on anyone found to have violated these policies, and take appropriate action to remedy the effects on individuals and the community.

Anne Moelk

Director of Student Support and Title IX Coordinator

Office of Student Affairs Schwitzer 210

Phone 317-788-2139

Email: moelka@uindy.edu

Funding Sources and Student Leadership Council Overview

Flat Allocation

RSOs will receive the \$250 flat allocation at the beginning of the fall semester after completing the student organization registration form and attending the RSO kickoff. A \$250 flat allocation will be distributed during the spring semester when the RSO completes and submits their mid-year report. RSOs in good standing with the Office of Student Affairs and in attendance of all leadership training workshops will be eligible to allocate for additional funds through the student leadership council (SLC).

Student Leadership Council

The purpose of the student leadership council (SLC) is to disperse student activity fees to registered student organizations at the University of Indianapolis. The SLC will also review new or amended student organizations seeking official RSO status.

Membership of the SLC shall include the following:

- One member of the Indianapolis Student Government (ISG)
- One member of the Campus Program Board (CPB)
- One member of the Residence Hall Association (RHA)
- One member of a registered student organization
 - This position will rotate every year. The same RSO may not be represented consecutively.
- One commuter student

- The Assistant Director of Student Activities will serve as the chair of the student leadership council. The chair plans and executes all SLC meetings.
- In the event of a tie, the ex-officio chair of the student leadership council shall serve as the tie breaker. The position will also support the chair in planning and executing meetings. The ex-officio will be a staff member of the Office of Student Affairs.

If a SLC member is also a member of the RSO requesting funds, they may not present on behalf of their RSO during the SLC allocations meeting. This SLC member will not be allowed to vote on the request and will be asked to leave the room during the RSO request deliberation. When this individual comes back in the room they will be informed of the outcome of the deliberation.

The SLC will discuss each allocation request and, if approved, allocate an amount of money for each of the requests. It is important for each member of the SLC to have as much of an unbiased opinion as possible. When discussing each request, the SLC will not bring personal opinions or views of a particular RSO when making a decision.

Allocation Request Forms: In order to request additional funding at a scheduled allocations meeting, RSOs need to:

- Meet the deadlines and requirements outlined by the Assistant Director of Student Activities (RSO attendance at leadership training workshops, completed reports, etc.)
- Submit all allocation request forms to the Office of Student Affairs, Schwitzer 210, by 12pm on the Friday prior to the scheduled allocation meeting. Allocation meetings are held once a month on a Monday at 3pm - 5pm in Schwitzer 202.
- Submit one allocation request form for each event
- Type all allocation request forms, except for the advisor's signature. Hand-written forms will NOT be accepted
- Review the presentation schedule that will be emailed the Friday prior to the Monday meeting
- At the Monday meeting, wait outside SCHW 202 until the assigned time and make a 5-10 minute presentation to the Student Leadership Council

IMPORTANT NOTE: NOT ALL ALLOCATION MEETINGS ARE GUARANTEED. Due to SAF funds and a significant increase of events and activities that RSOs are hosting, the funding will be limited.

RSOs should adhere to the following guidelines during their presentations:

- No more than two student representatives of the requesting RSO may appear at the allocation meeting to present their request and answer any relevant questions. If representatives fail to appear, no money will be allocated
- Advisors may not represent RSOs at allocation meetings
- The SLC may place stipulations on the funds, request additional paperwork, audit RSO expenditures and use of student activity fees or change the request at their discretion
- RSOs will be notified of the allocation results via email within a week after the allocation meeting

Allocation Funding Guidelines

- General overview
 - Grant request forms should be submitted and approved prior to the event. No back allocating is allowed
 - Events approved for funding must be open to all students and advertised to the entire campus
 - Allocation requests will be reviewed based upon the educational merit of the event, the social nature of the event, and the link to the organization's purpose or mission. Organizations are encouraged to do their own fundraising
 - SAF funds will NOT be allocated for the following:
 - Food or refreshments for meetings that are not open to the entire campus (closed or call out)
 - Alcohol
 - Individual organization dues
 - Salaries for advisors or student leaders
 - Gifts for members, advisors, and current UIndy staff/faculty members
 - Gift cards
 - Scholarships
 - Funds to support academic departments or classes
 - Direct charitable donations
- Conferences/tournaments
 - Groups may request up to \$150 per person, at a maximum of \$1500 per conference. Groups must complete the 'student travel overview' and submit a final roster of attendees before any funds can be distributed
 - RSOs may request funding for up to two conferences per academic year

- SLC will only fund events related to conference expenses (i.e. registration, mileage, hotel accommodations, etc.). SLC will not fund social activities during the conference
- SAF funds may not be utilized to fund conference expenses for advisors or other UIndy staff/faculty members
- Shirts/Clothing
 - Funds for a maximum of 250 shirts may be requested with a maximum of \$1250 total cost
 - If the RSOs is using the university name or logo a university approved vendor (see page 25)
 - The shirt design and price quotes for the order must be presented with the request
 - Shirts/apparel must be available and distributed for all or any students, unless the item is considered to be an essential function of the organization (i.e., dance team uniforms)
 - RSOs are not permitted to request shirts as a giveaway at the UIndy Life Expo. To promote creativity and variety of items, RSOs will not be permitted to give away shirts, unless fundraising monies are used for the purchase
- Promotional Items
 - Funds for a maximum of 250 items per event
 - A plan for distribution of the items must be presented
- Marketing
 - The SLC will not approve funds for marketing costs (filters, table tents, postcards, etc.). RSOs should use the flat allocation for these expenses

Accounting

Terms

- Account number/index: The six (6) digit number used to charge your account and track your budget
- Sub code/account: A four (4) digit number used to track your transactions in categories. Commonly used subcodes include:
 - 0370 - gifts or donations
 - 0470 - deposit in your RSO account at the accounting office
 - 3100 - programmatic
 - 3211 - conferences, memberships, and conference travel
 - 3252- food
 - 3290 - promotional items
 - 3500 - equipmental rental

- 3205 - performer expenses
- 3337 - student engagement
- 3900 - printing
- 4100 - travel expenses
- Vendor: A business from whom you purchase products
- Invoice: A bill from a vendor

Operational Hours

The accounting office is open Monday - Thursday, 9:00am to 4:00 pm and is located in Esch Hall 151.

A check will be processed five to seven business days AFTER paperwork is received. Pay invoices/charges promptly to avoid late fees.

Financial Records

It is the responsibility of the organization's treasurer to keep accurate and detailed records. They should report the financial updates to the organization on a regular basis. All RSOs are subject to being audited by the SLC and the Office of Student Affairs. It is extremely important to keep track of all purchases. Organizations can and will be held liable for misuse of the University or SAF funds. Misuse of funds may result in account(s) being frozen and inaccessible.

Contact the Assistant Director of Student Activities immediately regarding negative account balances. Each RSO will be held financially responsible for bringing their account to a positive balance if they overdraw from their RSO account. If an RSO has a negative balance at the end of the academic year and is unable to zero out their account, the RSO will not be able to request SLC funds during the following fall semester.

Account Balances: Your RSO's treasurer should be keeping accurate records of the group's financial status. It is strongly suggested that organizations verify their balances monthly with university records. Contact [Lisa Loveless](#) in the Office of Student Affairs for this information and include your RSO's account number. A copy of accounting's records can be printed or emailed to you. PLEASE DO NOT CONTACT THE ACCOUNTING OFFICE FOR THIS REQUEST. Please allow at least one business day if you request a full accounting history.

Negative Account Balances: It is important to keep accurate records of your RSO's budget. Please contact the Assistant Director of Student Activities immediately regarding negative account balances. Each RSO will be held financially responsible for bringing their account to zero if they overdraw from their RSO account.

If an RSO has a negative balance at the end of the academic year and is unable to zero out their account, the RSO will not be able to allocate during the following Fall semester.

Making Deposits into an RSO Account

- Deposit funds in the accounting office, Esch 151
- A deposit slip is necessary to deposit funds. Deposit slips are available at the accounting office's cashier window. Write the amount to be deposited into the account, organization's account number, along with a brief description explaining the deposit. Excessive loose change must be placed in coin wrappers by the RSO
- The cashier will give you a University of Indianapolis receipt. Check to see that the name of the organization, the account number, and the amount deposited are shown correctly

Inactive Accounts

Organizations (and accounts) inactive for more than three (3) consecutive academic semesters will be deactivated and funds reclassified into the student activity fee account. This means that all funds will be removed from the RSO's account and placed into the general SAF account. After three inactive semesters students must go through the steps of forming a potential Registered Student Organization. Contact the Assistant Director of Student Activities to get started.

Inactivity also includes failure to meet RSO requirements for three consecutive semesters.

Amazon.com Purchases

All Amazon.com orders will be placed through [Lisa Loveless](#) in the Office of Student Affairs. To order items, email all item links and the RSO account number to Lisa. The Office of Student Affairs has Amazon Prime, which offers free two day shipping. No overnight shipping will be utilized. Please plan ahead and allow at least 3-5 business days for your order to be placed and shipped.

University Credit Cards

University credit cards are available for student organizations to use to make purchases for events and programs.

Students must reserve a card by filling out the pre-usage credit card form 3-5 business days prior to using the credit card. There is no guarantee a credit card will be available during the requested time. Requests for same day credit card use will not be accommodated.

After using a credit card, RSOs must complete the credit card transaction form and turn in all detailed receipts. The original paperwork and receipt, along with two (2) copies of the paperwork and receipt, must be submitted to the Office of Student Affairs no later than one business day after a purchase has been made. Please remember that using the credit card is a privilege and not a right. Excessive misuse of a credit card by student organizations will result in the inability of the RSO to use the credit card. The following guidelines must be followed when using a University credit card:

- When the credit card is used to purchase any prizes, prize documentation forms must be completed and submitted to the Office of Student Affairs by the next business day after the event, along with the necessary paperwork
 - If an RSO plans to spend more than \$250 on prizes, the assistant director for student activities must be notified for approval
- When using the credit card at restaurants, a detailed receipt of all food purchased, along with the signature receipt, are required to be submitted with the credit card transaction form. Failure to provide the detailed receipt may result in the personal responsibility for the credit card charges. Tipping may not exceed 20%. Alcohol may not be purchased.
- Credit cards are not allowed to be used for promotional items, including t-shirts. A vendor will invoice your organization for payment.
- All purchases must be tax-exempt. Tax should not be applied to any purchases, except for food purchased at restaurants. Tax exempt certificates are available in the display case outside of the Office of Student Affairs (Schwitzer 210) and on MyUIndy and should be brought with you when making a purchase. If an RSO fails to make tax exempt purchases, the member who is making the purchases will be personally responsible for reimbursing the university for tax charges
- Gift cards, alcohol, and gas may not be purchased with university credit cards
- Failure to comply with credit card policies will result in a RSOs inability to use the credit card

Event Planning

Solicitation/Selling

The university does not allow [outside organizations/vendors to solicit on campus](#). Areas of solicitation include residence halls, offices, classrooms, and all other University facilities. Groups working with outside vendors should seek approval from the Office of Student Affairs, before bringing vendors to campus.

On-Campus Space Reservations: Event Services

In order to reserve any space on UIndy's campus, students must work with Event Services (SCHW 002) prior to planning and advertising their event. When reserving space on campus, the

RSO is responsible for informing Event Services of all event setup needs, room layout needs, and technical needs (microphone, sound system etc.). RSOs are responsible for bringing any necessary supplies for the event as well as ensuring the room is clean after their event.

Student Events Procedure -

General

- These procedures apply to all student events (RSOs, Residence Halls, class projects, etc.)
- Contact person
 - Assign only one representative from the group to serve as the contact for each event
 - Only the contact person referenced above can change details for their specific event
- Though you may request any location for your events, please understand that the room is not actually scheduled until you receive an email confirming your location
- Events can be scheduled only during the current academic year, or March 1 through April 15 for the next academic year
- Please do not procrastinate any steps in the event planning process – The Event Services staff may not be available to assist you if you wait until the last minute
- If any of the major steps of these procedures are missed or ignored, the Event Services office has the right to cancel the event or suspend a student group from being able to host events for a period of time
- If a room/venue that is held or confirmed goes unused without notifying the Event Services office, the student group may be suspended from holding future events
 - A minimum of 24 hours is required for cancellations (though at least one week is preferred due to staff scheduling)
- For the purpose of this document, the term “Event” refers to any occasion that reserving a location is necessary
- Alcohol (not recommended for most student events)
 - Select events may be permitted to serve alcohol, with proper approval
 - The Alcohol Request Form must be submitted to jbarnes@uindy.edu no later than 30 days prior to the event
 - A specific vendor has been pre-approved and must be utilized for all events
 - Please ensure that your organization has the available funds prior to requesting approval (minimum fees begin around \$700 before the cost of the alcohol)

Events With Fund Allocations

- Room Requests
 - Before applying for fund allocations, any student group must request a venue for their event. A “hold” will be placed on the location until the funds are allocated.

- Room requests may be submitted through Astra Schedule or in person at the Event Services office (Schwitzer 002)
- Do not wait until the day of the allocation meeting to make a room request
- No more than two locations may be held
- No more than two dates may be held
- It is the responsibility of the student group contact person to inform Event Services if the allocations have been approved or denied. If denied, the “holds” will be released
- Once allocations have been approved, a representative from the planning committee must schedule an Event Consultation with the Event Services office
 - The Event Services office must be contacted within one week after the allocation meeting to schedule the consultation by emailing jbarnes@uindy.edu
 - The scope of the event will determine how long before the event date the consultation must occur (if contracting with a performers, vendors, etc. the consultation must occur before any contracts are signed)
 - At the Event Consultation, the majority of the details of the event will be confirmed, within reason
 - The Event Services team will help guide you through the process of planning your event, providing you with checklists and timelines
 - If the consultation is not scheduled, is skipped, or if any of the major details change without notice and approval, the event is subject to cancellation

Events Without Fund Allocations

- Within reason, please schedule events as far in advance as possible
 - No more than two locations may be held initially
 - No more than two dates may be held initially
- Schedule your Event Consultation for no later than one month prior to the event date by emailing jbarnes@uindy.edu once your room request has been approved by the Event Services staff
- The final event details must be confirmed no later than two weeks prior to the event
- At the Event Consultation, the majority of the details of the event will be confirmed, within reason
- The Event Services team will help guide you through the process of planning your event, providing you with checklists and timelines at the time of your Event Consultation
- If the consultation is not scheduled, is skipped, or if any of the major details change without notice and approval, the event is subject to cancellation

Weekly and monthly meetings

- When a series of meetings is scheduled, an Event Consultation must also be scheduled for the series – one consultation for the entire series, not each individual meeting

Important contacts in the Office of Events Services are:

Jeffrey Barnes

Director, Event Services

317.788.2135

jbarnes@uindy.edu

Sandy Hursh

Assistant Director, Event Services

317.788.2135

hurshs@uindy.edu

If ticket sales are needed for an event, contact Sandy Hursh at least one month prior to the event.

Jenny Randol

Administrative Assistant, Event Services

317.788.3566

randolj@uindy.edu

Room requests, set-up needs, and general information

On-Campus Room Reservations: Astra Web

Astra Web is the online system where RSOs can reserve and view available campus space. Login via MyUIndy requires a UIndy username and password to access the system.

For detailed instructions on how to utilize Astra Web, please visit the [Event Services page on MyUIndy](#).

If you wish to reserve space in one of UIndy's athletic facilities (*the ARC, Ruth Lily Fitness Center, Nicoson Hall, Key Stadium, practice fields etc.*), please contact:

Bob Brubeck

Assistant Athletic Director for Facilities and Game Day Operation

317.791.5962

brubeckr@uindy.edu

Athletic space reservations

Fax Machine & Fax Number

A fax machine is part of the photocopier located in the Student Business Center. There are directions on how to send a fax above the copier as well as staff to assist you.

Faxes may be received at 317.788.3383. Senders must indicate the recipient RSO and student contact name on the fax. Faxes can be picked up in the Student Business Center (Schwitzer 207).

Performer Contracts & Riders

Contracts are needed for any artist, performer, or event where an outside agency is needed. Contracts must be reviewed by the Assistant Director of Student Activities, and then signed by the Vice President of Campus and Student Affairs. **STUDENTS AND ADVISORS ARE NOT ALLOWED TO SIGN CONTRACTS ON BEHALF OF THE UNIVERSITY.** Individuals who sign a contract on behalf of UIndy will be held personally responsible and the university is not obligated to honor said contract.

Contracts should be submitted to the Assistant Director of Student Activities at least one month prior to the event. Allow a minimum of one week for the contracts to be reviewed and signed. Contracts will be returned to the RSO after they are signed.

All technical riders must be submitted to Event Services at least one month prior to event. If technical requirements cannot be met by Event Services, the RSO may need to rent equipment and/or hire technical personnel.

If a performer/speaker/artist does not provide a contract, use the [UIndy Professional Service Agreement template](#) located on MyUIndy.

Schwitzer Student Center Sound System: The Schwitzer sound system may be requested for use inside the building or on the adjacent areas (i.e. Smith Mall) on either the east or west sides of the building. The system may be requested through the Office of Event Services and will be set-up by their staff. Contact Event Services to reserve the system, including events held in Schwitzer, prior to the event date.

Additional Sound and Production

RSOs hosting performers that require additional sound and production that cannot be accommodated through Event Services are responsible for hiring and paying an outside production company. Provide the outside company with the performer's contract and event information to receive a price quote. The university works closely with the following vendors:

AXIBUS, INC.

Contact: Kevin Foulkrod

Last Updated: August 2017

Phone: 317.522.1288 (ext. 222)

Email: kfoulkrod@axibus.com

<http://www.axibus.com>

MARKEY'S RENTALS AND STAGING

Contact: Steve Bundy

Phone: (317) 783-1155

<http://www.markeys.com>

Alcohol Policy

The University of Indianapolis is committed to maintaining a safe and inviting campus environment for its community members and visitors. All members of the University of Indianapolis and visitors are required to follow this policy to ensure alcohol is served in a responsible manner at approved events.

All alcohol requests must be submitted to [Jeffrey Barnes](#) at least 30 days prior to the event to be considered by the alcohol review committee.

Alcohol policy statement: All persons must comply with federal, state, and local laws and the policies of the University of Indianapolis and the Board of Trustees governing the use, possession, manufacturing, distribution, dispensation, and sale of alcoholic beverages while on the University of Indianapolis campus, attending the University of Indianapolis events either on- or off-campus and attending guest-hosted events on University of Indianapolis property. Alcohol may be served at the University of Indianapolis events or guest-hosted events on-campus with prior approval from the Alcohol Review Committee. Requests must be made in writing by the event organizer on the Alcohol Request form (found on the Student Activities page on MyUIndy) no later than thirty (30) days prior to the date of the event.

No alcohol may be served and/or consumed in any of the University of Indianapolis residence halls. Alcohol may be consumed responsibly at Greyhound Village by its lessees and their invitees in accordance with the lease agreement. All University of Indianapolis events and guest-hosted events held at Greyhound Village where alcohol is to be served must adhere to this policy. Additionally, no university funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Dean of Students or their designee.

Scope: All persons must comply with this policy while on the University of Indianapolis campus and/or while attending, organizing, or supervising University of Indianapolis events on-campus and guest-hosted events on campus.

Definition of Terms

- Campus: University-owned or leased buildings, grounds and property, including sidewalks and streets within campus boundaries
- Guest-hosted event: Any event or activity organized, sponsored, or supervised by a person or entity that is not the University of Indianapolis
- Organizer: The University of Indianapolis, college, school, office, department, unit, or affiliate organizing, sponsoring, and/or supervising the University of Indianapolis event
- University of Indianapolis events: Any event or activity organized, sponsored, or supervised by a University of Indianapolis college, school, office, department, unit, or affiliate
- Alcohol review committee: Vice President and General Counsel, Vice President for Mission, and Vice President for Student and Campus Affairs and Dean of Students

Emergency Protocol

If an RSO hosts an event or meeting after regular business hours and a university staff/faculty member is not present, the RSO members are responsible for the event and its attendees.

Call UIndy Campus Police at 317.788.3386 (non-emergency number) if any of the following take place:

- Room is locked and the RSO has it reserved
- Unruly behavior by participants (inappropriate language, intoxication, physical force used, etc.)
- Suspicious behavior of those in the building or in attendance
- Presence of illegal substances or alcohol
- Safety is at risk

When in doubt or in need of any additional support, call UIndy Campus Police for further assistance. Dial 911 for all emergencies.

During all events, an RSO member should be checking their mobile phone for UIndy watchdog alerts. In case of emergencies, the RSO is responsible for stopping the event/meeting and taking necessary procedures. For example, if there is a tornado approaching, the university will send out

a watchdog alert. The RSO will need to stop the event/meeting and make sure that all attendees are escorted safely to the lowest level of the building away from all windows and glass. As the event host, call Campus Police to inform them of group's location and number of attendees.

RSOs are asked to refer to all emergency procedures posted in each room on campus to handle emergencies while hosting events/meetings on campus.

Blood Drives

Hosting a blood drive is a great way for student organizations to give back to the community. The Assistant Director of Student Activities will coordinate all blood drive dates and seek RSOs as sponsors. Student organizations are not permitted to host blood drives without the Assistant Director of Student Activities approval.

Information Technology (I.T.)

Located in Schwitzer Student Center 212, I.T. is the resource center for instructional technology support on the University of Indianapolis campus, such as laptops, DVD players, VGA cables, etc.

RSO in need of equipment for a meeting or event, should reserve equipment through the [Equipment Request form](#) found on MyUIndy.

For further information, contact I.T. at av@uindy.edu or 317.788.3318.

Food Requests: Quest Food Services

The University of Indianapolis has partnered with Quest Food Management Services as its food provider. RSOs who wish to have food at an event should adhere to the following guidelines:

- All campus-wide events must be catered through Quest
- Students who wish to bring outside food (catered food from a restaurant, food trucks, food vendors, etc.) to campus for a campus-wide event, must first seek approval from the assistant director of student activities.
- Students who wish to have food at a closed meeting may use their flat allocation money to purchase food from an outside vendor.

[Quest Food Request Tickets](#) can be found on MyUIndy or outside the Office of Student Affairs, Schwitzer 210. Students may request a catering catalog from Brenda VanVlymen (bvanvlymen@uindydining.edu) or view the [catalog](#) posted on MyUIndy. The completed food request ticket must be signed by Lisa Loveless in the Office of Student Affairs before it can be submitted to Quest.

Food request tickets must be completed at least one week prior to the event date. The final bill will automatically be taken out of the RSO's budget. RSOs will receive a receipt for their records after the event. There is no additional paperwork for payment.

For Quest assistance contact:

QUEST

Brenda VanVlymen

(bvanvlymen@uindydining.edu)

Movie Showings and Movie Rights

Public viewing of movies is strictly regulated by the Motion Picture Association of America. DVDs and videotapes may not be used at an event or as entertainment unless the public performance rights (copyright) has been purchased or secured. DVDs and videotapes that people purchase or rent are intended for home viewing use only. These movies are permitted to be viewed within the confines of a student's room to a private audience.

With the exception of a faculty member showing a film to a an officially registered class at the university, all other public showings on campus are prohibited unless a public performance right is secured. This is true regardless of the number of people who attend and/or whether or not admission is free. These guidelines apply to, but are not limited to, classroom space (while not in use for officially registered classes), lecture halls, residence hall lounges, the library and Schwitzer Student Center.

Whenever a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film are typically between \$300 and \$1000 depending on the movie title (more recent titles are on the high end).

To show a movie on campus, RSOs should contact the Assistant Director of Student Activities at least three weeks before the event for help in purchasing the movie rights.

Hotel Reservations

The Holiday Inn Express South has a discounted rate for the University of Indianapolis. RSOs that would like to reserve a room for a speaker, performer, or other guest should complete the [Holiday Inn Express request form](#) and submit it to the Office of Student Affairs administrative assistant at least two weeks in advance. No other hotel accommodations should be made unless approved by the Assistant Director of Student Activities

Rental Cars

All car rentals are reserved through [Lisa Loveless](#) in Student Affairs using Enterprise/National Rent-A-Car center at least two weeks in advance. No other accommodations should be made.

Bus Transportation

All bus rentals are reserved through [Lisa Loveless](#) in Student Affairs at least two weeks in advance. No other accommodations should be made.

Event Security

Organizations sponsoring a late night event (ending after 12am), such as a dance or concert (both on and off campus), are required to make the necessary arrangements to provide security personnel. The RSO advisor or other university faculty/staff member also must be present at all late night events. Campus police must be notified at least four weeks prior to the event date to allow time to secure officers to work the event. A minimum of two officers is required for events.

RSOs sponsoring events where more than 200 attendees are anticipated, or if outside community members (individuals not affiliated with the University of Indianapolis) are present, must contact campus police for on-site security.

For all event security needs, complete the [University Event Security Request Form](#) and submit to the Assistant Director of Student Activities at least one month prior to the event. When Campus Police Officers are hired for an event, a transfer of funds will automatically occur from the RSO's account. It is important to financially plan ahead of time if event security is needed.

For further security questions, contact:

Hailey Padgett-Riley
Assistant Chief, Campus Police
hpadgett@uindy.edu, 317.788.3356

Lecture Performance (L/P) Credit Applications

L/P credit may be given for lectures or performances which are at least 45 minutes in length and meet L/P criteria. An application form must be submitted by the appropriate deadline and approved by the L/P committee.

Refer to the [L/P page](#) on MyUIndy for guidelines, deadlines for submission, and the application. Applications for on-going events should be submitted one semester in advance.

For L/P credit questions, contact:

Linda Corn

Administrative Assistant, College of Arts & Sciences
lcorn@uindy.edu, 317.788.3395

Insurance Requirements

If you are bringing any act or event to campus you are required by the University of Indianapolis to obtain a certificate of insurance from the person(s) hired by your organization that lists the University as an additional insured. Event Services must receive the certificate at least one month prior to the event and be kept on file by the RSO.

Political Events

Events of a political nature or involving declared candidates seeking office or elected staff members will be treated with a sensitive nature. This is to ensure fair access and provide opportunities for balanced viewpoints whenever possible. As a private institution, the university will not host or appear to sponsor an event or speaker that will be potentially viewed in favor or support of a particular candidate, party or political agenda. RSOs should remain cognizant of these concerns and contact the Assistant Director of Student Activities at least three weeks prior to the event, in order to begin the planning process.

Residence Hall Programming

Any student organization that wishes to utilize residence halls for events must receive permission from the Associate Dean of Students at least two weeks prior to the event.

Jonathan Yorkowitz
Associate Dean of Students, Office of Student Affairs
yorkowitzj@uindy.edu, 317.788.2562

Campus Walks/Runs/5Ks

To ensure safety and proper logistics, all RSOs are required to submit a [campus walk/run/5K proposal](#) at least two months prior to the date of the anticipated walk/run/5K to the Assistant Director of Student Activities. Campus space needed for the events should be reserved prior to the proposal's submission. Student affairs and general counsel will review all proposals and will decide whether or not a walk/run/5K should be held on campus. Decisions will be made at least one month prior to the event date.

Please note that race courses should be on-campus roads only. Per university general counsel, RSOs will not be allowed to use city-streets or request permits for road closures.

Other Important Contacts

Maddie Weiss

UIndy Athletics Marketing and Promotions Student Assistant
weissma@uindy.edu

Brian McCarty

Student Business Center Coordinator
mccartyba@uindy.edu, 317.788.2124
Schwitzer TV advertisements

Physical Plant

facilities@uindy.edu, 317.788.3258
On campus maintenance requests; general questions

Event Services

events@uindy.edu, 317.788.3409
Room reservations, table set-up etc.

Fundraising

Fundraising Form

RSOs MUST submit a [fundraising form](#) for every project that generates funds or items and should be completed at least one month prior to executing the project.

RSOs may generate funds in several ways:

Donations: An online fundraising form should be submitted and approved before any on-or-off campus donations are solicited (this includes monetary donations or in-kind items; for example, asking Subway for a sub to serve at an event). RSOs MUST submit a fundraising form for every project that generates funds or items collected to benefit any agency or entity (including the RSO itself). The form is to be completed at least one month prior to advertising and holding the fundraiser.

According to IRS rules, no donation of any kind may be made to cover an individual student's expenses. Donations to cover costs for a specific student's trip or experience are not tax deductible and not a charitable donation. These are considered payments for a trip or experience and will not be processed by the Advancement Office.

Admission Charges: Charging admission is a way to cover event expenses. All receipts and money should be deposited into the RSO account as soon after the event as possible.

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Sales of Goods or Services: This fundraising option includes car washes, bake sales, candy sales, etc. A housekeeping or odd job service is acceptable; a “servant” auction is not.

Dues or fees: Dues or fees charged to members should be fair and not in violation of the [University nondiscrimination policy](#).

Raffles: A drawing, raffle, or other random method of distributing prizes may be used ONLY if it is possible to obtain a chance to win without purchasing a ticket (i.e. the ticket is free). If the only way to win a prize is by purchasing a chance/ticket, then this is considered a raffle and is strictly prohibited.

Donation Check and Donation Recipient Letter

When requesting a donation check from Accounting to a charitable organization, RSOs must complete a Donation Recipient Letter and attach it to their accounting paperwork. A letter template can be found on the Student Activities Page on MyUIndy. Accounting will not process donation checks unless this letter is attached. A copy of the letter will be sent to the charitable organization along with the donation.

Off-Campus Trip Planning

*(*This section is being reviewed by university administrators and will be updated shortly. If you have question, please contact Steven Freck.)*

Student Driver Policies

While traveling on behalf of the University of Indianapolis, students may only drive their own personal vehicles and are not allowed to rent or drive car rentals. Please note that when students are driving personal vehicles while on university business, the university will not cover the student for any accidents, damages, or injuries incurred while travelling. It is important for students to be aware of this and to make sure they have the proper insurance coverage.

Students may be reimbursed based on mileage out of their respective RSO budget and at the university's current reimbursement rate. Per university policy, students cannot use a university credit card to pay for gas for their personal vehicles.

UIndy staff/faculty members may drive a rental vehicle on behalf of the RSO. Staff/faculty members must meet the criteria outlined by the University’s Procurement Office in order to drive students off campus.

Advisor Expectations

University advisors are held to a high standard of conduct that will maintain the educational quality of the campus. It is necessary for all advisors to follow UIndy guidelines as well as enforce them. Advisors responsible for violating university regulations will will meet with the

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Assistant Director of Students Activities. Expectations include, but are not limited to, the following:

- Trip attendance in its entirety, traveling with students to and from the destination, and staying in the same accommodations as students
- Ensuring students uphold the policies and procedures set forth in the University's student handbook whether on or off campus
- Reporting major incidents and violations of UIndy's student conduct upon return to the Assistant Director of Student Activities
- Knowledge of travel arrangements, logistics, and emergency contact information of all participants
- Sharing personal contact information with students on trip
- Knowledge of room assignments of students (who is in each room, room #'s, etc.)
- Assisting with trip logistics (drive a vehicle, check-into the hotel, etc.)
- Handling of emergencies, situations, etc. that may arise
- Setting check-in times or expectations for students each day

Travel Considerations

Check the following before travelling:

- Valid driver's license
- Flight status
- Safe and reliable condition of vehicle
- Possible weather conditions during travel
- Driver awareness of their responsibility to and liability of passenger safety
- Directions, toll fees, phone numbers and address of destinations

Discuss the following before travelling:

- Trip itinerary and expenses
- Expectations and rules (student traveler contract)
- Emergency procedures

Have the following before travelling:

- First aid kit
- Cell phone numbers and emergency contact information for each participant
- Credit card/cash for meals, hotel accommodations, etc.
- Directions, addresses
- Student traveler contracts for each participant
- Advisor and university contact information

If an emergency occurs while traveling:

- Stop immediately and notify the local police or call 911
- If advisor is not present, contact the advisor immediately to help assist in handling the emergency
- Advisor will contact the Office of Student Affairs. If the office is closed, contact the campus police

Marketing

Promotional materials should be creative, attractive and of high quality. They should always include the day of the week, date, time, a description of activity, location, rain date/location if applicable, admission price (if any), sponsoring organization(s) names and a person to contact if necessary.

Advertising:

University Posting Policy:

*(*This section is being reviewed by university administrators and will be updated shortly. If you have question, please contact Steven Freck.)*

- Flyers and/or other materials should be submitted to the Office of Student Affairs at least two weeks prior to the event to make sure advertising is displayed ahead of time
- Students are not to display any advertising on their own in the residence halls
- Please submit 70 flyers to the Office of Student Affairs and divide and label them as follows:
 - Central Hall 8
 - Cory Bretz Hall 8
 - Cravens Hall 9
 - Crowe Hall 10
 - East Hall 4
 - Greyhound Village 10
 - Roberts Hall 5
 - Schwitzer Student Center 2
 - Warren Hall 14

All Hall Calls:

- On the day of your event, RSOs can call the front desks of each of the residence halls to request an announcement to be made to the entire building. Let the front desk know the event name, date, time, and location, along with a brief description.
 - Central Hall: 791-7900
 - Cory Bretz Hall: 781-5300
 - Cravens Hall: 781-5200
 - Crowe Hall: 781-5100
 - East Hall: 791-4413
 - Robert's Hall: 791-4430
 - Warren Hall: 781-5000
 - Greyhound Village: no all hall calls

- **Sidewalk Chalk:** Sidewalk chalk is only allowed on University sidewalks, using water-soluble chalk in areas that can be washed away by rain. Make sure that chalking is not applied to University buildings or vertical surfaces. Please do not use paint or indelible markers.
- **MyUIndy Event Calendar**
- **The Reflector:** The campus newspaper offers a small amount of advertising space for student organizations to purchase. Please contact them at the reflector@uindy.edu at least one month prior to an event.
- **Weekly & Weekend Activities Email from Dean of Students:** For your events to be featured in the Dean of Students' weekly and weekend emails, please submit all your information through the Student Activities page on MyUIndy.
- **Social Media:** Please make sure the University and its students are portrayed positively through Facebook, Twitter, Instagram, Snapchat, or any other online mediums.
- **Student Center Lobby Table:** RSOs must work with Event Services to reserve a table to promote meetings or upcoming events during the lunch and/or dinner hours.

Social Media

The University of Indianapolis understands the popularity and usefulness of social networking sites such as blogs, Facebook, Twitter, and YouTube. When establishing or participating in a UIndy sponsored site (one that is affiliated with a department, program or organization) faculty, staff, and students are responsible for representing the University in a professional manner in accordance with all University policies.

Specific requirements for university-sponsored sites:

- Any university-sponsored site must be approved in advance by University Communications and Marketing. Students seeking to establish a site or social network for their campus organization must have a faculty or staff sponsor, who must submit a statement in writing indicating he/she is accepting responsibility for monitoring the content for suitability and compliance with laws and University policy. This statement should be submitted to the University Communications and Marketing when start-up approval is sought. Any social networking site that has been inactive for six months will be deleted.
- Logo usage guidelines must be followed and approved in advance when using University logos or marks. Do not post offensive or inappropriate pictures or comments. Before posting photos or videos of students or non-UIndy personnel, obtain written permission from these individuals. Be aware that anything posted online is available to anyone in the world. Any content placed online becomes the property of the site(s) and is completely out of the originator's control the moment it is placed online—even if access is limited to the site. Make sure any activity on these website(s) complies with UIndy's Information Systems policies and federal and state laws. Use common sense when providing personal information on these sites.

Specific requirements for personal use of social networking sites:

- The University respects the right of faculty, staff and students to use social networking sites as a medium of self-expression. If an individual chooses to identify himself or herself as a faculty or staff member of the University in connection with comments made,

some readers may view the statements as representative of the University. Either clarify that you are not speaking for the University or refrain from using the University affiliation. (For example, indicate only that you are a political science professor and not where you work.)

Additional guidelines for personal blogs:

- Be respectful in all communications and blogs related to or referencing the University, its faculty, staff, or students.
- Do not use blogs or personal websites engaging in conduct that is prohibited by University policies.
- Do not use University logos or marks or your UIndy email address

Printing

RSOs may utilize the services of the Copy Center, in the basement of Esch Hall, by either taking a copy of the print job (flyer, brochure, etc.) in person or going to the Copy Center Channel on MyUIndy to upload your documents directly. In either case, the RSO representative must be authorized to make the copies on behalf of the organization and be prepared with the RSO account number.

The Student Business Center (SCHW 207) is available for making black and white copies; however, please send larger (more than 50) printing orders to the Copy Center.

Promotional Items

Logos & Media

If your organization is planning on developing a logo, printing out a professional quality banner, designing shirts, or ordering promotional items, the items must be approved by University Communications and Marketing. This approval does not apply to on-campus flyers or postings. To get your RSO's logo approved, please email the logo to the Trisha Smith, Director of Brand Marketing, at smithtri@uindy.edu.

University Approved Vendors

For a full list of approved vendors or questions about trademark and licensing please visit <http://uindy.edu/communications-marketing/uindy-licensing>.

Bright Ideas of Broad Ripple

Contact: Meredith Beck

Email: meredith.beck@bright-ideas.org Phone: 317.257.4111 (ext. 222) Website:
www.bright-ideas.org

Campus Marketing Specialists

Contact: Tim Lorenz

Email: timl@campusmarketing.com Phone: 603.657.4559
Website: www.campusmarketing.com

Last Updated: August 2017

Proforma Innovative Ideas

Contact: Mindy Porter

Email: mindy.porter@proforma.com Phone: 317.660.7422

Website: www.mylogopromo.com

If your choice company is not on the full list, please have the vendor contact Trisha Smith Director of University Marketing and Brand Services, smithtri@uindy.edu, to discuss how the company can become a UIndy licensed vendor.

The licensed vendor will submit your proposed design to the University Communications and Marketing, for approval.

After review, the licensed vendor will contact you with the approval or the changes that need to be made to your design. Preferred vendors will send your student organization an invoice to process payment for their services.

University Mark

To insure consistency and accuracy of advertising messages, the University Communications and Marketing is responsible for the placement and approval of all advertisements, either paid or unpaid.

The University's logos, word mark and symbols are significant assets and are generally protected by trademark or service mark. To protect the University's ownership rights, the marks must be used in an approved form.

From an external perspective, the University allows approved vendors to utilize the University marks through a formal license agreement. The list of licensed vendors is included on the following pages, however the list changes frequently. Please be sure to visit <http://uindy.edu/communications-marketing/uindy-licensing>, for the updated list. If you have any questions regarding licensing, please contact Trisha Smith at smithtri@uindy.edu.

Purchase Orders

A Purchase Order (PO) is a method of obtaining payment for a product or service from an outside organization or company. It is most likely used when working with promotional companies and the company will request PO number from you. To obtain a PO, please submit an order acknowledgement from the vendor to the Administrative Assistant for Student Affairs; he/she will make a request. After the request is made, a PO number will be generated and sent to the Administrative Assistant for Student Affairs who will then forward the information to your organization. Please note that it may take a few days to generate a PO number. With this number and form you can place the order for the product or service. Be sure to keep the returned purchase order for your records, and make copies as needed.

Advisors

Last Updated: August 2017

Each University of Indianapolis RSO is required to have a minimum of one full-time UIndy faculty/staff member as an advisor. Serving as an RSO advisor is voluntary unless written into one's job description through the University. UIndy faculty/staff members will not receive additional compensation if they agree to serve in these roles.

Advisors can serve as excellent resources to student organizations. It is not the responsibility of the faculty/staff advisor to regularly attend meetings; however, the advisor must be kept up-to-date on organizational business. Therefore, it is important to utilize advisors and maintain an open line of communication with them.

If an RSO needs assistance finding an advisor, contact the Assistant Director of Student Activities.

Advisor Job Description:

There is no exact job description for the role of a student organization advisor, but it is essential that the advisor and club members meet regularly and establish the best way to make their relationship productive, successful, and fulfilling. However, there are a few specific responsibilities that an advisor should abide by once they commit to advising an RSO, including:

- Communicate regularly with executive board members
- Thoroughly read all communications from the Assistant Director of Student Activities
- Sign appropriate paperwork and documents

Expectations:

The role of an advisor is voluntary, so it is up to the advisor to decide the amount of time and energy s/he can devote to the student organization. It is vital for advisors and students to discuss limits and expectations of both advisor and members. For instance: What meetings do members expect an advisor to attend? Do students expect advisors to attend all programs and activities? Does the advisor have any additional functions outside of meetings and programs? Students and advisors should reach mutual and comfortable guidelines.

IMPORTANT CLERY ACT INFORMATION: Advisors of recognized student organizations are considered “campus security authorities” for the University of Indianapolis. As such advisors shall immediately report any crimes that they are made aware of to the UIndy campus police.

Additionally, advisors should:

- Provide leadership to student leaders and general members
- Know the RSO's account information and assist with accounting paperwork
- Encourage participation at all levels of involvement
- Provide constructive feedback when applicable
- Assist in emergencies or crisis situations
- Report incidents or concerns to the Office of Student Affairs
- Attend advisor trainings sponsored by the Office of Student Affairs when available

- Know policies, procedures, and responsibilities described in the registered student handbook
- Be available to the students outside of meetings and events
- Attend organization's events (advisor presence is mandatory at late night events and activities, activities where there is a higher level of risk (car smash, inflatables, etc.), events that happen in Ransburg Auditorium, and other activities that the Office of Student Affairs deems necessary).
- Assist in event planning with the organization
- Attend conferences and off campus trips with students, if applicable
- Provide resources and support to develop students' leadership abilities
- Allow students to be the driving force behind activities and events

Questions or concerns regarding the information in this handbook may be directed to:

Steven Freck
Assistant Director of Student Activities
frecks@uindy.edu
317.791.2560