# Registered Student Organization (RSO) Handbook

July 2020 - May 2021

# UNIVERSITY OF INDIANAPOLIS

# 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 <a href="www.uindy.edu/policies">www.uindy.edu/policies</a>, supersedes 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 <a href="www.uindy.edu/policies">www.uindy.edu/policies</a>.

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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
Bridget Webster
Assistant Director of Student Activities
Phone: 317.788.6179

Email: websterb@uindy.edu

#### **Overview**

#### **Registered Student Organizations (RSOs)**

Recognition as a Registered Student Organization (RSO) at UIndy offers many benefits and provides groups a platform to formally engage with the UIndy campus community. The University of Indianapolis recognizes three different tiers of RSOs in order to most effectively meet the needs of different types of organizations.

#### Tier I RSOs

The Tier I RSO structure is designed to serve the needs of most student organizations on campus. Tier I RSOs must maintain a full-time UIndy faculty/staff advisor and will receive various forms of support from the Office of Student Affairs. Any group of students wishing to form an RSO on-campus must follow the New RSO Approval Process (page 9) and will receive Tier I status, pending their approval from the Student Leadership and Activities Board (SLAB).

#### Tier II RSOs

Tier II RSOs are organizations that the Office of Student Affairs has designated to be provided organized support (e.g. coaching) and funding in order to fully recognize their mission and support university wide goals. These organizations are actively supporting university goals for recruitment and retention. Tier II RSOs will work closely with the Assistant Director of Student Activities and must adhere to the same guidelines/expectations as Tier I RSOs, in addition to those guidelines laid forth by the Office of Student Affairs. Tier II RSOs will be funded more directly by the Office of Student Affairs and are not eligible to allocate for additional funds. Please reference the funding on page 9 for more specifics. Each Tier II RSO must agree to follow a yearly contract between the group and the Office of Student Affairs that outlines behavior and funding expectations.

Tier II status may be granted or revoked through the approval of the UIndy Dean of Students and/or their designees at any time.

#### **Tier III RSOs (Club Sports)**

As the University works to develop Club Sports on campus, some RSO's will transition to Tier III. Tier III RSOs may also be considered Club Sports on UIndy's campus and will be supported by the Office of Student Affairs. Given the competitive nature and the high level of involvement

these groups demand, Tier III RSOs must adhere to the policies and procedures laid forth in RSO Handbook and UIndy Student Handbook.

#### **Unofficial Student Organizations**

While RSO recognition through the Office of Student Affairs is meant to help support student organizations and connect them to various campus resources, not all student groups may wish to receive official recognition. Groups who are not officially recognized by the Office of Student Affairs do not have access to the benefits of RSOs and are not formally supported by the Office of Student Affairs when it comes to funding, oversight etc. Unofficial student organizations may individually work with various offices/departments on campus, but are not entitled to the privileges of those groups who maintain an official tier status.

#### **RSO Status Applications**

RSOs wishing to receive a different tier status than what they are currently recognized as may submit a Tier Status Application to the Assistant Director of Student Activities. Groups who have not yet been officially recognized by the Office of Student Affairs will need to follow the New RSO Approval procedures (page 8). Applications will be reviewed by the Assistant Director of Student Activities within 3-5 business days of submission and a decision will then be communicated to those who submitted the application.

#### **RSO Status Appeals**

All appeals to an RSO's tier status shall be submitted to the Associate Dean of Students.

An RSO or group undergoing the RSO tier status process may appeal the RSO status decision for the following reasons:

- 1. The RSO claims there are extenuating circumstances that should be considered;
- 2. The RSO claims their rights as outlined in the UIndy Student Handbook are not being acknowledged;
- 3. The RSO claims unfair treatment by a University representative.

#### **Tier Status Appeal Procedure**

An RSO's appeal with respect to an RSO status decision shall be as follows:

1. A RSO will initiate their appeal, by submitting a written statement to the Associate Dean of Students, within three (3) business days of receiving the RSO Status decision. A written statement that sets forth all grounds for the appeal should be signed by those individuals who submitted the RSO status application and the RSO's advisor and submitted to the Associate Dean.

- 2. If the Associate Dean of Students finds reason for the appeal warranted, then they will discuss the matter with the RSO representatives as part of the process of investigation.
- 3. The Associate Dean of Students and their designees will have the authority to sustain, amend, or reverse any decision made regarding an RSO's status.
- 4. The Associate Dean of Students will act in a timely manner in deciding an appeal.
- 5. The appeal decision communicated by the Associate Dean of Students will be considered final.

# **RSO Requirements**

Regardless of Tier status, all UIndy RSOs must meet the following requirements:

- Complete and submit a registration form at the end of each academic year
- Complete and submit a mid-year and end of year report
- Review monthly emails from the Assistant Director of Student Activities
- Attend the RSO leadership workshops at the beginning of each semester
- Abide by all University policies and procedures, including those addressed in this handbook and in the student handbook
- Assume responsibility for the behavior of club members, speakers/performers, event attendees, and guests while participating in student organization activities
- Utilize the student activities page on MyUIndy for RSO needs (paperwork, RSO contracts, upcoming events etc.)
- Submit ALL events (including general body meetings) that are open to campus to the RSO Updates and Support form
  - This will automatically include the event in Kory V's weekly email to all of campus
- 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.
- 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.
- Maintain a UIndy full-time faculty or staff member as an advisor
  - Tier II organizations may have a coach that is not a full-time faculty or staff member

- Adhere to the non-discrimination policy of the University of Indianapolis
  - The University of Indianapolis does not discriminate on the basis of race, color, national origin, religion, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
  - The following person has been designated to handle inquiries regarding the non-discrimination policies. For questions, please contact Erin Farrell at 317-788-6132 or farrelle@uindy.edu.
  - For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.
- Adhere to the hazing policy of the University of Indianapolis
  - Hazing is an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy and result in possible sanctions to both individuals and the RSO. Hazing is in opposition to the University's core values and will not be tolerated. Anyone with knowledge of or questions regarding possible hazing involving members of the University of Indianapolis community should report it immediately to the Student Affairs office in Schwitzer Student Center 210. In cases of emergency, please contact the University of Indianapolis Police Department at 317-788-3333 and identify as needing the UIndy Police.

#### **Probationary Status**

Organizations that do not complete the above requirements will be required to complete the probationary documentation at the end of the academic year. The Assistant Director of Student Activities will determine and communicate with the leaders of organizations that are in jeopardy of being on probation.

Organizations that do not complete their probationary documentation will be placed on probation for the following academic year. RSO's on probation will not be eligible to receive the \$500 flat allocation at the beginning of the fall semester, and must attend *all* leadership trainings and have a meeting with the Assistant Director of Student Activities to be able to allocate for funds and/or receive their spring flat allocation. After one year of probationary status without completing these requirements, the organization will be deemed inactive and will forfeit the money in their account.

## **RSO Funding Sources**

#### **Flat Allocation**

All Tier I and Tier II RSOs will receive a \$500 flat allocation at the beginning of the fall semester after completing the previous spring's student organization registration form. An additional \$500 flat allocation will be distributed during the spring semester when the RSO completes and submits their mid-year report. If an organization does not complete the required trainings outlined within the Google Classroom, their flat allocation will be revoked and they will not be eligible for their spring flat allocation.

Tier I 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 and Activities Board (SLAB).

#### **New RSO Approval**

RSOs play an important role in the campus life at UIndy and students are encouraged to get involved with organizations they are curious and/or passionate about. If a student wishes to start a new RSO on-campus they must first view the New RSO video on the Student Activities page of My UIndy and follow the guidelines set by the Office of Student Affairs.

The Dean of Students and/or their designees may approve or revoke the existence of an RSO on UIndy's campus without the approval of the SLAB at any time.

#### Student Leadership and Activities Board Allocation Reviews

One purpose of the Student Leadership and Activities Board (SLAB) is to disperse student activity fees to registered student organizations at the University of Indianapolis. The SLAB will also review new or amended student organizations seeking official RSO status.

Membership of the SLAB shall include student leaders that have been hired by professional staff members, also known as the SLAB advisors.

The SLAB will review new RSO proposals and allocation requests on a weekly basis, each Monday that classes are in session. New RSO proposals and allocation requests must be submitted to <a href="https://www.bit.ly/uindyorgallocation">bit.ly/uindyorgallocation</a> by Wednesday at 12pm to be reviewed the following week. Student leaders will receive feedback on their requests no later than two weeks after their request was submitted.

#### **SLAB Allocation Requests**

The SLAB 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 SLAB to have as much of an unbiased opinion as possible. When discussing each request, the SLAB will not bring personal opinions or views of a particular RSO when making a decision.

If an SLAB member is also a member of the RSO requesting funds, they may not present on behalf of their RSO during the SLAB allocations meeting. This SLAB 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 deliberations.

<u>Allocation Request Forms</u>: 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 and budget request forms to <u>bit.ly/uindyorgallocation</u> by 12:00pm on the Wednesday prior to the scheduled SLAB meeting. Allocation meetings are held once a week.
- Orgs that wish to allocate for off-campus travel must first complete the <u>Travel</u> <u>Request Form</u>.
- Submit one allocation request and budget request form for each event
- Type all allocation and budget request forms, except for the advisor's signature.
   Hand-written forms will NOT be accepted

#### **IMPORTANT NOTE:** NOT ALL ALLOCATION MEETINGS ARE GUARANTEED.

Due to SAF funds and a significant increase of events and activities that RSOs are hosting, funding may be limited. There are a limited number of allocation slots available at each meeting, so groups that hope to allocate should submit the appropriate forms as soon as possible.

#### **Allocation Funding Guidelines**

To be eligible to receive programming funds, your event must adhere to the following guidelines.

- Allocation request forms should be submitted and approved prior to the event. No back allocating is allowed.
- Allocations may only be granted *after* flat allocation funds have been used.
- Events approved for funding must be open to all students and advertised to the entire campus.

- It must be possible for students to enjoy the event for free. The SLAB will only fund free components of your event
- RSO's who wish to charge students to attend an event sponsored with Student Activity Fee money must receive approval from the Dean of Students and/or their designees. Contact the Assistant Director of Student Activities to discuss the possibility of charging for an event.
  - Appeals will follow the SLAB allocation request appeals process outlined on pages 13-14 of the RSO Handbook.
- Allocation requests will be reviewed based upon the educational merit of the
  event, the social nature of the event, the impact to the UIndy community, and the
  link to the organization's purpose or mission. Organizations are encouraged to do
  their own fundraising and not rely on allocation requests.
- Student Activity Fee 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
  - Gift cards
  - Gifts for members, advisors, and current UIndy staff/faculty members
  - Salaries or payment for advisors or student leaders
  - Grants, awards, donations, financial aid, legal services, or payment of individual or organization membership dues

#### Conferences/tournaments

- Oroups may request up to \$150 per person, at a maximum of \$1500 per conference. Groups must complete the <u>Travel Request Form</u> and follow the proper steps that are outlined on Page 36 of this handbook before any funds can be distributed.
  - If students are presenting research or academic work at a conference, they may allocate for additional funding up to \$500 per individual. No individual shall receive more than \$500 for any one conference and they may not exceed the two conferences per year limit. The abstract/summary and/or approval for the presentation should be submitted along with the initial allocation forms and students must be prepared to discuss the academic value of their work with the SLAB.
- RSO's may request funding for up to two conferences per academic year
- The SLAB will only fund events related to conference expenses (i.e. registration, mileage, hotel accommodations, etc.). The SLAB 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
- No travel will sponsored by the University if travel is prohibited by the University, local, state, or federal governments

#### • Shirts/Clothing

- Funds for a maximum of 250 shirts may be requested with a maximum of \$1250 total cost
- If the RSO is using the university name or logo a university approved vendor must be approved (see page 25)
- The shirt design and price quotes for the order must be presented with the allocation 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 may not use allocation monies to purchase t-shirts and then sell them to students
- RSOs are not permitted to request shirts as a giveaway at the Life Expo

#### • Promotional Items

- Funds for a maximum of 250 items per event, including the Life Expo
- A plan for distribution of the items must be presented with the allocation request
- Promotional items purchased with allocations monies may not be sold

#### Marketing

- SLAB will not approve funds for marketing costs (filters, table tents, postcards, etc.)
- RSOs should use the flat allocation for these expenses

**Allocation Reconciliation Form:** In order to better track the use of SAF funds, events sponsored by SAF monies must complete the allocation reconciliation form. The form must be completed *within one week* of any event funded by SAF monies and turned into the Office of Student Affairs, Schwitzer Student Center 210 or via email to websterb@uindy.edu

- The form should be TYPED. Handwritten forms will not be accepted.
- RSOs should submit final copies of any receipts along with the completed form.
  - Receipts must justify the total amount of money requested. In the event that a program is over-allocated (too much money was requested and allocated) by \$50.00 or more, those over-allocated funds will be transferred back to the Student Activity Fund.

• Failure to submit a reconciliation form will result in a group's inability to allocate during the next semester. Failure to submit two or more reconciliation forms will result in the loss of allocation privileges for the rest of the academic year.

#### **Student Leadership and Activities Board Appeals**

All appeals to the decisions of the SLAB shall be submitted to the Associate Dean of Students.

An RSO or group undergoing the RSO approval process may appeal the decision of the SLAB for the following reasons:

- 1. The RSO claims there are extenuating circumstances that should be considered;
- 2. The RSO claims their rights as outlined in the UIndy Student Handbook are not being acknowledged;
- 3. The RSO claims unfair treatment by a University representative.

#### Allocation/Fund Appeal Procedure

An RSO's appeal with respect to an allocation/funding decision of the SLAB shall be as follows:

- 6. A RSO will initiate their appeal of a decision made by the SLAB, by submitting a written statement to the Associate Dean of Students, within three (3) business days of receiving the SLAB's decision. A written statement that sets forth all grounds for the appeal should be signed by the individual that originally submitted the request and the RSO's advisor and submitted to the Associate Dean of Students.
- 7. If the Associate Dean of Students finds reason for the appeal warranted, then they will discuss the matter with the RSO representatives who submitted the allocation request as part of the process of investigation.
- 8. The Associate Dean of Students will then meet with the Dean of Students to discuss the appeal. As representatives for the SLAB these individuals will have the authority to sustain, amend, or reverse any decision made by the SLAB concerning the group's status.
- 9. The Associate Dean of Students will act in a timely manner in deciding an appeal.
- 10. The Associate Dean of Students will notify the RSO leadership and the Assistant Director of Student Activities in writing of the review board's decision with respect to the appeal.
- 11. The appeal decision communicated by the Associate Dean of Students will be considered final.

**New RSO Approval Appeal** 

A group's appeal with respect to the RSO approval decision of the Student Leadership and Activities Board (SLAB) shall be as follows:

- 1. An RSO will initiate their appeal of a decision made by the SLAB, by submitting a written statement to the Associate Dean of Students, within three (3) business days of receiving the SLAB's decision. A written statement that sets forth all grounds for the appeal should be signed by the individual who submitted the application and the RSO's advisor, and submitted to the Associate Dean of Students.
- 2. If the Associate Dean of Students finds reason for the appeal warranted, then they will discuss the matter with the RSO representatives who submitted the application as part of the process of investigation.
- 3. The Associate Dean of Students will then meet with the Dean of Students and Vice President of Inclusion and Equity to discuss the appeal. As representatives for the SLAB these individuals will have the authority to sustain, amend, or reverse any decision made by the SLAB concerning the group's status.
- 4. This process will be conducted in a timely manner, so that a decision may be reached.
- 5. The Associate Dean of Students will notify the presenting students and the Assistant Director of Student Activities in writing of the review board's decision with respect to the appeal.
- 6. The appeal decision communicated by the Associate Dean of Students will be considered final.

#### Tier II RSO Funding

Tier II RSOs will be funded through the Student Activity Fee (SAF). Funds may cover activities and events such as:

- Coaching Fees (see below for additional details)
- Choreography Fees
- Registration for critical camp/conferences
- Uniforms and performance wear (e.g. uniforms, university warm-ups, pom-poms etc.)

Expenses that will not be covered Tier II additional funding, include, but are not limited to:

- Individual travel costs (e.g. flights, hotel, meals, gas, etc.)
- Practice wear (clothing worn only for team practices, not during performances)
- Social activities

Expenses that qualify for Tier II funding are based upon the discretion of the Dean of Students and their designees. Tier II RSOs are not eligible to seek additional funding through the SLAB and must follow the fundraising approval process outlined in the RSO Handbook (page 15).

Additional funding specifics will be outlined in the Tier II Contract each Tier II organization must sign.

#### **Fundraising**

At times an RSO may wish to fundraise money to help with event expenses or to make a charitable donation on behalf of the organization. The following guidelines should be observed for all fundraising events and groups are encouraged to meet with the Assistant Director of Student Activities before planning for their fundraising project.

**Fundraising Form:** RSOs MUST submit a <u>fundraising form</u> for every project that generates funds or items and should be completed at least one month prior to executing the project. Fundraisers, including the advertisement of fundraisers, should not begin until after approval has been granted.

#### 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.

 Events that are funded by SLAB allocated monies may not have an admission charge.

**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.

#### **Concession Sales at UIndy Athletic Events**

The following guidelines outline the procedure any Registered Student Organization (RSO) that wishes to sell concessions (e.g. food and beverage products) at a UIndy athletic event must follow. The Assistant Director of Student Activities will work closely with groups to ensure all university policies are upheld. Questions and concerns should be directed to Bridget Webster

(websterb@uindy.edu).

- Only approved RSOs in good standing with the Office of Student Affairs will be eligible to sell concession items at a UIndy athletic event.
- Groups wishing to sell concessions at an athletic event should contact
  Bridget Webster (websterb@uindy.edu) and submit the attached
  application at least one month prior to the event. Requests with less than a
  month lead time will not be approved.
- Approval from the Dean of Students and the Athletic Director, or their designees, must be obtained before a group's proposal can be approved.
- Concessions may only be sold at athletic events where Quest or other UIndy partners do not already sell items to participants/attendees.
- Only one RSO will be allowed to sell concessions at each athletic event.
- Concessions will be sold on a cash-only basis (credit cards, debit cards, personal checks, UIndy meal plans, and other forms of payment will not be accepted).
- The following guidelines address the types of concessions that may be sold by RSOs:
  - Only individual pre-packaged items with the seal and packaging still intact will be sold by RSOs. No homemade goods may be sold at athletic events.
  - Bottled water, sodas, juices and other similar beverages may be sold.
  - Items that need to be kept cold to prevent spoiling may not be sold (e.g. milk based products, popsicles, frozen treats etc.)
  - No alcohol may be sold.
  - Non-edible items (t-shirts, cups, signs, etc.) may not be sold.
  - All groups must also complete the Fundraising Form on MyUIndy in addition to the Concession Sales proposal.

**Dues or fees:** Dues or fees charged to members should be fair and not in violation of the *University nondiscrimination policy*. Dues must be collected via the UIndy Marketplace (more information on pg. 18).

**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, as are other forms of gambling.

Donation Check and Donation Recipient Letter	
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When requesting a donation check from Accounting to a charitable organization, RSOs must complete a <u>Donation Recipient Letter</u> 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.

# Accounting & Finances

All RSOs will be given access to a financial account through the UIndy Accounting Office to manage RSO business and expenditures, as long as they continue to meet the requirements to maintain their status as an RSO.

It is the responsibility of the organization's treasurer to keep accurate and detailed records of the group's available funds. Treasurer's should report the financial updates to the organization on a regular basis and will be asked to provide a record of financial transactions at the end of each semester via the Mid-Year/End-of-Year Report through the Office of Student Affairs. It is extremely important to keep track of all purchases. Questions about account balances and/or how to best utilize their UIndy account should be directed to the Assistant Director of Student Activities.

The Office of Student Affairs reserves the right to audit an RSO and/or suspend an RSO's ability to maintain an account with the UIndy Accounting Office at any time. Organizations and their leadership will be held liable for misuse of the University or SAF funds. Misuse of funds may result in account(s) being frozen and/or suspended.

No RSO shall utilize any other type of financial account to aid in the money management of their organization, without written permission from the Dean of Students and/or their designees, this includes accounts that may be utilized to aid in efforts to fundraise for the organization.

Examples of accounts that are prohibited include, but are not limited to:

- Apple Pay
- Google Pay
- PayPal
- CashApp
- Venmo
- Square
- Stripe

#### Marketplace

UIndy utilizes Marketplace, an online sales platform, to sell services/merchandise online. Should an RSO need to sell merchandise through an online platform, they should contact the Assistant Director of Student Activities for assistance and the Office of Student Affairs will help manage the group's sales.

#### Terms to Know

- Index (AKA account number): The six (6) digit number used to charge your account and track your budget
- Account (AKA subcode): A four (4) digit number used to track your transactions in categories. Commonly used subcodes include:
  - o 0370 gifts or donations
  - o 0470 deposit in your RSO account at the accounting office
  - o 3100 programmatic
  - o 3211 conferences, memberships, and conference travel
  - o 3252- food
  - o 3290 promotional items
  - o 3500 equipment rental
  - o 3205 performer expenses
  - o 3337 student engagement
  - o 3900 printing
  - o 4100 travel expenses
  - ALL account subcodes can be found by <u>clicking here</u>
- Vendor: A business from whom you purchase products
- Invoice: A bill from a vendor
- Disbursement Voucher: The form needed to fill out to receive a reimbursement for a RSO-approved purchase
  - The form can be found by clicking here

#### **UIndy Accounting Office 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.

Questions regarding the status of checks should be sent directly to <a href="mailto:accountspayable@uindy.edu">accountspayable@uindy.edu</a> AFTER the five to seven day business period has passed.

#### **Account Balances**

A budget sheet will be administered to all RSO Presidents and Treasurers at the beginning of each fall semester. Organizations must keep this sheet up-to-date with purchases and revenue. Your RSO 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 Bridget Webster in the Office of Student Affairs for this information and include your RSO 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**

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 allocation funds 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 after one academic semester will be deactivated and funds reclassified into the student activity fee account. This means that all funds will be removed from the RSO account and placed into the general SAF account. Students must go through the steps of forming a potential Registered Student Organization in order to restart the group and have it formally recognized by the Office of Student Affairs again. Contact the Assistant Director of Student Activities to get started. Inactivity also includes failure to meet RSO requirements.

#### **Amazon.com Purchases**

All Amazon.com orders will be placed through the Office of Student Affairs. To order items, input all information into the Google Form at this link:

#### bit.lv/uindvorgamazon

Most purchases will qualify for free shipping. No paid overnight shipping will be utilized. Please plan ahead and allow at least 5-7 business days for your order to be placed and shipped. The cost

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of the order will be deducted from your RSO account. RSO leaders must keep track of the amounts ordered via Amazon on their shared budget sheet.

#### **Staples Purchases**

The University orders all office supplies through Staples. If your organization needs to order basic office supplies (e.g. pens, folders, paper clips, rubber bands, etc.) please work with Steven Freck (<a href="mailto:frecks@uindy.edu">frecks@uindy.edu</a>) to place an order. The cost of the order will be deducted from your RSO account.

#### **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 a PO number from you. To obtain a PO, please submit an order acknowledgement from the vendor to the Administrative Assistant for Student Affairs; they will make a request. After the request is made and sent to **studentaffairs@uindy.edu**, a PO number will be generated and the information will be forwarded 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 an order for the product or service. Be sure to keep the returned purchase order for your records, and make copies as needed.

#### **University Credit Cards**

In order to streamline current policies/procedures, the Student Affairs credit card reservation process is moving online. Please READ through the following information related to the credit card reservation process, and direct questions to <a href="mailto:studentaffairs@uindy.edu">studentaffairs@uindy.edu</a>

#### **Credit Card Reservations:**

- Student Affairs staff, student staff, and Registered Student Organizations (RSOs) in good standing with the university have the opportunity to reserve a credit card to use for Student Affairs related programming/events
- Credit cards are reserved on a first come, first serve basis and there is no guarantee a
  credit card will be available for use at the requested time
- Credit card reservations <u>MUST</u> be made at least one week (5 business days) prior to the requested date of use
  - Reservations for same day use will never be accepted
- Credit cards may be reserved for one business day, unless otherwise approved
  - Users may pick a credit card up between 12pm 4:30pm on the day of their reservation
  - Users must return the credit card between 8am 12pm the business day following their reservation

- A Google calendar invite acknowledging pick-up and return time will serve as the user's confirmation of their reservation
  - o If users do not receive a Google calendar invite within 2 -business days, they should assume that their reservation was not confirmed

#### **Credit Card Use:**

Excessive misuse of a credit card by student organizations will result in the inability of the user to reserve a credit card in the future.

The following guidelines must be followed when using a University credit card:

- Users <u>MUST</u> keep <u>ALL</u> receipts from <u>ALL</u> purchases that are made with a credit card and complete a credit card transaction form for each purchase
- 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
- University credit cards may not be used to purchase gift cards.
- 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 personal responsibility for the
  credit card charges.
  - Tipping may not exceed 20%. Some restaurants will automatically include gratuity on the bill, especially if they are serving a large party. If gratuity is included, please do not tip twice. 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.
- Credit cards cannot be used in the University Bookstore
- 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
- Failure to comply with credit card policies, including late return of the credit card on time, will result in a RSOs inability to use the credit card

<u>Credit Card Transaction Form:</u> Complete this form for EACH transaction that is made with the credit card. This form is **DUE WHEN YOU RETURN THE CREDIT CARD TO THE OFFICE OF STUDENT AFFAIRS.** 

<u>Lost Receipt Affidavit:</u> In the case a user misplaces a receipt, complete this form and submit to the Office of Student Affairs when you return the credit card.

Click **HERE** to reserve a credit card with the Office of Student Affairs

## **Event Planning**

#### **EVENT REQUIREMENTS FOR RSO'S - FALL 2020**

- Organizations will be limited to <u>ONE</u> in-person on-campus event/meeting per month.
  - This does not include virtual events. Resources will be provided to organizations to plan and execute successful virtual events.
- RSO's will be encouraged to hold events virtually throughout the semester and will be given resources to produce impactful, engaging events.
- There must be at least one individual stationed at the entrance of each in-person event to
  ensure that the capacity does not exceed the capacity of the room, which will be
  determined and monitored by Event Services.
- Outside food and/or food vendors WILL NOT be allowed. Catering for events must be ordered and delivered by Quest.
- Allocation requests (for in-person and virtual events/meetings) must be made at least four weeks in advance of the event and can be <u>submitted here</u>.
  - The Allocation Request Form and Allocation Budget Proposal forms can be found here. Please note these are an update as of July 2020.
- Events must be cancelled *at least* one week prior to the scheduled event.
- All proposed Friday and Saturday events taking place in the evening should be in collaboration with the Office of Student Affairs' Student Leadership and Activities Board (SLAB <a href="slab@uindy.edu">slab@uindy.edu</a>). RSO's are encouraged to hold independent programming during the week or during the day on weekends.
- No changes will be made to event requests less than one week prior to the scheduled event.

Failure to comply with one or more of the event requirements above could result in loss of privilege to use space on campus for the remainder of the semester or academic year, as deemed necessary by the Office of Student Affairs and Event Services. All on-campus events must be approved by the Office of Student Affairs AND Event Services prior to occurrence.

#### Steps to hosting an on-campus/in-person event:

1. Submit <u>all events</u> that your RSO intends to host throughout the fall semester via this form by <u>August 24, 2020</u>:

https://docs.google.com/forms/d/e/1FAIpQLSc70Gu2J0sKM0ItK1PrP1ivFXU0eT\_hOMUTXnRsNVF9c2DJZw/viewform?usp=sf\_link

- a. Organizations will not be permitted to change the date of their events after submission of this form, unless it is prior to August 31 or if their originally selected date was not available.
- b. Please note that if multiple events are scheduled on the same day and room does not permit, requests will be approved on a first come, first serve basis.
- c. In the event that your organization wishes to host an event that was not included in the August 24th form submission, a request must be submitted to Bridget Webster via email no later than four weeks prior to the event.
- 2. Your requests will be reviewed by the Office of Student Affairs and Event Services. Organization leaders will work directly with Event Services via email to provide their approval and confirm or deny an event/meeting venue.
  - a. If approved, your event will be put into Astra, the online scheduling system.
  - b. If more information is needed, Event Services will reach out to whoever submitted the form via email.
- 3. RSO's must complete an in-person or virtual event consultation with Event Services *at least* two weeks prior to the event. At this meeting you will choose the layout of the space, discuss the group's needs, and talk about event planning procedures. *Only one representative, preferably the main event coordinator, should attend this meeting.*
- 4. If any changes need to be made following the event consultation, they must be made in writing to Event Services at least one week prior to the event.

#### **Event Services Contact**

events@uindv.edu

#### Solicitation/Selling

Students, faculty, and staff should be free from unnecessary distractions and be able to live, study, and work in an environment that is predictable and orderly. **Organizations are not allowed to approach students, faculty, staff or solicit business on the UIndy campus, grounds, and/or property** unless a registered student organization (RSO), office, or department is sponsoring the organization for a specified:

- Period of time
- Location
- Event

Prohibited areas of solicitation include residence halls, offices, classrooms, and all other University property.

RSOs, offices, and/or departments wishing to sponsor an outside organization on campus may do so with approval from the Office of Student Affairs. Individuals (whether faculty, staff, or students) may not sponsor an outside organization. The request must come from a recognized RSO, office, or department. The request should be submitted to the Assistant Director of Student Activities (websterb@uindy.edu) in writing at least 10 business days prior to the date they wish to bring the organization to campus. In consultation with the Associate Dean of Students and Dean of Students, the Assistant Director of Student Activities will respond to all requests within 2-3 business days.

Space on-campus may only be reserved by a member of the university community and should not be booked until approval from the Office of Student Affairs is given. Groups should acknowledge the following limitations on which organizations they may bring to campus:

- Representatives acting on behalf of their university RSO, office, or department AND employed by an outside organization may not reserve campus space for their employer
- In the event that UIndy has a contract for a specific product or service with a vendor, groups may NOT sponsor other vendors who offer that same product or service
- Businesses may not come to campus with the intention of selling goods and or services to UIndy students, faculty, or staff
- Political candidates may not campaign or recruit support on campus
- Credit card solicitation is strictly prohibited

If approval to sponsor an organization is given, the following guidelines should be followed:

- The organization must be accompanied by a <u>UIndy representative from the sponsoring group at all times</u>
  - o If a UIndy representative is not present, the organization may be asked to leave campus and the sponsoring group may not be allowed to sponsor others
- The length of time an organization may be on campus is limited to a reasonable time frame that will be determined by the Office of Student Affairs
- Only spaces in <u>Schwitzer Student Center</u> shall be reserved to host outside organizations
  - The organization must stay within a reasonable proximity to the space that has been reserved and groups may not wander the campus in order to solicit individuals
- The UIndy sponsor should ensure that activities are arranged in a manner such that UIndy students, faculty, and/or staff are not approached but, instead, UIndy affiliates may choose to approach the organization
- UIndy RSOs, offices, and/or departments may not receive compensation directly from an organization for sponsoring their time on UIndy's campus

# Unauthorized organizations on campus should be reported to the Office of Student Affairs (317-788-3530) and the University Police (317-788-3333).

#### **On-Campus Space Reservations: Event Services**

In order to reserve <u>any</u> 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 in advance 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 are subject to change at any time without notice. Please regularly check the Events channel on MyUIndy for any updates.
- These procedures apply to all student events (RSOs, residence halls, class projects, etc.)
  - For the purpose of this document, the term "Event" refers to any occassion that reserving a location or a table is necessary
- Contact person
  - Assign only one representative from the group to serve as the contact for each event
  - Only the contact person referenced above should 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
- Do not procrastinate in the event planning process Event Services staff may not be available to assist you if you wait until the last minute
- If proper procedure is not followed or if student contacts do not respond to communication, 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). Please email <a href="mailto:events@uindy.edu">events@uindy.edu</a> to cancel your event.
- ALL events must be submitted to the UIndy Involvement calendar via this link
  - Submitting to the link above will ensure that the event is included in Kory V's weekly email

#### **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 organization's planning team must schedule an event consultation with the Event Services office
  - Event Services must be contacted within one week after the allocation meeting to schedule the consultation by emailing events@uindv.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 at least one month prior to the event date by emailing <a href="mailto:events@uindy.edu">events@uindy.edu</a> once your room request has been approved by the Event Services staff
- The final event details must be confirmed at least 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

#### On-Campus Room Reservations: Astra Web

Astra Web is an 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 <u>Events channel on MyUIndy</u>.

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

<u>brubeckr@uindy.edu</u>

Athletic space reservations

#### Fax Machine & Fax Number

A fax machine is part of the photocopier located in the Office of Student Affairs (SCHW 210). There are directions on how to send a fax above the copier as well as staff to assist you.

#### **Weekend Programs**

Before planning a program on a Friday or Saturday evening, RSOs should first check to see what other events are being held on campus. The Office of Student Affairs, Office of Residence Life, and Student Leadership and Activities Board host programming every Friday and Saturday and efforts to not duplicate these events should be made.

• Please contact <u>websterb@uindy.edu</u> for information about hosting an event on a Friday or Saturday evening.

#### **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 <u>at least one month prior</u> 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 the event. If technical requirements cannot be met by Event Services, the RSO may need to rent equipment and/or hire technical personnel from an external company.

If a performer/speaker/artist does not provide a contract, please make sure to ask them for one. If the performer/speaker/artist is unable to provide a contract use the <u>UIndy Professional Service</u> <u>Agreement template</u> located on MyUIndy.

**Portable Sound System:** A portable sound system may be requested for use inside Schwitzer and other locations - when available. The system may be requested through Event Services and may be set-up by their staff or by a representative from the requesting group (depending on a number of factors). Contact Event Services to request the system 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
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. While alcohol is not recommended for most student events the university has a specific vendor with predetermined prices that 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). Selling alcohol is not an appropriate fundraiser.

A <u>completed alcohol request form</u> must be submitted to <u>jbarnes@uindy.edu</u> 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.

#### **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, Vice President for Student Affairs and Dean of Students, Vice President and Secretary to the University, and Director of University Events.

#### **Minors on Campus**

To ensure the safety of the campus stakeholders and university visitors, groups that wish to hold an event where minors will be present must adhere to the university Minors on Campus Policy. Student groups should work with the Assistant Director of Student Activities to ensure compliance with the policy. Please contact the Assistant Director of Student Activities a minimum of 60 days prior to your event to accommodate the planning process.

- The Minors on Campus Policy Establishes:
  - The requirement that all programs with minors must register with the Office of Risk Management;
  - Annual background screening requirements for authorized adults who interact with minors (as recommended by the American Camp Association);
  - Minimum training requirements for authorized adults;

- Reporting requirements for abuse and inappropriate activity involving minors;
- Supervision ratios;
- Required forms and procedures;
- Program evaluation for risk;
- Procedures for residential programs;
- Transportation; and,
- Minimum standards of conduct for interacting with minors.

#### Read the entire Minors on Campus policy here.

#### **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 the 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.

#### **Student Medical Reporting**

In the event of a medical emergency, the sponsoring group must report the incident according to the procedures outlined in the <u>Student Medical Event policy</u>.

- If a faculty or staff member is with a student when he or she suffers a medical event, stay with the student to ensure that either emergency medical assistance (911) or non-medical emergency assistance (University Health & Wellness Center or after-hours clinic) is procured.
  - Once the student is assisted and it is during business hours, the faculty or staff member should call the Office of Student Affairs to notify them that a medical event has occurred. The Office of Student Affairs can be reached at 317-788-3530. The Office of Student Affairs will immediately check on the student's welfare, make arrangements if the student needs additional assistance, assess whether a family member should be called, etc.
  - Once the student is assisted and it is after business hours, the faculty or staff member should call the University of Indianapolis Police Department at 317-788-3333. Campus Police will notify the Office of Student Affairs so they can immediately check on the student's welfare.
- Reporting Requirements for Student Medical Events
  - The RSO leader/advisor who assisted during the medical event, should complete a <u>Medical Event Form</u> within 48 hours and return to the Assistant Director of Student Activities, who will then share it with the Office of Risk Management.
    - The Student Medical Event forms are reported (with the student name omitted for confidentiality) to the University Safety

      Committee for review and discussion of prevention and corrective action planning with regard to campus safety issues.

#### **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 (IT)**

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

RSOs in need of equipment for a meeting or event, should reserve equipment through the following form:

#### bit.ly/uindyorgequipment

For further information, contact IT at <u>help@uindy.edu</u> or 317.788.3318.

#### Food & Beverage

Due to health and safety concerns, RSOs may not allocate for foods that they have to cook themselves. Only individual pre-packaged items with the seal and packaging still intact will be allocated for by RSOs. Other types of food at events will need to be prepared by professional food service providers. While QUEST is the preferred vendor for catering needs, students who wish to bring outside food (catered food from a restaurant, food trucks, food vendors, etc.) to campus, must first seek approval from the Assistant Director of Student Activities. RSOs who wish to have food at a closed meeting may use their flat allocation money to purchase food from an outside vendor.

RSOs may provide pre-packaged foods, such as chips, crackers, etc. for events as long as basic health/sanitation precautions are followed.

**Quest Food Services:** The University of Indianapolis has partnered with Quest Food Management Services as its food provider.

<u>Quest Food Request Tickets</u> can be found on MyUIndy. Specific requests and questions regarding a food order or menu should be directed to Amy Dugan (adugan@questfms.com).

Food orders should be completed *at least one week* prior to the event date. The final bill will automatically be taken out of the RSO's budget. There is no additional paperwork for payment.

For Quest assistance contact:

#### **QUEST**

Amy Dugan

adugan@questfms.com

#### **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

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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 in 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 higher 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 <a href="mailto:frecks@uindy.edu">frecks@uindy.edu</a> at least two weeks in advance. No other hotel accommodations should be made unless approved by the Assistant Director of Student Activities

#### **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 must also 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 <u>University Event Security Request Form</u> and submit to the Assistant Director of Student Activities at least one month prior to the event. When Campus

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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. RSO members or other students are not to act as event security.

For further security questions, contact:

### **Hailey Padgett-Riley**

Assistant Chief, Campus Police <a href="https://hpadgett@uindv.edu">hpadgett@uindv.edu</a>, 317.788.3356

### **Lecture Performance (L/P) Credit Applications**

L/P credit may be given for lectures or performances which are at least 30 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 <u>L/P page</u> 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
<a href="mailto:lcorn@uindv.edu">lcorn@uindv.edu</a>, 317.788.3395

#### **Liability Waivers**

Some events may carry an inherent amount of risk and it is important that students recognize the potential risks of participating in these programs. The Office of Student Affairs offers a general liability form that helps RSOs plan for these types of situations. Any event where students are engaging in travel, physical activity, or an activity that poses some risk to student's well-being should require students to complete a liability waiver. Contact <a href="websterb@uindy.edu">websterb@uindy.edu</a> to discuss whether your event needs a liability waiver.

#### **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 the RSO will also keep it on file.

### **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

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opportunities for balanced viewpoints whenever possible. 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. Individuals/groups concerned about speech and expression issues related to an event, protest or other matter are encouraged to contact the Office of Student Affairs (317-788-3530).

### **Residence Hall Programming**

Any student organization that wishes to utilize residence halls for events must receive permission from the Assistant Director of Residence Life at least two weeks prior to the event.

Robbie Williford

Assistant Director of Residence Life, Office of Student Affairs

willifordr@uindv.edu

#### Campus Walks/Runs/5Ks

No RSO 5K proposals will be accepted for the Fall 2020 semester due to the heightened risk of transmission of COVID-19.

To ensure safety and proper logistics, all RSOs are required to submit a <u>campus walk/run/5K</u> <u>proposal</u> 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 submission. Student affairs and general counsel will review all proposals and approve or deny requests. Decisions will be made at least one month prior to the event date. Advertisements or promotions of the event should not begin before approval is obtained from the Assistant Director of Student Activities.

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.

# **Off-Campus Trip Planning**

Organizations must complete ALL of the following steps in order to ensure that any off-campus trip is approved by the University:

- 1. If your organization is planning to travel overnight or more than 50 miles from campus, you must first complete the "<u>Travel Request Form</u>" (*NOT the "Allocation Request Form"*)
  - a. Travel requests must follow the guidelines of this RSO Handbook
- 2. Submit the completed "Travel Request Form" to the Assistant Director of Student Activities, websterb@uindy.edu
  - a. The form must be typed. No handwritten forms will be accepted
- 3. Following the review of the request, the Assistant Director of Student Activities will either approve or deny the request.
  - a. If the org indicates that the trip leader is not a Campus Security Authority (CSA), they will be given a link to complete the CSA training
  - b. If the group is allocating for funds as a part of their travel, they will need to complete the "Allocation Budget Proposal" and submit it to to the Student Leadership and Activities Board (SLAB) <u>at least one month</u> prior to the expected travel, via the submission link (<u>bit.ly/uindyorgallocation</u>)
- 4. If the allocation request is approved, it will be communicated by the Assistant Director of Student Activities
  - a. Approved organizations must fill out the "UIndy Student Travel Overview", at least one week prior to their departure.
  - b. If the request is denied, the student organization may appeal the decision through the proper process, if desired.
- 5. If approved, the Assistant Director of Student Activities will provide the trip leader with the Student Activities' "Emergency Preparedness Procedures" document.
  - a. The Assistant Director of Student Activities has the right to ask any questions of the organization prior to their departure. The organization is required to thoroughly review the RSO Handbook, as well as read the Emergency Preparedness Procedures document given to them by the Assistant Director of Student Activities.

Travel must be approved for the entire campus community for RSO travel approval.

Unless otherwise approved, RSOs must have a UIndy faculty/staff member accompany their travel that is more than 50 miles away from campus or overnight.

This policy does not apply to:

- Travel organized by individual students or student organizations that are not officially recognized by the Office of Student Affairs
- Travel regulated by under NCAA rules and regulations concerning student athletics travel;
- Domestic travel related to expectations for students engaged in student-teaching, internships, practicums, co-ops, observations and/or research

#### **International Travel**

Any RSO wishing to travel internationally must first set up a consultation meeting with the Assistant Director of Student Activities and the Director of International Services. Please email <a href="websterb@uindy.edu">websterb@uindy.edu</a> to set-up an appointment. This appointment should happen no less than 3 months prior to the anticipated travel dates.

## **Travel by Motor Vehicle**

#### **Student Drivers**

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, faculty, or staff are driving personal vehicles while on university business, the university will not cover any accidents, damages, or injuries incurred while traveling. It is important for drivers 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 if they submit the Mileage Reimbursement form. Per university policy, university credit cards cannot be used to pay for gas for 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.

### **Rental Cars**

All car rentals are reserved through websterb@uindy.edu in Student Affairs using Enterprise/National Rent-A-Car center at least two weeks in advance. Faculty and staff members are able to rent and drive rental vehicles in compliance with university policy, but students are not. Some additional restrictions may apply.

Money used for travel in taxis, Uber, LYFT, or other similar services cannot be allocated for or reimbursed.

#### **Bus Transportation**

All bus rentals must be requested to <u>studentaffairs@uindy.edu</u> in Student Affairs at least four weeks in advance. No other reservations should be made.

#### **Vehicle Operator Requirements**

- Operators shall take a mandatory 15 minute rest break every four hours
- Operators shall drive no more than 10 hours in any 24 hour period
- Trips requiring more than 10 hours of driving time to reach a point of destination shall require overnight lodging
- Operate Motor Vehicles in a safe and courteous manner and in accordance with all applicable federal, state, and local laws and University policies.
- Do not exceed the posted speed limits
- Maintain possession of valid United States driver's license while operating Motor Vehicles
- Only transport University employees, students, or other authorized individuals in Motor Vehicles.
- Do not use cell phones (unless GPS), headsets or earphones while operating Motor Vehicles.
- Do not type or read text messages or emails while operating a Motor Vehicle.
   Additionally, drivers may not use iPods, MP3 players, or similar devices while operating Motor Vehicles.
- Use seat belts at all times, regardless of whether the Motor Vehicle is being operated on or off campus. The number of passengers permitted in any Motor Vehicle may not exceed the number of seat belts.
- Do not allow passengers to ride in the rear cargo areas of pickup trucks, vans, or sport utility vehicles unless prior authorization.
- Close all doors (cargo, tail, and lift gates) at all times when a Motor Vehicle is in motion unless prior authorization.
- Clean the Motor Vehicle's hood, windows, and roof of snow and ice before operating it.
- Ask for a passenger's assistance when backing a Motor Vehicle such as a truck, delivery
  van, or vehicle carrying heavy equipment into a parking space, loading dock, or similar
  area. The passenger should exit the Motor Vehicle and provide assistance for the operator
  as a spotter. If the driver of the Motor Vehicle does not have a passenger who can perform
  this service, the Authorized University Driver must perform one of the following:
  - Exit the vehicle and check the space before backing up; or
  - o Drive by the space, checking for any hazards, before backing up.
- Do not drink, use or possess alcohol, other intoxicating substances, legal prescription drugs, or illegal drugs that could impair driving of Motor Vehicles.
- Do not tow anything behind a Motor Vehicle without prior authorization.
- Do not transport regulated hazardous materials in a Motor Vehicle without prior authorization.
- Do not drive on grass, landscaping, sidewalks, or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform job duties and there are no other means available to access the building, facility, or work site.

- Return University Motor Vehicles with interiors in a clean condition and free of trash.
- Shut down engine and remove keys from any Motor Vehicle, which will be out of the immediate sight and control of an Authorized University Driver. A Motor Vehicle must never be left running merely for convenience (i.e., running the heater to keep it warm on the air conditioner to keep it cool). It is strongly recommended that any unattended Motor Vehicle be secured with the windows closed and the doors, if so equipped, locked.

### **Refueling Guidelines:**

- Turn off the vehicle's engine while refueling.
- Never smoke, light matches, or use lighters while refueling.
- Do not get into the vehicle during refueling, as this presents a flash fire hazard.
- Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.
- Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

### Travel by Airplane

All University staff, faculty members, and students are expected to travel at the lowest available airfare. The traveler should make flight reservations at least 3 weeks prior to travel to assure the greatest opportunity to obtain the lowest fare.

#### Lodging

Students are expected to use lodging accommodations that are necessary and reasonable. The cost of lodging should be kept to a minimum consistent with a reasonable level of comfort, convenience, and security for the traveler. Standard room rates are generally the most reasonable.

#### **Travel Meal Costs**

Students travelling with RSOs are responsible for their own meals and are not able to allocate or be reimbursed for expenses related to food.

### **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 meet with the Assistant Director of Student Activities.

Expectations include, but are not limited to, the following:

- If travel is beyond 50 miles from campus or require overnight accommodations, 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

### **Incident Reporting**

In the case of an incident during travel, including but not limited to accident, injury, participant misconduct, sexual assault, harassment etc. please call for emergency assistance first. As soon as possible, the advisor and/or trip leader should notify the University Police and the Assistant Director of Student Activities (260-228-1681) of the incident and so that the appropriate administrators can be contacted. Notify the UIndy Police Department at (317) 788-3333. Incidents should be reported by the designated Campus Security Authority for the trip.

# **Marketing**

Promotional materials should be creative, attractive and of high quality. They should always include:

- Day of the Week
- Date and Month
- Time
- A description of activity
- Location
  - Rain date/location if applicable
- Admission price (if any)
- Sponsoring organization(s) names
- Contact information

### **Advertising:**

#### **University Posting Policy:**

- 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 the number of flyers you wish to have hung in the buildings you choose. For all buildings, please provide 70 flyers.
  - 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)
- Please reference the <u>University Posting Policy</u> for further information regarding university postings. Direct questions to Bridget Webster at <u>websterb@uindy.edu</u>

#### **All Hall Calls:**

- On the day of your event, RSOs can call the front desk 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. Do not use paint or indelible markers.
- **MyUIndy Event Calendar:** Submissions should be made to <u>this form</u> to feature an event on the My UIndy event calendar, Kory V's Email, and the student involvement email.
- **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 the 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 <a href="Student Activities page">Student Activities page</a> on <a href="MyUIndy">MyUIndy</a>.
- **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.

### **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. The total cost of the copy order will be charged to the group's RSO account number.

The Student Business Center (SCHW 105) 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 Kelly Hauflaire, Assistant Vice President of Marketing, <a href="mailto:hauflairek@uindy.edu">hauflairek@uindy.edu</a>.

**University Approved Vendors** 

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

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

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 Laura Walden, Business Operations Manager, <u>waldenl@uindy.edu</u>, 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 Department 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.

### **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.

The official username and password of any RSO related social media account must be shared with the Assistant Director of Student Activities. This information will be collected at the beginning and end of each semester.

The following criteria applies to any content posted to an official University of Indianapolis social media account:

- All content must follow the <u>University's Brand Guidelines.</u>
- Accounts must be created using an official University email account (e.g. name@uindy.edu).
- Managers of social media accounts will not:
  - Post offensive, illegal, discriminatory, or libelous material or any material which may violate any University policy or code of conduct
  - Post sensitive or confidential information
- Share their login details and passwords with anyone other than the Assistant Director of Student Activities and their advisor, except as required or authorized by this policy.
- Authorized users should post regularly in accordance with the objectives of having an
  official University social media account. For more guidance on best practices regarding
  frequency of posting and voice/style, please consult the Vice President of
  Communications and Marketing
- Authorized users must designate a representative of the RSO who created the social media accounts to monitor the account and respond to incoming messages
- Employees and/or authorized users should promptly bring to the attention of the Vice President of Communications and Marketing (or designee) any content that is posted within a comment or response to a University post that would be considered offensive, illegal, discriminatory, libelous, or violate a University policy.

Social media sites should adhere to the guidelines set forth by the <u>Official University Social Media Account policy.</u>

### **Advisors**

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's advisor goes on sabbatical or extended leave (e.g. maternity leave) an interim advisor must be found and the Assistant Director of Student Activities must be informed. 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 they 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. Advisors will be supplied with a packet with more information and worksheets to develop the advisor-student experience.

IMPORTANT CLERY ACT INFORMATION: Advisors of recognized student organizations are considered "campus security authorities (CSA)" for the University of Indianapolis. As such advisors shall immediately report any crimes that they are made aware of to the UIndy campus police. For more information, including responsibilities of CSAs and how to make a report, visit the UIndy Public Safety channel under Cleary Info & CSA Report Form. Click here to complete the CSA training.

#### 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:

Bridget Webster
Assistant Director of Student Activities
websterb@uindy.edu
317.788.6179

### **Appendix A: Additional Campus Contacts**

### **Jeffrey Barnes**

Director, Event Services 317.788.2135 <a href="mailto:ibarnes@uindy.edu">ibarnes@uindy.edu</a>

### **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.

## **Campus Facilities**

<u>facilities@uindy.edu</u>, 317.788.3258 On campus maintenance requests; general questions

### Jenny Randol

Administrative Assistant, Event Services 317.788.3566

randolj@uindy.edu

Room requests, set-up needs, and general information