

Cleveland State University

STUDENT ORGANIZATION INVOLVEMENT GUIDE

2009-2010

Revised 8/09



Department of Student Life

MC 106 ♦ 216-687-2048

www.csuohio.edu/studentlife

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DEPARTMENT OF STUDENT LIFE PROGRAMS

The Department of Student Life's mission is providing quality services and opportunities that engage students and enhance the University experience. To ensure a multifaceted experience, Student Life provides a wide range of campus activities, student organizations, service opportunities, leadership experiences, and educational events for the CSU community. Students engaged and/or involved in student organizations enjoy their college experience and believe they are equipped for the workforce. The following are offered towards these goals:

STUDENT ACTIVITIES — **Kelly McCarthy, Interim Coordinator**

The Department of Student Life believes that the city is your campus, so we offer opportunities for students to take advantage of all Cleveland offers. There is something for everyone! Get involved with Student Activities by attending events such as film screenings, CSU Night at Progressive Field, Weeks of Welcome, the Annual Chili Challenge and much more.

CENTER FOR LEADERSHIP & SERVICE — **Dr. Sandra Emerick, MC 106, 216.687-2048**

Gain Amazing Leadership Skills; Prepare for Your Career; Meet Fellow Student Leaders & Make a Difference at CSU and in Your Community.

Leadership Certification

Get Certified in Leadership through the Department of Student Life. Complete 16 units of leadership, service, self-assessment, and diversity education and earn Leadership Certification and great new skills to give you the "engaged-advantage"... only available at CSU. Find out more at <https://mycsu.csuohio.edu/studentlife/leadserve>

i L.E.A.D.09 Student Leadership Conference

Saturday, September 26, 2009, Main Classroom, 8:30am-5pm

Whether you want to earn Leadership Certification, better prepare for a peer leadership role on campus, improve your effectiveness in a student organization, or just have a better understanding of leadership and service, iLEAD09 is for you. Register online for iLEAD .meet other student leaders...hear from experts in leadership, diversity and organization. Space is limited. Register at <https://mycsu.csuohio.edu/studentlife/ilead>

Leadership Roundtables

All it takes is ONE HOUR to learn a new skill. Attend the Leadership Roundtables on **Wednesdays at 3pm**, earn leadership certification points, and more importantly, learn great new personal and organizational skills for your student organization or for your career goals. Topics include: MOTIVATING OTHERS, MANAGING STRESS, MAKING BETTER PRESENTATIONS, RESOLVING CONFLICT and BUILDING EFFECTIVE TEAMS.

Service Days

The CSU community unites for service right here in our own Cleveland community.

Make a Difference Day ~ Saturday, October 24, 9am-4pm

Do-Goooder Day ~ Saturday, April 24, 9am-4pm

Register online at <https://mycsu.csuohio.edu/studentlife/service/>

iSERVE: Your Online Connection to Cleveland Service Opportunities

Get involved in service and experience true citizen leadership. Check out our website for amazing volunteer opportunities right here in Cleveland. Search by category, alphabetical, or location. Then link up with the agency and volunteer as few or as many hours as you like helping others and gaining invaluable experience. Go to: <https://mycsu.csuohio.edu/studentlife/service/>

GREEK AFFAIRS — **Bill Russell, Coordinator**

CSU Greek-letter fraternities and sororities provide students with peer affiliations that foster brotherhood and sisterhood, pride, tradition, friendships, philanthropy and service. Join a Greek letter chapter that best suits you, and celebrate the campus through social events, Greek Week and service activities. Learn more about Greek life during fall recruitment or visit the Department of Student Life. Greek Council meets bi-monthly to discuss issues for the entire fraternity/sorority community. In addition, the Greek Alumni Council, part of the Alumni Association, assists in promoting Greek life.

JUDICIAL AFFAIRS – Valerie Hinton Hannah, Judicial Affairs Officer

CSU fosters an environment where educational goals are met and a community that protects the health, safety, property and human rights of faculty, staff, and students through administration of the Student Conduct Code. CSU Students are required to accept all rights and obligations as stated in the Code plus other University rules and regulations. Judicial Affairs coordinates the campus judicial process, assists in expeditious resolution of student issues, and provides information and guidance concerning the judicial process and CSU policy. Visit us to obtain a copy of the Student Conduct Code.

STUDENT MEDIA – Daniel Lenhart, Media & Web Specialist

Hone writing skills, share your point of view, or gain experience in publishing by joining one of our CSU student publications: **The Cauldron**, a weekly newspaper offering news, sports, culture, and opinions that impact CSU students and the surrounding community. Students are needed as writers, editors, photographers, advertising reps, and more (687-2270), www.csucauldron.com. **The Vindicator**, a monthly multicultural magazine presenting in-depth articles, news and opinions about our diverse campus and Cleveland community. Students are needed as writers, editors, photographers, advertising reps, and more (687-2118). **Whiskey Island Magazine**, a literary publication featuring poetry, prose, graphic arts, and photography. Students are needed as editors and readers (687-2056), www.csuohio.edu/class/english/whiskeyisland. **The Gavel**, an award winning newspaper covering issues that impact students of attending Cleveland-Marshall College of Law. Students are needed as writers and photographers (687-4533), www.law.csuohio.edu/currentstudents/gavel. In addition, to the publications, CSU also boasts **WCSB-89.3 FM**, our student-run radio station. For over 30 years, WCSB has offered the Cleveland community a wide variety of alternative music programming, ranging from indie rock to classical, reggae to fusion, and anything else not found on commercial radio. In addition to music, WCSB airs a variety of public affairs shows offering insight into the issues of the day. Students interested in alternative programming are encouraged to apply (687-3523), www.wcsb.org.

STUDENT ORGANIZATIONS — Dr. Mary Myers, Coordinator

Students are encouraged to get involved and become active leaders at CSU by participating in student organizations. Student organizations are a big part of campus life and offer valuable experiences that are transferable to the workplace. Organization involvement also provides an opportunity to find your niche outside of the classroom. Students are encouraged to start new organizations and to explore existing organizations. Student organization recognition and registration are managed through the Department of Student Life. You are encouraged to stop by and pick up a Student Organization Directory that outlines the purpose of each student organization and provides the advisor contact information. Student Life supports organizations by coordinating officer orientation sessions, managing fiscal procedures, mailboxes, office space and by providing sponsorship of the Student Organization Information Fair for membership recruitment. For additional information on student organizations visit our website at <http://mycsu.csuohio.edu/studentlife/studentorgs> or contact (687-2048).

AWARDS / LEADERSHIP

Diane Dillard Student Organization of the Year Award is named in honor of Dr. Diane Dillard, whose advocacy as Dean of Students from 1988-2007 improved campus life and community. This award challenges student organizations to increase campus involvement. As incentive, the Department of Student Life provides a commemorative plaque, a cash award deposited to the agency account, and office space with a computer for the next academic year. Student organizations accrue points by completing community service, sponsoring campus events, and participation in Student Life sponsored activities. The award is presented during the annual Awards & Recognition Ceremony in May.

Student Organization Service Award (SOSA) was established in 2000 to promote community service; it is presented to the organization most active in service activities and/or with the best quality of service participation. Application is required for this award and can be obtained in the Department of Student Life. A cash award is deposited to organization's agency account.

Student Organization Leadership Award (SOLA) was established in 2001 to promote student leadership development and participation. It is presented to the group with the highest participation in student leadership programs coordinated through the Department of Student Life. A cash award is deposited to organization's agency account.

Peggy P. Kirschner Outstanding Student Leader of the Year Award: A prestigious award established in honor of a former Dean of Student Life to recognize a student who demonstrates excellence in academics and leadership. A plaque and a cash prize are presented at the Awards & Recognition Ceremony. Selection criteria include junior or senior status, cumulative 3.0 G.P.A., leadership in student groups, and non-paid CSU service. Faculty/staff nominate students during spring semester.

Who's Who Among Students in American Universities and Colleges: Faculty, staff, and student organizations may nominate juniors, seniors, law and graduate students for inclusion in the annual *Who's Who Among Students in American Universities and Colleges*. Selection criteria include academic achievement, participation in co-curricular activities, and service. See Student Life for nomination forms. Recipients are announced at the Awards & Recognition Ceremony.

LEADERSHIP CERTIFICATION

To be successful in today's society you need knowledge and skills that set you apart from others. Leadership certification is one way to get more out of your CSU experience. Certification begins with a computerized self-assessment and individualized leadership development plan. In addition to personal leadership goals, certification stresses leadership theory, values, diversity, and service.

Students may choose either the 3-credit hour elective Leadership Development Seminar or the co-curricular option of the Student Leadership Academy as the best avenue to achieve Leadership Certification at Cleveland State University. Both programs meet on several Saturdays throughout the semester. Applications are available online at <http://mycsu.csuohio.edu/studentlife/leadserve>.

STARTING AN ORGANIZATION / CONSTITUTIONS

Student organizations are officially recognized by the FACULTY SENATE STUDENT LIFE COMMITTEE.

- **Students wishing to start a new organization should follow all steps outlined below.**
 - **Recognized organizations seeking to revise a constitution should start at step no. 5 below.**
 - **DEADLINE FOR FALL 2009 SUBMISSION OF CONSTITUTIONS IS NOVEMBER 6, 2009.**
 - **DEADLINE FOR SPRING 2010 SUBMISSION OF CONSTITUTIONS IS MARCH 12, 2010.**
1. Schedule a preliminary meeting with Department of Student Life staff to review process for starting a new organization.
 2. Develop an organizational mission/purpose that is distinct from groups that are already established on campus (see the Department of Student Life in you have any uncertainty regarding this).
 3. Name your organization.
 4. Secure an Advisor who is either full-time faculty or full-time professional contract staff at Cleveland State University.
 5. Complete "**Application for University Recognition**" – IMPORTANT NOTE: Applications for new organizations require the names/signatures of five (5) currently enrolled students who agree to be "charter members" of the group (download form at <http://mycsu.csuohio.edu/studentlife/forms/allforms/neworgpacket.pdf>).
 6. Write a rough draft of your constitution. Use the "**Suggested Constitution Format**" provided by the Department of Student Life (<http://mycsu.csuohio.edu/studentlife/forms/allforms/CONSTITUTIONFY10.doc>) as a guide. Please note that all "articles" covered within the sample constitution should be included in your draft. Please also note that all underlined material in the Suggested Constitution Format is required per University policy.
 7. Submit a rough draft of your constitution and the completed Application for University Recognition form to Student Life.
 8. Schedule an appointment with the **Constitution Review Subcommittee (CRS)** via the Department of Student Life; The CRS has been established to review draft constitutions and provide advice/support regarding policy and the official University Recognition process. Bring copies of the draft constitution for all members of your party and be prepared to take notes.
 9. NOTE: after meeting with the CRS your group can hold (3) non-fund raising events on campus.
 10. After all changes to the constitution have been made and the document is deemed to be acceptable by the organization, Advisor, and CRS, the CRS forwards the document to the **Faculty Senate Student Life Committee** for review at their next meeting. Note: the CRS must have the final constitution draft at least five (5) working days before this meeting.
 11. The CRS Chairperson presents the constitution at Faculty Senate Student Life Committee meeting for the purpose of seeking formal approval.
 12. After approval from the Faculty Senate Student Life Committee is granted, the student organization is officially "recognized" by the University.
 13. Complete the following items to become "active" for the 2009-10 school year:
 - a. Annual Registration Packet must be filed with Student Life.
 - b. Officers must schedule and attend Orientation/Training Session

WHAT IS A CONSTITUTION?

- The constitution is an official internal document used by organizations to govern.
- The constitution shapes the organization's purpose and vision.
- The constitution protects member rights and provides credibility on campus.
- The constitution provides structure for those involved with the group.
- The constitution includes details regarding the roles of officers and members.
- The constitution provides information about organizational operations (e.g. policies, procedures)
- The constitution establishes a relationship between the organization, the student body, and the rest of the campus community (e.g. faculty, administration).

- ❑ The constitution establishes that the organization is subject to the rules, regulations, and policies of Cleveland State University and the laws of the State of Ohio.
- ❑ The constitution may protect the organization's rights in situations where a decision of the group is challenged.
- ❑ NOTE: All CSU student organizations, with exception of the University Judicial Board (which is governed by the Student Conduct Code), must have an updated constitution on file with the Department of Student Life.

CONSTITUTION DISTRIBUTION & REVIEW

- ➔ All members of a student organization should be provided with an up-to-date constitution.
- ➔ An informal review of the constitution should be conducted on an annual basis.
- ➔ The Department of Student Life recommends that constitutions be thoroughly reviewed every 3-5 years.
- ➔ Review may be mandated by the Faculty Senate Student Life Committee or the Department of Student Life.
- ➔ Constitution revision may be implemented by following steps 5 – 11 above.

FACULTY ADVISORS

Cleveland State University requires that each recognized student organization have an advisor. CSU believes that, by sharing knowledge and experiences, the advisor can positively impact the quality of the student organizations' experience. The relationship between an advisor and an organization will vary, but the general concerns of the advisor remain constant. The Department of Student Life offers these expectations for advisors to give the organization members and advisor a foundation for a mutually beneficial relationship. We suggest the following:

- The advisor recognizes and supports participation in student organizations for their contribution to the educational and personal development of students.
- Advisors should work with student groups, but should not direct nor dictate the organization's programs and activities. However, advisors should be frank in offering suggestions, considerations, or ideas for the group's discussion.
- The advisor should stay well informed about the plans and activities of the group. It is expected that advisors will attend as many meetings and activities of the group as possible and will consult frequently with student officers.
- The advisor must be aware of the organization's goals and direction and help to evaluate its progress toward reaching these goals.
- The advisor provides continuity within the group from year to year. He or she should be familiar with the constitution of the organization and be prepared to assist with the interpretation of them.
- Advisors should assist the organization in complying with University policies and procedures.
- Advisors should be aware of the general financial conditions of the group and make sure the group keeps accurate and accessible financial records.
- The advisor should assist in orienting new officers and in developing the leadership skills of members.
- The advisor should be prepared to deal with major problems or emergencies within the organization.
- Advisors monitor group functioning and encourage members to fully participate, to assume appropriate responsibility for group activities, and to maintain balance between academic and co-curricular commitments.
- The advisor should be the link to University administration and serve as a resource person.
- The voluntary association between an advisor and the organization should continue as long as both parties believe the relationship is productive and mutually satisfying.

The Department of Student Life strongly suggests open discussion between organization members and advisors to define the advisor's role and set reasonable expectations that are agreed upon by all parties. If support and guidance are needed, Student Life is a ready resource for both faculty and students.

GENERAL SERVICES & POLICIES

CENTRAL STORES Plant Services (PS) Building 687-2009

Student organizations may order operating supplies from CSU Central Stores. To order items such as envelopes, paper supplies, pens, pencils, staplers, etc., simply complete a purchase requisition, list your agency account number, get the appropriate signatures, and forward your order to Central Stores.

KEY POLICY Student Life / MC 106 687-2048

Keys are issued to staff and students with supervisory approval and in accordance with the University Key Policy. Each person under the jurisdiction of the Department of Student Life that is issued a key is required to sign Student Life's *Contract for the Use of University Keys*. **Please note:**

- **Keys are the property of Cleveland State University** and are issued one key per person per room or area from the inventory maintained by Student Life. New keys are ordered from the University's Key Shop and must be picked up personally.
- **Keys are non-transferable** – keys may not be issued or lent to other individuals.
- **Misuse of keys**, space, or any other office items or equipment may result in loss of key privileges, possible loss of office use privileges as well as the filing of Judicial and/or criminal charges.
- **Lost or stolen keys** are to be reported to the Department of Student Life **immediately!**
- **Keys shall be returned to the Department of Student Life** by the due date or upon leaving one's position, whichever occurs first! Failure to return keys shall result in charges being applied against an individual's campus net account for the cost of changing locks and replacing keys.

MAILBOXES Student Life / MC 106 687-2048

Recognized student groups may use a campus mailbox located in the Department of Student Life, MC 106 as their official address at the University. The address should read:

- ➔ Student Organization Name - Box # ____
- ➔ Cleveland State University
- ➔ Department of Student Life, MC 106
- ➔ 1899 East 22nd Street
- ➔ Cleveland, OH 44115

Mailboxes are assigned annually. You can access your mailbox 8:00 am - 6:00 pm Monday through Thursday, 8 am - 5 pm Friday, and 10am- 1:00pm on the 1st and 3rd Saturdays of the month. All remaining mail at the end of each term will be sent to the organization's faculty advisor via campus mail.

Important information and various involvement opportunities are announced through these mailboxes. Please check your organization mailbox on a regular basis.

WORK STATIONS Student Life / MC 130 687-2048

Space is available for use by student organizations; workstations are located on the 1st Floor of Main Classroom (MC 130). To obtain space, groups must be recognized by CSU and registered for the current academic year. Applications are available at the beginning of the fall. Space is assigned for the entire academic year; however, if guidelines for use are not followed loss of space will result at the end of the fall semester. Work stations are to be cleaned at the end of the academic year in May.

PRINT SHOP Print Shop / MC 124 687-5304

The Student Government Association Print Shop is located in Main Classroom and provides student organizations a number of services. Posters and banners can be made; black & white and color copies are available at a low cost; banner paper is available for purchase by the foot.

In addition, the SGA Print Shop provides approval stamps on flyers and posters for recognized student organizations in order for these materials to be posted on SGA bulletin boards. Posters or flyers without an SGA approval stamp will be taken down.

FACILITIES / EVENT PLANNING

FACILITY RESERVATIONS

Conference Services / AC 104 687-7203

Registered student organizations have the privilege of using University facilities. Space is available on a first-come first-serve basis and must be requested by submitting a “Facilities Reservation Form” obtained from Conference Services or the Department of Student Life. Certain facilities require additional approval from departments or academic units in addition to approval from Student Life, e.g. Business, Drinko Hall, Law School, Main Classroom Auditorium, Urban, Waetjen Auditorium and Woodling Gymnasium. For all other general requests to use university space follow these guidelines.

1. Visit Conference Services to determine if space is available. Complete a “Facilities Reservation Form” and obtain your Advisor’s signature plus that of the Coordinator of Student Organizations (Student Life) or designee.
2. Include the event dates, times, locations requested, sponsoring group, expected attendance, food and equipment needs, parking and police needs, etc. The form must be completed at least 15 working days before the event and must be signed by the Coordinator of Student Organizations (or designee). **NOTE: paperwork for evening or weekend events must be completed such that the organization can attend an Events Management Committee (EMC) meeting at least three weeks (15 working days) prior to the date of the event (see “Events Management Committee” section on page 10).**
3. If the event is a fundraiser, attach a “Special Events Form” – also available in Student Life.
4. If requesting to use food from a location other than CSU Dining Services, a Food Service Waiver form must be picked up, completed, and returned to CSU Dining Services (Viking Hall).
5. Events involving amplified sound in the **Science Research Atrium** must be scheduled for Monday thru Friday between 11:30am - 1:30pm; and after 4:00 pm. Events involving amplified sound outdoors on the **MC Plaza** must be scheduled for Tuesday or Thursday between 11:45 am and 1:15 pm; or Friday after 1:30 pm. Conference Services must be notified if the event involves amplification using an **Amplified Sound Request Form** available (see Conference Services for form).
6. Submit completed form(s) with all signatures to Student Life. Student Life will determine if event requires review by EMC (see page 10) and will then forward form(s) to Conference Services. A Confirmation Notice verifying assignment of the space will be sent to Student Life and placed in the organization’s mailbox. **Please note: Organizations CANNOT advertise an event until final approval on use of space has been granted.**
7. **Sunday/Holiday Usage:** CSU facilities may be used on a Sunday or a university holiday; however, a minimum fee of \$300 is charged to cover costs incurred to open, run, and secure the building. Contact Conference Services for details.
8. Other charges may be incurred for use of specific facilities. Visit the Conference Services web page (www.csuohio.edu/conferenceservices) for a listing of facilities and costs. NOTE: all charges are debited directly from the sponsoring student organization’s account.

CSU DINING SERVICES

Catering Office / Viking Hall

687-3805

CSU Dining Services is prepared to cater most food needs of student organizations. Dining services has prepared a student friendly **“Just the Basic” Catering Guide and Pick up Catering Program** to meet the catering needs of student organizations. Organizations desiring to use CSU Dining Services should:

1. Contact Catering Office (x3805) for menu consultation, set-up needs, and budget parameters.
2. **Events on campus with food exceeding \$150 must be catered by CSU Dining Services unless waiver is granted.**
3. After the menu and other arrangements have been agreed on, the dining service representative will prepare a Food Service Order for final approval and give it to the student organization representative; **final approval requires signature by the Coordinator of Student Organizations (Student Life) or designee.**
4. Once the activity has been held, CSU Dining Services will automatically debit the organization’s account for payment.

OUTSIDE CATERING

Waivers to approve off-campus caterers are provided under special circumstances. Contact Dining Services (x5002) for required form, which must be returned with the following documentation supplied by the proposed off-campus caterer:

1. Proof of a Food Service Operations License issued by either the City of Cleveland or by the jurisdiction in which the business operates.
2. A copy of the vendor’s certificate of commercial general liability insurance in limits of not less than \$1 million dollars. CSU must be shown as an additional insured on this certificate. Catering companies need to contact their insurance agents for this rider to their insurance policy.

AUDIO/VISUAL

Instructional Media Services / RT 687-3846

AV equipment (e.g. VCR's/monitors, cassette players, microphones, PA systems, projectors) is available through Instructional Media Services (IMS). Have your Advisor call IMS or note on your Conference Services Facilities Reservation Form that AV equipment is needed. Conference Services will arrange the set up. There are charges for delivery/set up, but some fees are waived if you pick up the equipment. 24+ hours notice is recommended to guarantee equipment reservation.

A Note about Showing Films/Movies... Legal Liability

It is important that your organization follows the legal guidelines established for showing films on campus. This includes purchasing the legal right to show the film. You can get more information about running a film series from the Swank Motion Pictures website at <http://www.swank.com/college/guide.html>.

It is not legal to rent, purchase or borrow a film and show it in a public performance without purchasing the legal rights.

Public Performance is defined as "to perform or display it at a place open to the public or at any place where a substantial number of persons outside of a normal circle of family and its social acquaintances is gathered." This would include a campus lounge (including Viking Hall lounges), a meeting room or even a classroom.

'Fair Use' of a video showing is a face to face teaching activity. Face to face teaching exemptions are valid only if "A teacher is in attendance" and "the showing takes place in a classroom setting" and "the movie is used as an essential part of the current curriculum being taught."

Check out this site for more information:

<http://www.movlic.com/copyschool.htm>

PARKING

Chester Building 687-2057

Special parking arrangements can be made for non-CSU guests who may be visiting the campus for a student organization conference or event. Contact Parking Services at 687-2057 prior to your event to arrange for parking passes to be billed to your organization agency account. If an event requires space for parking of an oversize vehicle, she can also assist you with the necessary arrangements. Call at least 2-3 weeks in advance (or more if possible) to ensure that your parking needs can be met.

POLICE

Chester Building 687-2020

Campus security may be required or desired for some events on campus. In such cases, security is provided by the Cleveland State University Police. Student organizations that recognize the need for security at an event should indicate so in the space provided on the Facilities Reservation form. The number of police assigned to an event will be determined by the University Police Department. Charges for the police will be assessed to the student organization's Agency Account.

HOUSEKEEPING/GROUNDS

Organizations sponsoring an event needing electrical or water hook up, trash cans, clean up, or any other type of labor, will need to work with CSU Housekeeping and Grounds. A Service Request Form must be completed or the need indicated on a Facility Reservation Form. Outside (i.e. rental) groups will incur a set up/clean up charge. Organizations will be charged for housekeeping services for all events that conclude after 5:00pm on weekdays and events which occur on weekends or when the University is closed. Events involving food will also incur a housekeeping charge. See Conference Services for detail.

SPEAKERS & PERFORMERS

Performance Agreements (or "Contracts")

1. A *Performance Agreement* must be completed for all paid performers and speakers at the University.
2. Once the student organization arranging the speaker/performer has decided the terms of the agreement, three copies of the *performance agreement* must be prepared by the student organization.
3. *Performance Agreements* are then submitted to the Department of Student Life (at least 10 business days before the event) to obtain the signature of the Dean of Students – the only individual designated to approve these documents. **No officer or member of a student organization may sign a performance agreement.**
4. If an "agent's contract" is issued for signature by the University, the Dean of Students may sign it with approval of University Legal Counsel. Use of "agent's contracts" should be discouraged; if an "agent's contract" is required, it may be

necessary to modify the document or use a *Performance Agreement* as well.

5. One original/signed Performance Agreement is retained for the organization's files; two original/signed *Performance Agreements* are sent to the performer with a letter asking the performer to sign and return one to the student organization as soon as possible (the performer keeps the other original document).
6. Once the contract comes back from the performer submit to the Department of Student Life for processing.
7. Complete a Small Order Form or Purchase Requisition with information about the performer or agent (social security number or federal I.D. number, name, address, and date of birth). Also include an event description, including date, time and location.
8. A copy of the contract bearing the original signature of the performer should be attached to the Small Order Form or Purchase Requisition. These materials should be forwarded to Accounts Payable (Small Order Form) or the Purchasing Office (Purchase requisition).
9. University policy requires that all payments be made after the event. No advance payments, or deposits, should be made to any individual or group.
10. Performers may be paid either in person or by mail. If paying the performer on the day of the event, write **"Hold for pick up by [name]"** on the form. The check will be authorized by Accounts Payable and held in the Office of Treasury Services for the named representative. Checks not held for pick up are automatically mailed to the performer.
11. If the performer is to be paid on the date of the performance, the check should not be turned over until the performance has been completed to the satisfaction of the student organization.

EVENTS MANAGEMENT COMMITTEE (EMC)

Purpose: The EMC brings Student Organization leaders together for conversation with staff from the CSU Police Department, Conference Services, Dining Services, Parking Services, Physical Plant, Housekeeping, Environmental Health/Safety, the Department of Student Life, Health & Wellness Services, and other University administrative offices. The EMC reviews on-campus event proposals and provides advice regarding event facilitation in light of University policies as well as city ordinances and/or state statutes.

Student Organizations must meet with the Committee when one or more of the following conditions apply:

1. The proposed event takes place after typical business hours (post 5:00pm).
2. The proposed event takes place on the weekend (Saturday or Sunday).
3. The proposed event is open to the general public (e.g. not "CSU community" only).
4. The proposed event is to include alcohol.
5. The proposed event takes place in Elements Bistro beyond standard operating hours.
6. The proposed event may potentially involve expenses beyond the apparent means of the sponsoring Student Organization.
7. The proposed event requires special support from two or more of the following: Conference Services, CSU Police, Dining Services, Physical Plant/Housekeeping, Parking, and Environmental Health/Safety.
8. The nature of the event is unclear per determination of the Department of Student Life.

Protocol/Timelines: The EMC will engage CSU Student Organizations as follows (NOTE: Organizations sponsoring an event requiring EMC review should consult the meeting schedule below to facilitate adherence to item "e" below):

- a. A Facility Requisition is completed by the sponsoring organization and submitted to the Department of Student Life at least **FOUR WEEKS before the event**.
- b. The Department of Student Life will determine if the proposed Student Organization event meets stated EMC criteria (see items A – H above).
- c. If a proposed event meets EMC criteria, the Department of Student Life will contact the Student Organization by phone and/or email and request attendance at an upcoming Events management committee meeting.
- d. Student Organizations attending an EMC session should plan to bring 1-3 members (including at least one officer and the primary event planners).
- e. **NOTE: Student Organizations must meet with the EMC at least 15 WORKING DAYS (i.e. THREE weeks) prior to the date of the event in order to accommodate scheduling with Conference Services and the CSU Police.**

- f. NOTE: Student Organizations may be invited back to a 2nd EMC Meeting if their event is sufficiently complex to require further review or if plans change significantly.

EVENT PLANNING CHECKLIST

STEP ONE: Answer These Questions!!

→ **WHY – Why Do An Event?**

- Does it support the organization's mission?
- Does it move the group forward (i.e. help in meeting organizational goals/objectives)?
- Does it market the group or promote connection with an appropriate target audience?

→ **WHAT – What Type of Event?**

- Will the event provide a service of some sort?
- Should the event be a fundraiser?
- Might the event be social, educational, recreational, spiritual, etc?

→ **WHO – Who Should Benefit From The Event?**

- Current members of the organization? Prospective members?
- The entire CSU student population? CSU faculty and staff?
- Potential co-sponsors?

→ **HOW – How Can You “Afford” It?**

- Do you have the financial resources?
- Do you have appropriate “people power” to make it happen?
- Do you have the required knowledge base?

→ **WHEN / WHERE – When & Where Should The Event Occur?**

- Do other campus events conflict with the proposed date/time?
- Have you avoided holidays (religious and otherwise), finals week, spring recess, etc?
- Are appropriate facilities available? Are there costs associated with the preferred venue?

STEP TWO: Plan The Event!!

AT LEAST ONE MONTH BEFORE:

→ **BOOK THE FACILITY**

- Complete a Facilities Reservation Form (available via Conference Services and Student Life); although Conference Services only requires two weeks notice...facilities are at a premium and may not be available in you fail to act early.
- Include details like room setup, food service needs, expected attendance.
- Get appropriate approval signatures from advisor, organization officer, and Student Life.
- See **Events management committee** material (previous page) for timing and protocol associated with planning evening, weekend, general public, or other complex events.
- Be certain that you understand all potential costs associated with your facility reservation (see Conference Services)
- REMEMBER: certain campus facilities require additional approval signatures!!

→ **ORDER FOOD**

- Determine what you can afford to spend on food.
- Contact CSU Dining Services to discuss options and complete appropriate paperwork.
- Consider the needs of all potential attendees (e.g. vegetarians).
- Request a food service “Waiver” if special circumstances dictate that you need an off-campus food provider.

→ **ARRANGE ENTERTAINMENT**

- For band, DJ, lecturer, etc – initiate Performance Agreement using standard CSU form at least one month in advance.
- Pursue “all inclusive” deal without extra costs for transportation, lodging, meals, etc.
- Be certain that performer has all pertinent information (arrival and set-up times, specific locations).
- Assign group membership to serve as performer liaison.

- Arrange for staging, sound equipment, lighting, electrical power (in necessary).
- See Department of Student Life for support in handling all aspects of Performance Agreements!!**

AT LEAST THREE WEEKS BEFORE:

→ VISIT THE EVENTS MANAGEMENT COMMITTEE (EMC)

- This will be required by Student Life for evening, weekend, general public, or other complex events.
- Event funding must be secure at this juncture...or event will not be approved!!
- See material on page 10 for more!!

→ ADVERTISE THE EVENT

- Plan on spending 25-33% of your overall budget on promotions!!
- Identify a target audience and market accordingly.
- Advertise using a variety of methods...campus media, email, flyers, posters, banners, table tents, hot cards, personal invitations, information tables, giveaways, word-of-mouth, etc.
- Come up with a catchy slogan, theme, or logo to unify your advertising approach.
- NOTE: Do Not Advertise Until Event Has Been Reviewed & Approved by Department of Student Life.**

AT LEAST TWO WEEKS BEFORE:

→ ARRANGE SPECIAL NEEDS

- Determine mechanism/process to evaluate the event (and prepare forms/surveys as appropriate).
- Arrange to have the event photographed or videotaped.
- Confirm audio-visual equipment needs/availability.
- Confirm Housekeeping and Physical Plant requirements (e.g. access to water, extra trash cans).
- Use Facilities Change/Cancellation Form to revise set-up needs.
- Arrange for use of a Cash Box (and change if necessary); see protocol on page 14.

→ DELEGATE RESPONSIBILITIES TO ORGANIZATION MEMBERS

- Assign remaining duties as appropriate (document these in writing via meeting minutes or memo).
- Be certain that each person knows their role and has authority to perform accordingly.
- Secure plenty of volunteers for "week-of" and "day-of" assignments (get contact data to confirm availability).

→ ADVERTISE SOME MORE!!

STEP THREE: Put Closure on the Event

- Immediately after the event** – deposit income in Agency Account and submit deposit slip to Student Life.
- Review/tabulate event surveys and discuss/evaluate the event.
- Prepare notes regarding event "pros" and "cons" for organization historical file.
- Distribute "thank-you" notes to those who supported the effort (including group members).

IMPORTANT THINGS TO CONSIDER:

Liability:

- ✓ Is the organization at risk for anything associated with the event?
(e.g. alcohol, minors, facility damage, too many people, transportation issues)
- ✓ Do you need to have police/security at the event?
- ✓ Is all paperwork signed/approved appropriately?

Financial Risk:

- ✓ Don't consider the event unless you have enough money in your Agency Account.
- ✓ Don't rely on ticket sales or donations to cover event costs.
- ✓ If you co-sponsor...get an agreement in writing...particularly regarding financial commitments.
- ✓ Limit expenses if the event is a fundraiser.
- ✓ Never pay a performer in advance from your own pocket.
- ✓ If collecting money at the door...use a cash box, have a police officer present, and deposit proceeds immediately.

Miscellaneous:

- ✓ Arrange to have tickets sold in advance via the Wolstein Center Box Office.
- ✓ Establish event "rules" if necessary (e.g. dance contest, karaoke).
- ✓ Do you want to collect names/contact information for those attending?

- ✓ Do performers need parking passes?
- ✓ **Are prizes involved...if so...winners must be notified of value per IRS requirements!!**

SOURCES OF FUNDS

FUNDRAISERS

Organizations are encouraged to be self-sufficient and to supplement their activities by fundraising. Fundraising opportunities include selling t-shirts, candy, balloons, flowers, posters, and homemade baked goods. Organization members should meet with Student Life during the planning stages to ensure that fundraising activity is conducted properly.

OFF-CAMPUS FUNDRAISERS

Opportunities for groups to raise funds off-campus may include: working a refreshment stand at “The Q” Arena, the CSU Wolstein Center, Progressive Field, Cleveland Browns Stadium, or other special events in the city.

FUNDRAISING GUIDELINES

1. **Consignment Sales:** Members of recognized student groups may sell items consigned (issued without advance payment) to the organization. However, any “consignment” of goods from a single vendor exceeding \$500.00 requires the organization to execute a release form obtained from the Department of Student Life that must be signed by an organization officer and a cosigner absolving CSU from any liability that may arise as a result of the consignment.
2. **Marketing an Outside Business or Product:** No student organization is permitted to market an outside business or their products.
3. **Bake Sales:** All items sold at Bake Sales must be homemade.
4. **Beverages:** No beverages, including coffee, may be sold.
5. **Verification of the awarding of prizes:** Organizations must provide written verification of the distribution of prizes and/or money obtained from raffles or other solicitations.
6. **Solicitation of Outside Funding:** All requests by a student organization to solicit funds outside the university must be pre-approved by the Departments of Student Life and University Relations & Development.

FUNDRAISING FORMS AND PROCEDURES

Organizations should follow these procedures when planning a fund-raiser:

1. Schedule an appointment with a Department of Student Life staff member to discuss the fundraiser (687-2048).
2. Complete “Facility Requisition Form” and “Special Event Form” and submit to Student Life before fundraising.
3. After the fundraiser, deposit all funds into your Agency Account. This is done at the Cashiers Office (MC 1st Floor). If checks are being deposited, make sure they are made payable to “Cleveland State University” or “CSU,” and list the Agency Account Number on the back of the checks to properly credit your account.
4. After the funds are deposited, the Cashiers Office will give you 2 copies of a receipt verifying the deposit. Bring a copy of the deposit receipt to Student Life so it can be filed with the completed Special Event Form.

DUES

To support their activities and events, organizations may charge member dues. Authorization to charge dues must be granted in the organization’s constitution. The constitution should state how and when (monthly, annually) dues are collected, as well as when the amount is determined (usually the first organization meeting of the academic year).

STUDENT GOVERNMENT AND STUDENT BAR ALLOCATIONS

Both the Student Government Association (SGA) and the Student Bar Association (SBA) receive General Fee funds that may be allocated to active student organizations through an application process. **SGA allocates funds for undergraduate and graduate groups and SBA allocates funds to recognized law student organizations associated with the Cleveland-Marshall College of Law. Student organizations wishing to pursue such funding are encouraged to contact the SGA and SBA Fiscal Officers in order to access their most up-to-date application procedures.**

MANAGING ORGANIZATIONAL FUNDS

AGENCY ACCOUNTS

All registered student groups have an Agency Account into which funds must be deposited; this ensures that funds raised by the organization are used appropriately and benefit the membership rather than an individual. Other advantages include:

- No service charges on the account.
- Free bookkeeping c/o the University Controller's Office. Monthly financial statements are available in Student Life.
- Automatic carryover of unspent funds to the next fiscal year if the group remains active.

Off Campus Accounts:

Student organizations, with exception of social fraternities and sororities whose dues cover property maintenance, are not permitted to have an off-campus checking or savings account. All funds raised by the organization must be deposited into a CSU Agency Account and are the property of that student organization.

Establishing an Agency Account:

1. Select two (2) officers/members who will be authorized to disburse the organization's funds.
2. Complete Agency Account Form contained in annual registration packet, have the two authorized persons sign the form and provide the requested information. Incomplete forms cannot be processed.
3. Obtain your Advisor's signature on the Agency Account Form.
4. Return the completed form with the registration packet to the Department of Student Life. All groups will be assigned an agency account number by the University's Controllers Office.
5. The standard Agency Accounts number for student groups is: 8405-0890-90__ (last three digits are group specific).
6. Agency Accounts are active for one year and must be renewed annually. Accounts not renewed by December 31 of the current year will be closed to the Student Life student organization holding account until the group reactivates.
7. Organizations with accounts that have been inactive for two consecutive years will have their funds confiscated.

Agency Account Statements:

Each month, the Controller's Office compiles a "Transaction Register" that lists completed financial transactions for the month and those of previous months. Access a copy of the transaction statement by request to the Coordinator of Student Organizations (Student Life). Your organization's treasurer should request a copy to reconcile the group's records with the Transaction Register. Please note...any discrepancies should be reported immediately to the Department of Student Life.

Depositing Funds:

To make a deposit into an Agency Account, take funds to the Cashiers Office located in Main Classroom #114. Checks should be payable to Cleveland State University. For checks made payable to the organization and not Cleveland State University, write "For Deposit Only" and the Agency Account Number on the back. Once you give funds to the Cashiers Office of clerk, the funds will be counted and verified. The depositor will be given (2) copies of a receipt listing the amount of the deposit and the Agency Account into which the funds were deposited. Bring (1) copy of the receipt to the Department of Student Life for your group's file. Your treasurer should keep the second copy for his/her records.

Requesting your Funds:

There are (4) forms used to access monies in an Agency Account. The forms are available and must be processed in the Department of Student Life. **PLEASE NOTE: Department of Student Life approval is required before funds can be disbursed.**

Cash Boxes:

1. Contact the Cashier's Office at least 48 hours before your event. There are a limited number of boxes and deposit bags available. Your request will be granted based on availability.
2. Provide the Cashier's with the NAME of your organization and the DATE of the event.
3. Complete a cash box/deposit bag request form available in the Cashier's Office (MC 1st Floor).
4. Pick up cash box or bag at the Cashier's Office on the day of the event or other date as specified by the Cashier's Office. Remember to have your student I.D. card with you.
5. All event income must be immediately deposited into the Agency Account and may not be used to pay expenses.

Record Keeping:

Each constitution should identify the individual with responsibility for maintaining financial records (usually the treasurer). This person should develop a clear system that provides accurate/detailed records of all deposits and expenditures. A filing system should also be developed for copies of all financial paperwork. Student Life staff can help devise such systems.

FINANCIAL FORMS

JOURNAL ENTRY

The Journal Entry is used to transfer funds to or from organizations accounts. Procedure for use is as follows:

- Access form from Student Life. On the “FROM” line, write your name and the name of your organization.
- Complete the remainder of the form, writing in the **amount of funds** to be transferred, the account number **from** which the funds will be transferred, and the account number **to** which the funds will be transferred.
- Complete the section stating the purpose of the transfer.
- Obtain signature of the officer/member authorized to approve expenditures on the “**Organization Approval**” line.
- Student Life will forward the completed form to the Controller’s Office for final processing.

PETTY CASH FORMS

Petty cash forms are used to reimburse individuals for out-of-pocket expenses under \$150. These forms are available in Student Life. Process a Petty Cash Form as follows:

- Complete the form and list the Purchaser’s name, student ID number, the Agency Account number from which the funds will be deducted, a description of the purchase, and the amount of the reimbursement,
- Attach the original receipt to the form.
- Have the form signed by (1) the purchaser, (2) an authorized signer from the group, and (3) authorized Student Life staff.
- Take the signed form to the Cashier’s Office where a cash reimbursement will be issued. The person picking up the reimbursement needs to show a valid CSU I.D. The pink copy must be returned to Student Life for filing purposes.

SMALL ORDER FORMS

The Small Order Form, provided by Student Life, expedites delivery of purchases/services **up to \$1000**; e.g. purchasing supplies and other items for organization use, reimbursing individuals for approved purchases, paying expenses such as national dues, convention registration, travel expenses, lodging and meals. Small Order Forms are processed as follows:

1. Obtain the form from the Department of Student Life.
2. Complete the Vendor Portion of the form, listing the name of the company or individual who is being paid or reimbursed. Be sure to provide all information requested.
3. Complete the Order section of the form listing the quantity of product you want, the part number or description, unit price, and extended price. If the form is being used to pay a bill or reimburse someone, state the reason for the transaction (example: Payment for 10 pizzas or reimbursement for postal expenses, etc).
4. Attach the original bill/receipt. Copies will not be accepted.
5. Obtain signature from an officer authorized to approve the expenditure and submit to Student Life for final processing.

PURCHASE REQUISITIONS

Purchase Requisitions are used for all financial transactions **over \$1000; must receive quote from Minority Business Enterprise vendor (contact Purchasing for list of MBE vendors).** Approval must be obtained **before** an order is placed! Approval requires obtaining a written estimate from the vendor, including shipping and handling, AND obtaining approval signatures from Student Life, the Purchasing Department and the Controller’s Office. Procedures are as follows:

1. Contact the vendor and obtain a written price estimate of the items to be purchased. The delivered price should include the items, shipping/handling, and all other costs except Sales Tax. CSU is Tax exempt, so within the State of Ohio, Sales or Federal Excise Tax is not paid. Once a written price estimate is obtained, go to Student Life and complete a Purchase Requisition and obtain the signature of the Student Life Representative. Take the Purchase Requisition to the Purchasing Department, the Controller’s Office, and finally back to Purchasing for final processing.
2. Purchasing will take the form and place your order, thereby completing the process. Your items will be delivered based on the instructions you provided on the Purchase Requisition.
3. Once the company has shipped the items or you pick them up, you will receive an invoice (bill). It may be sent along with the order or given to you when you pick up the goods.
4. Bring the invoice to Student Life. If Purchasing receives the invoice, they will send it to Student Life with instructions for the organization to sign if the goods have been received and it is okay to pay the bill. After signing the invoice, it is sent back to Purchasing for final processing and payment of the bill by Accounts Payable.

Helpful Hints:

- Bring original receipts and/or copies of all transactions and transaction requests to the Department of Student Life.
- Fill out all forms completely.
- Plan ahead – leave at least 10 days for most procedures to be completed.
- Keep complete records of all financial paperwork and transactions.

TRAVEL



Student group members are encouraged to travel to participate in activities of benefit to the organization or CSU. However, all travel must be approved in advance if the traveler will seek reimbursement by SGA, SBA, or a university department.

BASIC POLICY: With prior approval, the University will pay all or a prearranged portion of reimbursable expenses for travel to attend an important meeting for one or more of the following purposes: (a) To represent the University on official business; (b) To present a professional paper; (c) To chair a national or regional committee meeting; (d) To participate in professional development activities. This policy applies to all University travel regardless of the source of funding.

NOTE: all travel must be conducted in accordance with official University policy as set forth by the Controller's Office (see <http://www.csuohio.edu/offices/controllers/> for complete travel policy).

Once your group has been granted funding by SGA or SBA, obtain approval for travel by completing the top portion of the Travel Approval and Expense Report Form **BEFORE** leaving on the trip. NOTE: Travel expenses are normally handled on a reimbursement basis. The traveler pays for their expenses, obtains receipts, and brings the receipts back to campus where they initiate the reimbursement process. **Reimbursement is made via the TRAVEL APPROVAL FORM.**

Prepayment of Expenses for Travel: Some expenses for travel can be prepaid by the student group via the university (i.e. transportation, lodging and registration). **However, this applies ONLY if the Vendor (a Travel Agency or Hotel) will accept a Purchase Order Number from the University!!** Advance payments can be done using a Small Order Form or Purchase Requisition, depending on the amount of the payment.

Airline Tickets: If the agency will accept a Purchase Order number from the University, the traveler completes a Small Order Form or Purchase Requisition, calls the agency setting up their travel arrangements, and gives the agency the Purchase Order Number. If using a Purchase Requisition, it must be completed and submitted to Purchasing to obtain a Purchase Order number to give to the agency. The travel agency will then send the tickets along with the invoice to the student groups' mailbox located in Student Life. The form for payment can be processed once Student Life receives the tickets.

Warning!! Once SGA/SBA has approved an amount for travel, the individual traveling is held to those amounts. If the individual exceeds their allocation, they do so with the possibility of not being reimbursed for overspending.

TIPS – Before You Travel:

- Secure funding for the travel (through SGA, your student organization account, departmental support, etc.).
- Secure copies of the conference materials including the Conference Registration Form to be used for pre-payment.
- Complete the **“Travel Checklist”** (See the *Coordinator for Student Organizations*).
- Complete the **“Travel Waiver Form”** (See the *Coordinator for Student Organizations*).
- Complete the **“Travel Approval and Expense Report”** Form regardless of the source of funding for the trip (See the *Coordinator for Student Organizations*).
- Read CSU “Travel Policy and Procedures” which applies to all University travel regardless of the funding source.
- Obtain pre-payments for transportation and registration whenever possible using Small Order Forms (under \$1000) or Purchase Order Forms (over \$1000) and the conference materials.
- You must be a registered/enrolled student in good standing with Cleveland State University.**
- The student organization for which you are traveling must be recognized and active for a member to travel.
- Student Life recommends that two drivers be used for each trip.
- Student Life highly recommends that a CSU faculty or staff advisor attend the trip with the organization.
- Because of shared liability, student organizations are NOT encouraged to travel with other universities.
- Travel financed by SGA must follow all procedures as set forth in Finance Committee Guidelines.

TIPS – During Your Travel:

- You are representing CSU. Demonstrate responsibility, professional behavior, attend sessions, and avoid illegal activity.
- Collect original receipts for all expenses; no receipts are required for food reimbursements. NOTE: meals are not covered unless the traveler is away overnight.
- Remain at the conference site whenever possible.
- Get the most out of the experience: attend conference programs, take notes; share responsibility for attending sessions.
- If the event is financed by Student Government, you can only be reimbursed for pre-approved expenses.

- ❑ Notify CSU personnel if/when an accident occurs...preferably the sponsoring department if applicable as well as the Department of Student Life. If all are unavailable, contact CSU police at 687-2020.

TIPS – After You Travel:

- ❑ See *Coordinator for Student Organizations* to complete remainder of “**Travel Approval and Expense Report**” form within two weeks of travel; attach original receipts for reimbursement. NOTE: alcohol purchases will not be reimbursed.
- ❑ Complete “Small Order Forms” or “Purchase Order Forms” and attach original receipts in order to be reimbursed.
- ❑ Report your accomplishments to your student organization members.
- ❑ Bring additional copies of session packets to share with your student organization members who could not attend.
- ❑ Individual students will be responsible for the costs associated with the trip if they cancel.

NOTE: Student and Volunteer Drivers

Only students and volunteers who have been approved by the Department of Risk Management are allowed to drive University-owned or rented vehicles or to receive travel reimbursement for the use of their personal vehicles. In order to be approved to drive, the student must:

- ➔ **Have submitted a signed Release for Motor Vehicle Report.**
- ➔ **Have a valid driver’s license and a motor vehicle report which does not have six or more points in the last three years.**
- ➔ **Complete driving course for approval to drive a 15 passenger van.**

Students and volunteers who, at the time, do not meet the above qualifications will be prohibited from driving University-owned or leased vehicles.

General Fee Organizations

LIST OF GENERAL FEE ORGANIZATIONS

The following are groups that receive operating funds from the General Fee (paid by CSU students to support campus life).

• Campus Activities Board	Advisor:	Kelly McCarthy (Interim)
• Cauldron	Advisor:	Stephen Talbot
• Gavel	Advisor:	Thomas Buckley, Ph.D.
• Greek Council	Advisor:	Bill Russell, J.D.
• Student Bar Association	Advisor:	Mary Myers, Ph.D.
• Student Government Association	Advisor:	Steven Liss
• University Judicial Board	Advisor:	Valerie Hinton Hannah
• Vikettes (CSU Dance Team)	Advisor:	Lynn Deering, MA
• Vindicator	Advisor:	Adrienne Gosselin, Ph.D.
• Whiskey Island Magazine	Advisor:	Michael Dumanis, Ph.D.
• WCSB Radio	Advisor:	John McCreery

General Fee officers are elected or appointed to serve as student body representatives and thus act as campus role models. Select positions receive compensation (see “Student Organization: Policies, Procedures, and Guidelines” for more).

EXPECTATIONS

General Fee positions are supervised by the Dean of Students or designee. General Fee organizations are expected to follow all policies contained herein, those set forth in their constitutions, and all other CSU policy/procedure material. It is therefore beneficial that the information contained in all CSU policy/procedure material be reviewed regularly to ensure compliance. Noncompliance by an organization or a member may lead to disciplinary action including termination from a position.

General expectations of members of General Fee organizations also include the following:

1. Represent CSU in a positive, professional, and ethical manner at all times.
2. Treat all members of the CSU community with respect and promote the interests of students.
3. Fulfill all items listed on applicable position descriptions with high quality and efficiency.
4. Maintain accurate/organized records and keep work environment neat/clean.
5. Observe arrival/departure times (e.g. office hours) as agreed-upon and posted.
6. Use supplies/equipment for business purposes only.
7. Consider peers in making decisions and avoid making decisions for personal gain.
8. Keep Student Life advisor/liaison informed of work progress and related issues/concerns.

GENERAL FEE ADVISORS

General Fee organizations are assigned an advisor/liaison from Student Life by the Dean of Students. The advisor should meet with officers regularly to provide continuity, direction, relay information, and to discuss organizational issues.

GOAL SETTING

Each organization is required to set yearly group and individual goals. The advisor/liaison will meet with officers to establish and work towards accomplishing these goals.

PERFORMANCE REVIEWS

Advisors/liaison’s conduct officer performance reviews during Fall & Spring Semesters to revisit position descriptions and discuss challenges faced in meeting requirements. Steps may be taken towards dismissal if performance is unacceptable.

OFFICE SPACE & OFFICE HOURS

Many General Fee organizations are provided with office space to provide accessibility to the campus community. Space and equipment provided by CSU are to be used for organization and University business only. Office keys should be distributed only to members of the organization. The organization is responsible for establishing and posting office hours. These hours should be equally distributed during the week (Monday – Friday), primarily during typical business hours. For certain leadership positions, specific requirements for minimum office hours will be included in the position description.

TELEPHONE USE

General Fee organization offices are equipped with voice mail. Messages must be retrieved in a timely manner and calls returned promptly. Long distance calls must be logged appropriately, reconciled monthly, and submitted to Student Life.

Individuals must reimburse the group for personal long distance calls. Unauthorized phone use must be reported to the advisor/liaison immediately. Policy violation may result in termination of long distance service or other disciplinary action.

RECORD KEEPING

Location/Audit of Records: Originals of all documents must be kept in the organization office; copies are provided to Student Life. These documents include: Facility Requisitions, Purchase Requisitions, Small Order Forms, Journal Entries, Petty Cash Requests, Budget Transfers, Travel Forms, Deposit Slips, Timesheets, Payroll forms, and Controller's Statements. The advisor/liaison audits records twice a year. All records are transferred to the new officers at the end of the academic year.

Financial Records: It is recommended that documents be filed in account code order by date. All budget transactions must be logged by the group using a spreadsheet program like Excel and reconciled monthly with the Controller's Statement.

Meetings & Correspondence: A copy of formal meeting agendas and minutes, as well as correspondence (e.g. memos, letters, inquiries and responses) must be kept on file in the organization's office and distributed to the Student Life advisor/liaison.

Additional record keeping protocol shall be determined c/o each constitution and in consultation with the advisor/liaison.

GENERAL FEE AWARDS

Awards may be distributed to select General Fee group members once per fall and spring term when budget availability and criteria for distribution has been approved by the Dean of Students and the advisor/liaison. Award paperwork is initiated by the advisor/liaison and must be processed via the Financial Aid Office. **These awards will impact overall financial aid standing.**

BOOK AWARDS: Book awards must be set up via Financial Aid and the CSU Bookstore to cover a portion of the cost of books at the start of a semester in appropriate situations.

OTHER AWARDS: Where receipt of an award is appropriate near the end of a semester, a once per term amount may be applied to student Financial Aid accounts if names, ID numbers, dollar figures, and accounts to be charged are given before the end of the academic term. When a student has a zero account balance, a check will be issued (usually within 4 weeks of processing). If CSU is owed money, the award amount will be applied to the balance owed.

GENERAL FEE LEADER MANDATORY TRAINING

Scholarship-Receiving Student Leaders need to complete the following for a total of twelve (12) points:

- 4 points of leadership education/training prior to taking office.** Students who already hold a Bachelors degree will receive four (4) points prior to taking office. Up to four (4) points may be earned for training with organization-specific training/retreats planned with the respective organization advisors. Points can still be earned for leadership workshops, etc.
- 4 points for a mandatory General Fee Leader Orientation to be completed prior to taking office.** This Orientation session includes training regarding policies and procedures, expectations, responsibilities to the student body as well as an overview of the university structure.
- 4 points by the end of the first semester of office**

The overarching intention is to provide the best-possible education/training for scholarship-receiving student leaders so that they may serve the general CSU student body with as much knowledge and preparation as possible.

Scholarship-receiving student leaders **MUST** complete General Fee Leader Orientation and four additional points of leadership education prior to taking office. Students are encouraged to complete leadership requirements as soon as possible. The Department of Student Life cannot submit names to CSU Financial Aid for scholarship processing until these requirements are met.

See Student Organizations, Policies, Procedures & Guidelines, Section IV for requirements regarding General Fee Leader Scholarships.

Student Organizations Policies, Procedures & Guidelines

Revised 08/03/07

I. Faculty Senate Student Life Committee

A. Membership (Section 8.2.7 (H) of the Cleveland State University Handbook)

The Committee shall consist of the Vice Provost for Undergraduate Studies (or designee) and a representative from the Office of Diversity and Multicultural Affairs as ex officio corresponding members. Voting members will include six appointed members of the full-time faculty and six appointed members from the student body.

B. Function

1. To recommend to the Faculty Senate proposed legislation affecting student life and activities.
2. To make recommendations to the Vice Provost for Undergraduate Studies in the area of his or her administrative responsibilities.
3. To grant recognition to and oversee student organizations.
4. To oversee General Fee supported student media.
5. To serve as an advisory body in the coordination and development of the various student personnel services.
6. To recommend to the Faculty Senate policies regarding financial aid, counseling, and special educational services, including cooperative education.
7. To recommend to the Faculty Senate policies that respond to student needs.

Administrative approval of the *Student Organization Policies, Procedures and Guidelines* shall rest with the University President upon recommendation of the Vice Provost for Undergraduate Studies in consultation with the Student Life Committee of the Faculty Senate.

The remaining portion of this document contains policies, procedures, and guidelines to be followed by student organizations that have or are seeking official University recognition. Implementation of this document falls under the jurisdiction of the Department of Student Life.

II. Recognition of Student Organizations

A. Granting and Withdrawal of Recognition

1. Student organizations seeking a formal association with the University may be granted Recognized status.
2. Application for Recognition must be submitted to the Student Life Committee and must include a constitution. The application process includes obtaining the necessary forms from the Department of Student Life and submitting one or more subsequent drafts of the constitution to the Department of Student Life in preparation for appearing before the Student Life Committee.
3. University recognition may be withdrawn from a student organization by the Student Life Committee if the organization ceases to observe the rules and regulations of the University or engages in activities that are not consistent with the policies of CSU.
4. Appeals of decisions of the Student Life Committee shall be forwarded to the Faculty Senate.

B. Categories of Recognition

1. Recognition of a student organization will continue from year to year if the organization remains active by filing the required forms with the Department of Student Life and participating in Officer Training:
 - a. **Active** – means an organization has completed the registration process (Registration Form, Advisor Agreement, Hazing Statutes & Agreement Form, Agency Account Form, and attendance Officer Orientation/Training) for the current academic year. Status as an active organization allows the student organization to use University facilities; request funds from the Student Government Association or the Student Bar Association, as applicable; conduct fundraising activities; establish a University agency account; request office space; use student organization mailboxes; and sponsor programs and activities.

- b. **Inactive** – means an organization has not completed the registration process for the current academic year, in which case all privileges afforded “active” student organizations as outlined in B.1.a. are suspended.

C. Organization Advisor

1. Recognized student organizations must have a CSU faculty or professional staff member as organization advisor. Agreement to serve as an advisor to a recognized organization obligates the advisor to the following responsibilities:
 - a. The advisor will meet with the officers as an organization at least once each academic term to discuss the progress of the organization;
 - b. The advisor will advise the organization concerning compliance with the fiscal guidelines and procedures of the University as outlined in the *Student Organizations: Policies, Procedures, and Guidelines*;
 - c. The advisor will sign all requisitions for use of University facilities;
 - d. The advisor assumes no legal or financial responsibility for the organization or the actions of its members;
 - e. Any time that the advisor believes the student organization is not abiding by the terms and conditions stated in the organization's constitution or other University policies and procedures, she or he may resign as advisor, so advise the organization, and inform the Dean of Students. Upon resignation, active status of the organization is automatically suspended until the matter is considered by the Student Life Committee. The Committee may formalize the suspension and withdraw active status after hearing the advisor, officers, and affected members, or once a new advisor is identified, the Committee may restore active status.

III. Regulations Governing Student Organizations

A. Membership (Non-General Fee Student Organizations)

1. Except for organizations covered by the definition of social fraternities and sororities in III.A.2, membership in student organizations must be open to all currently enrolled and registered Cleveland State University students, providing that they meet criteria based on individual merit and qualifications established by the organization's constitution. These criteria may not be based on race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or other protected veteran status. Summer semester enrollment is not required to maintain membership status. An organization's constitution may provide for special status associates (e.g. CSU faculty, staff, alumni), but such individuals may not be voting members or officers of the organization.
2. Title IX (Title 20 U.S.C. Section 1681.a.6.A) exempts social fraternities and sororities from the prohibition against discrimination on the basis of sex. Given this federal statute, Cleveland State University permits such organizations to limit membership to individuals of a single sex. However, such organizations may not establish membership criteria based on race, color, religion, national origin, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or other protected veteran status. NOTE: the Department of Education defines “social fraternity” as a group that can answer “no” to all of the following questions:
 - Is the organization's membership limited to persons pursuing or having interest in a particular field of study, profession or academic discipline?
 - Is the membership limited to individuals who have a high level of achievement in scholarship or any other endeavor?
 - Are the members permitted to hold membership in other fraternities or sororities at the University?
3. Students must be enrolled for no less than six (6) term credits at Cleveland State University to be eligible for an officer position in any recognized non-General Fee student organization.
4. General Fee student officers must maintain a gpa of no less than 2.5; all other student organization officers must maintain a gpa of no less than 2.0.

B. Equal Opportunity

In accordance with Cleveland State University equal opportunity policy, student organizations must not permit discrimination related to project, program or activity on the basis of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam era veteran or other protected veteran status.

C. Jurisdiction

1. Organizations must abide by the regulations of Cleveland State University as set forth in, but not limited to, the *Student Conduct Code*, the *Student Organizations: Policies, Procedures, and Guidelines*, and the *University Handbook*.
2. The rules and regulations of the University shall take precedence over the rules of the city, state, or national organization with which the student organization is affiliated.
3. Approval by the Student Life Committee of the Faculty Senate is necessary before a student organization constitution revision can be implemented.

D. Fiscal Guidelines for Student Organizations**1. Governance**

- a. Funds used for allocations to student organizations are derived from the General Fee, which is paid each term by all students, and granted each year to the Student Government Association (SGA) and the Student Bar Association (SBA) by the General Fee Advisory Committee under the direction of the Vice- President for Student Affairs and Minority Affairs. These are Public Funds and must be allocated and spent in accordance with state regulations and University policy.
- b. SGA has the role of allocating funds to undergraduate and graduate student organizations of the University. SBA has the role of allocating funds to the student organizations of Cleveland-Marshall College of Law.
- c. SGA and SBA may develop additional guidelines, but the procedures listed in this document cannot be changed in any way. Treasurers of student organizations are encouraged to meet with the treasurers of SGA/SBA as applicable to clarify their allocation guidelines.

2. Allocation Guidelines

- a. Only student organizations granted University recognition by the Faculty Senate Student Life Committee are eligible to receive funds from SGA or SBA. Although University recognition by the Faculty Senate Student Life Committee grants the privilege to apply for funds from SGA and SBA, it does not guarantee that funds will be awarded.
- b. Money may be allocated by SGA and SBA for educational, recreational, social, and cultural purposes. Please note the following restrictions:
 - 1) No money may be used for these activities if they will only benefit individual students/members of an organization.
 - 2) No money may be allocated by SGA or SBA for political purposes. Political is defined as anything pertaining to candidates, activities, and issues which either appear on a ballot or are directly involved in any public election. Political shall also be defined as lobbying activities on behalf of a private interest.
- c. Procedures for requisitioning, allocating, and spending funds are to be developed in cooperation with the Department of Student Life. The procedures shall be written by the Student Government Association and the Student Bar Association and distributed to all student organizations annually.

3. Requesting Funds

- a. Student Government (SGA) and the Student Bar Association (SBA) shall set their own guidelines for distribution of funds to student organizations.
- b. Student organization funding requests must be submitted to either the SGA or SBA treasurer as appropriate;
- c. The SGA/SBA treasurer will discuss funding requests with organization representatives. Each respective Finance Committee, headed by the SGA or SBA treasurer, will review funding requests and recommend the exact dollar amount to be allocated to each student organization. Final approval for student organization funding allocations will be made by the SGA/SBA senate bodies and the SGA/SBA treasurer will notify each organization of the allocation decision.

- d. Student organizations may request funding consistent with their organizational purposes (as defined in each constitution under “*II. Purpose of the Organization*”), from SGA or SBA for the following:
- 1) Banners and Copying -- The Student Government Association shall each year designate a level of free services to be allotted to each student organization for copying and banner production. Charges will be allowed on the Student Government Association account by signature of an officer or representative of the student organization. Signature authorization must be arranged with the Student Government treasurer. Only authorized signatures will be accepted. If the organization exceeds the allotted amount, SGA will charge the organization for the excess cost.
 - 2) Equipment -- Equipment to be purchased from funds allocated by SGA or SBA must be for use by the organization. It must be equipment to be used on a continual and non-personal basis. All equipment must be stored at the University when not in use and must be listed each year on an inventory sheet. The inventory sheet must be filed with the appropriate governing body and with the Dean of Students. Exceptions may be granted with special permission of the Dean of Students. The organization is responsible for filing a written petition for such permission. All such equipment is property of the University.
 - 3) Events -- Organizations requesting funding for social events may do so only for events open to attendance by non-member students of the university.
 - 4) Office Supplies -- The use of office supplies funded by SGA or SBA must be directly related to the purpose of the student organization.
 - 5) Publicity-Promotion -- In order for any organization to receive support from SGA or SBA for publicity and/or promotion, such publicity and/or promotion must specifically relate to the organization or programs/projects of the student organization.
 - 6) Special Projects -- All special projects must be presented in full detail for review by SGA or SBA. All project requests should specify the basic programming plans of the organization, i.e., films, speakers, campus tours, lectures, conferences.
 - 7) Travel -- Requests for travel funding must be limited to those conferences, conventions, meetings, or events which relate specifically to the purpose of the student organization. Participation will be limited to officers or authorized representatives of the organization. No travel request may, in any instance, exceed the amounts or violate the regulations set forth in the University Travel Policy. (Copies of the University Travel Policy may be obtained from the Department of Student Life). Appropriate travel paperwork must also be completed in conjunction with the Department of Student Life prior to travel by any student organization.
 - 8) Note On Salaries -- Organizations *shall not* pay salaries for duties rendered by their members with funds allocated by SGA or SBA.

4. Agency Accounts

- a. Definition and Use
- Effective October 1, 1982, the Board of Trustees resolved that student organizations must maintain a student organization agency account through the University Controller for the following funds:
- 1) Those generated from fund-raising events held at the University;
 - 2) Those generated through fund-raising activities in which the organization uses the University's name;
 - 3) SGA or SBA funding allocations;
 - 4) Dues, excluding fraternal organizations where dues include an assessment for maintenance of real property;
 - 5) Any other funds derived from affiliation with the University.
- b. Delimitations/Prohibitions
- 1) No student organization, except for social fraternities and sororities whose dues cover property maintenance, is permitted to have an off-campus checking or savings account;
 - 2) Agency accounts shall not be used for personal activities or social events, i.e., purchase of goods (microwaves, refrigerators, etc.) by individuals for personal use, or to fund social events – of a personal nature – i.e., birthday parties, baby showers, etc.¹

¹ Cleveland State University Agency Account Policy

- c. Account Renewal
 - 1) Agency accounts are active for one fiscal year – July 1 through June 30 -- and must be renewed annually during the student organization reactivation period toward the end of each spring semester. Unless renewed, all agency accounts become inactive at the end of the fiscal year. If any agency account that deactivated on June 30 is not renewed by December 31 of the same year, one of the following will occur:
 - 2) Any deficit remaining in the agency account will be charged to the department sponsoring the agency account;
 - 3) Any surplus remaining in the agency account will be disbursed to the sponsoring department to be held in escrow.
 - 4) Account Carryover: If the student organization remains active and renews its agency account each year, funds will automatically carry over from year to year. Organizations with agency accounts that have been inactive for two consecutive years will have the funds confiscated.

5. Fundraising

- a. Student organizations are encouraged to engage in fundraising activities to support their organizational objectives. Student organizations planning to engage in fundraising activities (other than membership dues) should have the plans cleared with the Department of Student Life. All funds raised by the organization must be deposited within 24 hours into the organization's agency account in accordance with the Cahier's Office deposit guidelines.
- b. Fundraising Guidelines
Recognized student organizations may raise funds on campus and in CSU buildings by selling literature or items owned by, or consigned to, the organization in accordance with the following regulations:
 - 1) Tables for bake sales are permitted, but are limited to the following areas: Main Classroom, Rhodes Tower Lobby, Physical Education Building Lobby, Chester Building. Only homemade baked goods may be sold. No beverages, including coffee, may be sold.
 - 2) Student organizations must obtain authorization from the Department of Student Life to sell literature or other items on campus, and they must display their names at the sales booth or in conjunction with the sale. No outside vendors are permitted at student organization events, and no organization is permitted to market an outside business or that business's product.
 - 3) Literature or items for sale may not be sold at academic related activities, including but not limited to registration, orientation, scheduled classes, and commencement.
 - 4) Tables for the same location may be reserved for no more than five consecutive class days and not more than five times in total per term. A scheduled table must be supervised at all times by a registered student or appropriate professional staff or faculty member or the table may be required by the Department of Student Life or Conference Services to close on demand and the sponsoring organization may forfeit the right to schedule tables in the future.
 - 5) The number of tables permitted at one time in a particular location will be determined by the Director of Conference Services, based on the amount of space and other activities scheduled for that area. Scheduling organizations are required to adhere to safety laws and appropriate University policies.
 - 6) For any consignment of goods from a single vendor exceeding \$500.00 in value, the organization must obtain and provide to the Department of Student Life an executed release, signed by both an officer of the organization and by the cosigner, absolving CSU from any liability that may arise as a result from the consignment. Appropriate forms are available from the Department of Student Life.
 - 7) Organizations must provide verification of the distribution of the prizes and money obtained from raffles.
- c. Outside Funding
All requests to solicit funds outside of the university must be pre-approved.

E. Posting Policy²

1. Student Organization Posting Policy for SGA Bulletin Boards

The following policy, intended to cover SGA bulletin boards on the CSU campus. Departmental or special-use bulletin boards are not to be included under this policy. Please refer to the *SGA Print Shop Guidelines and Procedures*.

- a. Requests for permission to post on SGA bulletin boards must be made to the Student Government Association Print Shop located in MC 124 (near clock tower doors).
- b. Each item to be posted must meet the approved size (no larger than 24" x 19") and receive the official *SGA Stamp of Approval*. An organization must bring materials to the SGA Print Shop for review and stamping prior to posting. No more than one flyer per SGA bulletin board may be posted per student organization at any given time. NOTE: items to be posted on smaller bulletin boards (i.e. MC 1st floor) must be no larger than 8.5" x 11".
- c. Posted items are to be used only to advertise an event or activity sponsored by a recognized, active, CSU student organization. The date and location of the activity/event, as well as the organization's name/address/contact information must be visible and legible. NOTE: Statements of opinion or position are not appropriate for flyers.
- d. Approved flyers may be posted on all SGA bulletin boards, but may not be posted on specific departmental bulletin boards or special-use bulletin boards. Flyers that do not comply with SGA rules will be removed.
- e. It is not permissible to tape, tack, or glue flyers on any glass surface, door, wall, or banister.
- f. Each year, the Student Government Association shall specify and make available any additional bulletin board posting regulations.
- g. IMPORTANT NOTE: flyer postings outside of MC and the Rhodes Tower lobby are beyond SGA jurisdiction; parties interested in posting elsewhere are required to secure approval from the appropriate College Dean or building administrator.

2. Student Organization Banner Policy

- a. Active student organizations may reserve banner posting space in the MC by contacting the SGA Print Shop. The Print Shop maintains an updated list of banner locations and specifications re: maximum banner sizes. All banners must be stamped and/or approved by a representative of the SGA Print Shop. Banners which are not properly stamped, out-of date, oversized, or hung in wrong areas will be removed.
- b. Banners are to be used only to advertise an event or activity sponsored by a recognized/active CSU student organization. Statements of opinion or position are not appropriate for banners. The name of the organization sponsoring the banner and the date of a meeting/event and/or the organization's address/contact information must be clearly legible from all viewing areas.
- c. The Student Government Association may make additional banner spaces available upon approval of a written request to the Dean of Students.
- d. Each year, the Student Government Association must specify and make available the procedures for approving and posting banners.
- e. IMPORTANT NOTE: banner postings outside of MC and the Rhodes Tower lobby are beyond SGA jurisdiction; parties interested in posting elsewhere are required to secure approval from the appropriate College Dean or building administrator.

3. Permanent or Free-Standing Displays

Requests for permanent or free-standing displays for the Main Classroom must be submitted to Conference Services and approved in writing by the Director of Conference Services. Free-standing displays for other locations on campus must be approved by the Department with jurisdiction over the space being requested and any other areas determined to have appropriate authority.

4. Posting Policy Enforcement

The Student Government Association and the SGA Print Shop will be responsible for monitoring and enforcing the student organization posting and banner hanging policies for SGA bulletin boards and MC banner spaces, but will not be held responsible for any damages to posters, notices, or banners

² Excerpt from SGA Print Shop Guidelines

which occur for any reason, including damage resulting while removing material which is out-of-date, oversized, hung in wrong areas, or which violates the posting policy in any way.

5. Posting by Departmental/Non-Student/Non CSU Organizations

CSU Departments, Non-student CSU organizations, and non-CSU organizations that want to post material must go through the Department of Conference Services.

F. Policy on Social Events Sponsored by Student Organizations

(Exceptions to the following policy can be made only by the Vice Provost for Undergraduate Studies on the recommendation of the Dean of Students).

1. Events management committee

The purpose of the Events management committee is to coordinate, facilitate, and schedule events on the CSU campus. The Events management committee inquires into the nature of proposed events and advises persons wishing to schedule events of the regulations and policies of the University, city ordinances, and/or state statutes. The Events management committee is not a regulatory or enforcement agency. *NOTE: Staff members of the Department of Student Life are available to assist registered student organizations in the planning and preparation of events.*

2. Timeline, Procedures and Responsibilities for Organizations Sponsoring a Social Event

Organizations wishing to sponsor a social event must adhere to the following timeline and procedures:

- a. Thirty (30) days in advance of the event:
 - 1) Begin event planning and meet with the Events management committee in the Department of Student Life.
 - 2) Submit Facilities Reservation Form.
 - 3) Draw up and complete Performance Agreement contracts, if the organization is using University funds to pay performers.
 - 4) Begin reserving space in accordance with the appropriate procedures.
 - 5) Begin consulting with CSU Dining Services regarding food ordering for the event.
 - 6) Meet with the Campus Police to discuss security arrangements (if necessary).
 - 7) No official advertisement should be advanced until space reservations are confirmed by Conference Services.
- b. Fifteen (15) days before the event, the following paperwork is due to the Department of Student Life:
 - 1) Facilities Reservation Form.
 - 2) Special Event Application.
 - 3) Alcohol Use Supplement Form (if alcohol is to be served or sold at the event).
 - 4) Signed Performance Agreement Contracts.
 - 5) Food Service Order or Food Service Waiver (if applicable).
 - 6) Amplified Sound Request Form (if amplified sound will be part of the event).
- c. At the event and after the event, organizations are responsible for the following:
 - 1) Members of the student organization will be responsible for checking identification.
 - 2) Being responsible for the safe and orderly conduct of the event, including protection of property. In case of any incident, the organization should seek assistance promptly from the University Police who are in attendance at the event.
 - 3) Non-alcohol events must end by 2:00 AM. Alcohol events must end by 1:00 AM; the serving of alcohol must cease one hour before the close of the event. The activities of the event, including music, must be stopped 15 minutes BEFORE the ending time.
 - 4) Cleaning up after the event, or for paying the costs associated with clean-up if the organization does not do so itself.
 - 5) Paying all charges incurred as a result of the event.
 - 6) Paying for any damages to University property resulting from the event.
- d. **Non-Alcohol Events**
 Events at which alcohol is neither served nor sold may be open to CSU students, faculty, and staff, as well as the general public. Proper identification is required for all attendees. Events open to the general public incur greater security requirements and costs.

e. **Alcohol Events**

- 1) General Fee monies may not be used for purchase and reimbursement of alcohol.
- 2) Events at which alcohol is served may be either private (open only to organization members and invited guests), or social (open only to CSU students, faculty, staff, and invited guests). Guests must present official invitations at the door or appear on a guest list prepared in advance.
- 3) At private events, alcohol may not be sold; nor can any money be exchanged in connection with the alcohol.
- 4) At social events, alcohol must be sold, and cannot be given away. Alcohol may not be served at events open to the general public. Alcohol events incur greater security requirements and costs.
- 5) State liquor laws mandate that all liquor, including beer, may not be sold unless by permit. The definition of "sale" in the liquor laws is very broad and includes charging for the cup, glass, or set-up in which the alcoholic beverages are served, selling tickets that can be exchanged for an alcoholic beverage, or charging at the door for admission to the event.
- 6) If the event is to be a dinner dance or banquet at which alcohol is to be served, the ticket for the event must be sold to members in advance and must be for the cost of the meal, not the alcohol. The ticket must state that the charge is for the cost of the food only.
- 7) In special circumstances, organizations may apply for a temporary permit that allows for the sale of alcohol. All such requests must be directed to the Special Events Coordinator in the University Police Department. The permit application must be signed by the appropriate University officials and notarized. (See the Department of Student Life for assistance in this process). Student organizations must indicate on the Facilities Reservation Form that alcoholic beverages will be served or sold. They must also submit a completed *Special Event Application* and an *Alcohol Use Supplement Form*.
- 8) Two members of the organization must have attended a Tips session (Training for Intervention Procedures) prior to completion of the event paperwork. Training provides information on the responsible use of alcohol.
- 9) Two members of the organization must abstain from drinking any alcohol during the event and assume the responsibility for ensuring that alcohol is not served to individuals who are under 21 years of age, and that alcohol is not served to anyone who is visibly intoxicated.
- 10) The organization must provide to the Department of Student Life a detailed risk management plan, including how the organization will ensure student safety during the event and make sure that alcohol will not be served to participants not of legal age.

3. **Reserving and Scheduling Space for a Social Event**

- 1) Reservations for events in Cleveland State University space by student organizations must be submitted to the Department of Student Life on a *Facilities Request Form* no less than 15 working days before the event. The form must be signed by the organizations' advisor. Any changes to the event must be submitted on a *Change/Cancellation Form* no less than 5 working days before the event or the organization scheduling the event will be held responsible for any charges incurred.
- 2) Use of space in the Music and Communications Building, the College of Law, the College of Urban Affairs, the College of Business or the Physical Education Building requires approval by the appropriate department/college scheduling officer to facilitate processing of the space use request.
- 3) Additional spaces, such as Mather Mansion and the MC Plaza and Science Research Atrium and Plaza have additional stipulations governing their use. Consult the Department of Student Life for details on the requirements specific to the venue requested.
- 4) All organizations using University space are required to adhere to all University policies, regulations, and guidelines, and all local, state, and federal laws.
- 5) University facilities may not be used for any commercial purposes or for the financial benefit of any one individual.
- 6) Any organization sponsoring an event in University facilities assumes all responsibility connected with the event.

4. **Security for Social Events**

- a. The Special Events Coordinator of the University Police will be responsible for determining the reasonable number of officers to be assigned, dependent upon the nature of the event, the number of attendees expected, and the location. Security needs and an estimate of security charges will be discussed in the Events management committee meeting.
- b. The University Police will have the responsibility for monitoring the surrounding campus area during and immediately after social events.
- c. Upon the recommendation of the Special Events Coordinator of the University Police and, after consulting with the officers of the student organization involved, the Dean of Students may withdraw permission for a social event that is believed to be a potential security hazard.

5. **Food Service for Social Events**

Food service for a university event must be made through CSU Dining Services. Charges will be automatically withdrawn from the organization's agency account. Outside caterers are not permitted for events held on campus, unless a Food Service Waiver is approved (*see CSU Dining Services Student Organization Guide*).

6. **Concerts**

Putting on a concert is a serious undertaking. It is imperative that all foregoing policies, procedures and timelines be followed precisely. Additional regulations governing concerts include:

- a. Initial approval by the Dean of Students or designee [NOTE: If a promoter wants to bring an event/concert to the University, the sponsoring student organization must make arrangements through Conference Services.]
- b. Adherence to the University's Sound Policy.
- c. Processing Performance Agreements as applicable.
 - 1) NOTE: *Verbal agreements between performers/promoters and student organization representatives are not binding and can jeopardize a student organization's recognition status.*
 - 2) Consistent with other university regulations, no official publicity regarding the concert can be released until the event is granted final approval and Performance Agreements have been approved by the University.
- d. In all cases, the student organization will assume all expenses associated with the concert production. The organization's agency account must be sufficient to cover all estimated expenses.
- e. Immediately following the concert, an accounting of tickets and income must be completed. Cash/checks must be deposited into the Student Organizations' agency account in accordance with the Cashier's Office deposit procedures.
- f. A representative of CSU, e.g. the organization's advisor or a Student Life staff member, shall be present in the box office or at the point-of-sale to monitor ticket/admission sales/receipts.

7. **Sound Policy**

In order for classes, administrative functions, and programming events to co-exist, the University has adopted the following sound policy, intended to maximize campus life events with minimal disruption of the educational process.

- a. Recognized CSU student organizations may request to schedule an "amplified sound event" by submitting a Facilities Reservation Form and an Amplified Sound Request to the Department of Student Life no fewer than 15 days prior to the event. Amplified sound is limited by location and time (using Common Hours) as follows:
 - 1) Science Research Atrium: Monday-Friday, 11:30 AM - 1:30 PM, and after 4:00 PM.
 - 2) Outdoor Locations: Tuesday/Thursday, 11:45 AM - 1:15 PM, and Friday after 1:30 PM.
- b. Each location is limited to one amplified sound event per week. Exceptions shall be granted during Welcome Week and Spring Fest. Sound events not occurring during these two weeks are subject to approval by the Dean of Students.
- c. Sound levels will remain compliant with and are not to exceed occupational noise standards set forth by OSHA throughout the duration of the event. CSU reserves the right to interrupt, and, if necessary, terminate the amplified sound event in order to remain compliant.
- d. **Enforcement**
An organization's privilege to use University facilities may be suspended by the Dean of Students if the Dean finds after a hearing that the organization has not fulfilled its responsibilities under

Section III.E (*Timeline, Procedures and Responsibilities for Organizations Sponsoring a Social Event*). An appeal of the Dean's ruling may be made to the Vice Provost for Undergraduate Studies.

8. **Student Organizations Review Committee**

If any serious incident arises from an event covered under this policy, the Dean of Students may appoint a review committee to investigate and evaluate the incident, establish cause, and recommend changes in this policy when deemed necessary.

G. Policies and Procedures for Using Outdoor Plaza

The Outdoor Plaza is the lower paved area immediately to the south of the Science Research building. The general regulations for the Plaza are:

1. A recognized or registered CSU student organization or University department must sponsor all activities scheduled on the Plaza.
2. A student, faculty, or staff member representing the sponsoring organization or department must be present and an identifying banner or sign must be visible at all times that the space is occupied.
3. A corridor in the center area of the Plaza is to remain free of activities and obstructions so that there is an open and clear walkway to and from the building.
4. Any sponsored non-University organization or group requesting use of the Plaza must submit a letter identifying the organization and the persons responsible for the activities scheduled to the Director of Conference Services.
5. No signs, banner or other items may be attached to site furniture, trees, or light or flagpoles on the Plaza. Freestanding signs, which should not be larger than 4 feet by 4 feet, must be secure and safe. Portable signs must be constructed so that one person can carry them.
6. The preceding provisions for Sound regarding the Outdoor Plaza apply.
7. No open fires or grills with charcoal are permitted.
8. No items, such as tents requiring staking or signs causing penetration of the Plaza or the surrounding wall will be set up without approval from the Director of Conference Services.

H. Mass E-Mail Policy and Procedure

Recognized, active student organizations are permitted to utilize the University's mass e-mail service known as "Campus Mail Bag System" to notify students of organization events and activities. (When appropriate, exceptions can be approved for faculty and staff to receive the e-mail messages)

1. Submit a draft e-mail message to the Coordinator of Student Organizations c/o studentorgs@csuohio.edu.
2. Include a clear SUBJECT line.
3. Include all pertinent details: name of event/activity, date, time, place, etc.
4. The message may not exceed 250 words.
5. The request must be received no less than 10 working days before the date of the event/activity.

I. Websites for Student Organizations

Websites are no longer available to student organizations this feature has been replaced by the Green Room webpage. Links to outside websites can be established in the Green Room. The Green Room is a secure social utility for CSU students to engage with other students, interest groups and student organizations.

IV. Policy on Scholarships for General Fee Organizations³

A. Definition and Process

1. Awards to designated officers of General Fee organizations for leadership responsibilities are referred to as Student Leader Scholarships. These scholarships shall be considered as awards in recognition of services rendered to specific organizations and the University community.

³ The original policy on student activities stipends was developed by the Student Affairs Committee and ratified by the Faculty Council (currently named Faculty Senate) on May 3, 1978. The Student Leader Scholarship policy was approved by the University President on January 26, 2007.

- a. Student Leader Scholarships for General Fee leadership positions are set by the President based upon recommendation from the Vice Provost for Undergraduate Studies in consultation with the General Fee Advisory Committee and the Student Life Committee of Faculty Senate.
- b. Student Leader Scholarships cannot be converted to hourly or other forms of compensation.
- c. Student Leader Scholarships are not altered by the registration status (graduate, law, etc.) of the student filling that position.
- d. No student shall receive Student Leader Scholarship awards totaling more than \$4,000 per semester.
- e. Requests for review of the funding level of any position for the subsequent fiscal year must be submitted to the Student Life Committee by February 1. A rationale for any requested change must accompany the request. Parties seeking a change may be asked to appear before the Student Life Committee.
 - 1) The Vice Provost for Undergraduate Studies will provide information on current spending and budget considerations to the Committee at the Committee's request.
 - 2) Final recommendations to the Vice Provost for Undergraduate Studies will be completed and forwarded by March 1.

B. Good Standing for Purposes of Receiving Student Leader Scholarships

- a. Positions of student leadership must not interfere with academic progress toward a degree.
 - 1) Undergraduate students must be enrolled for and earn a minimum of twelve credit hours in each of the fall and spring terms.
 - 2) Graduate and Law students must be enrolled for and earn a minimum of eight credit hours in each of the fall and spring semesters. Graduate students registered for *theses* credits are eligible to receive a stipend.
 - 3) Students who withdraw or are cancelled from any or all courses resulting in taking their course load below the required credit hour minimum must report this information to the Dean of Students within ten (10) school days of the withdrawal. Failure to do so may result in the forfeiture of the student's right to request continuation of the Student Leader Scholarship based upon exceptional circumstances and may also result in termination of the student's scholarship for that term effective the date of withdrawal.
- b. Students must have and maintain a minimum cumulative grade point average of 2.5.
- c. Students must successfully complete leadership development education coordinated by the Department of Student Life as approved by the Student Life Committee. Consideration shall be given to needs and requests by colleges and departments regarding leadership. Failure to complete all required leadership components in accordance with established student leadership training guidelines and timelines will result in removal from position and loss of Student Leader Scholarship.
- d. Failure to maintain good standing during a term for which a Student Leader Scholarship is awarded shall result in forfeiture of the scholarship for the subsequent term.
- e. Students who wish to be granted an exception to these rules for any reason must submit a petition to the Dean of Students who will forward the petition to the Student Life Committee.

B. Procedures

The **Dean of Students** or a designee shall verify enrollment and GPA status periodically. Student Leader Scholarships will be processed in conjunction with the CSU Financial Aid Office.

1. Student Leader Scholarship Levels and Positions

SLS positions shall typically offer awards of \$1,000, \$2,000 or \$4,000 for both fall and spring semester. At the discretion of the Dean of Students, select awards may be spread over two semesters. Positions designated with an asterisk (*) carry the possibility of hourly summer compensation to be processed through the CSU payroll system. Positions and scholarship awards per semester are listed below:

Student Government Association	President *	\$4,000
	Vice President *	\$4,000
	Treasurer *	\$4,000
	Secretary *	\$4,000
	Print Shop Manager *	\$2,000

	Speaker of the Senate *	\$2,000
	Two Board of Elections Co-Chairs	\$2,000 (over 2 semesters)
Campus Activities Board	Director *	\$4,000
	Assistant Director *	\$2,000
	Business Manager *	\$2,000
	Events Coordinator *	\$2,000
	Marketing Coordinator *	\$2,000
Student Bar Association	President	\$4,000
	Vice President – Budgeting	\$2,000
	Vice President – Programming	\$2,000
	Treasurer	\$2,000
	Speaker of the Senate	\$2,000
Cauldron	Editor-in-Chief *	\$4,000
	<i>Additional Scholarships set by Editor-in-Chief in conjunction with Student Media Specialist and Dean of Students.</i>	
Whiskey Island Magazine	Editor-in-Chief	\$2,000
Vindicator	Editor-in-Chief *	\$4,000
	<i>Additional Scholarships set by Editor-in-Chief in conjunction with Student Media Specialist and Dean of Students.</i>	
Gavel	Three Co-Editors	\$4,000
WCSB Radio	General Manager *	\$4,000
	Business Manager *	\$2,000
	Promotions/Public Relations Director *	\$2,000
	Development Director *	\$2,000
	Program Director *	\$2,000
	Music Director *	\$2,000
University Judicial Board	Chairperson	\$2,000
	Vice Chairperson	\$1,000
	<i>Members other than Chairperson and Vice Chairperson receive \$10 per meeting.</i>	

V. Sport Club Policy

Student organizations involved in physical contact and competition, and/or at significant risk of physical injury are considered *sport clubs* and shall meet the following guidelines before receiving annual recognition approval.

- A. Submit roster of names and contact information for participants.
- B. Participants must provide proof of health insurance.
- C. Participants must complete a membership application, release of liability form.
- D. Schedule of competition must be established and provided on an annual basis.
- E. A Travel checklist must be completed for each off-campus competition.
- F. A Travel Log must be established with a designated participant responsible for its upkeep (must include: a list of participants, emergency contact information, health insurance carrier, health insurance policy number, phone number for insurance company (if applicable)).

VI. Student Media Policy

A. Policy Premises

All Cleveland State University's student - edited media are recognized as designated public forums. Student editors have the authority to make all content decisions which are free from administrative, faculty, or student censorship, and advance approval of content. This designation is essential to the pursuit of truth, development of independent thought, and discussion of campus, state, national, and international issues of concern to the University community. Student media at Cleveland State University enjoy the same freedoms accorded all professional media in the United States. As recognized student organizations, CSU

student media must comply with all University policies and regulations governing student organizations. The rules, regulations, and policies of Cleveland State University, in conjunction with those of the Federal Communications Commission, shall hold precedence over all rules, regulations, and policies applying to this organization, including those of any other national associations with which WCSB 89.3 FM is affiliated.

B. Responsibilities of the Editor/General Manager

The Editor-in-Chief (EIC) or General Manager (GM), in consultation with his/her staff, shall be responsible for all aspects of administrative leadership of the organization as well as printed or broadcast material communicated:

1. The EIC/GM is responsible, consistent with the fiscal guidelines of the University, for ensuring financial solvency of the organization.
2. The EIC/GM is responsible for selecting and dismissing staff and determining the positions needed to best accomplish the organization's mission.
3. The EIC/GM shall be responsible for ensuring that openings for staff positions are available and accessible to all eligible students who wish to apply.

C. Fiscal Management

1. Each student media organization is responsible for its own financial well-being, and the EIC/GM is responsible for the fiscal solvency of the organization. These organizations shall receive funding allocations from the University, and may also either (1) raise money via donations, or (2) sell services (such as advertising) to generate income.
2. WCSB Radio, which maintains a development account, may retain in that account any funds left at year-end, and may roll these funds over into the next fiscal year (as is the policy with all development accounts). WCSB's General Fee account shall be maintained in accordance with other University General Fee accounts. The other media, which have income targets in their General Fee accounts, may have a positive balance at the end of the fiscal year, either through savings in their budget or from income received in excess of their target. At the end of the fiscal year, any income received in excess of the income targets shall be deposited into a reserve account, i.e., the Student Media Reserve Account, administered by the Dean of Students and the Student Media Specialist in the Department of Student Life. Funds may be requested from this account for purchases that benefit more than one student media organization or to improve operation of any single student media organization. These excess funds shall not be swept at year-end.