Resource Guide for
Registered Student Organizations (RSO)
2017-2018
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FREEDOM OF SPEECH & PEACEFUL ASSEMBLY POLICY
While The RSO Handbook is intended to be a summary of certain matters of interest to registered student organizations (RSOs), its readers should be aware:

1. It is not a complete statement of all procedures, rules, and regulations of Colorado State University (CSU).
2. The University reserves the right to change without notice any procedure, policy, and/or program appearing in The RSO Handbook.
3. University divisions, departments, and offices may have their own procedures and policies applying to student organizations, not listed in The RSO Handbook.

The Office of Student Leadership, Involvement, and Community Engagement (SLiCE) provides leadership development, campus involvement, service learning, and volunteer opportunities that are mutually beneficial to participants and the community. SLiCE works collaboratively with students, staff, faculty, and community partners to offer a broad range of enriching and educational opportunities. Through SLiCE programs, students can find both support and resources to become civically engaged citizens, scholars, and leaders in local, national, and global communities. SLiCE offers a variety of programs with differing lengths, some can be hour-long workshops, and other programs can be a yearlong experience. The following are descriptions of the programs SLiCE offers.

### (SL) Co-Curricular Leadership
SLiCE offers leadership development and educational opportunities helping students lead in their own way. The following programs allow students to expand their knowledge about themselves and others within the concept of leadership development.

- **Campus Step Up**: encourages students to become more aware about issues pertaining to diversity, cross-cultural communication, oppression, privilege, and differing identities. For more information, visit [http://lsc.colostate.edu/slice/slice-leadership/campus-step-up/](http://lsc.colostate.edu/slice/slice-leadership/campus-step-up/).
- **LeaderShape Institute**: is a six-day immersion program challenging participants to lead with integrity while working towards a vision grounded in their deepest values. Participants explore what they want to do and who they want to be. For more information, visit [http://lsc.colostate.edu/slice/slice-leadership/leadershape/](http://lsc.colostate.edu/slice/slice-leadership/leadershape/).
- **The REAL Experience**: is a series of drop-in leadership workshops where participants can develop and hone their skills to be more effective and inclusive leaders. Participants may attend just 1 workshop or work toward the completion of the Leadership Preparation Certificate with a total of 10 workshops attended. 3 of these workshops can be supplemented with attendance at RSO Workshops, see below for more information. For more information about REAL, visit [http://lsc.colostate.edu/slice/slice-leadership/the-real-experience/](http://lsc.colostate.edu/slice/slice-leadership/the-real-experience/).

### (SL) Curricular Leadership
SLiCE offers curricular (classes for academic credit) in addition to the extracurricular leadership development opportunities listed above.

- **President’s Leadership Program (PLP)**: The mission of PLP is to develop active and informed citizen leaders who practice ethical and inclusive leadership and embody positive humanitarian characteristics such as optimism, service to others, passion, mindfulness, and fairness. The PLP program has grown to a 3 year, 14-credit leadership development experience for undergraduate students. Participation can last for 1 full academic year, or up to the full 3 years of the program. For more information, visit [plp.colostate.edu](http://plp.colostate.edu).
- **Interdisciplinary Minor in Leadership Studies**: builds on the foundational course work in the President’s Leadership Program to introduce students to pressing social issues and challenge them to create solutions as civically-minded
leaders. For more information, visit http://lsc.colostate.edu/slice/slice-leadership/presidents-leadership-program/leadership-minor/

(i) Involvement
When thinking of involvement, what often first comes to mind is student organizations. Though there are 450+ clubs at CSU, SLiCE offers even more involvement opportunities. For more information about our student involvement programs, services, and resources, visit http://lsc.colostate.edu/slice/student-involvement/.

- **Involvement Advising**: students can meet one-on-one with a SLiCE Involvement Advisor. Involvement advising provides students with a vast number of campus and community involvement opportunities tailored to an individual’s interests, passions, and curiosities. Think big. Get involved. Do Something CSU! Sign up for involvement advising at http://lsc.colostate.edu/slice/student-involvement/

- **RamLink**: is CSU’s online involvement portal. It is a great place to simultaneously learn of upcoming student-led events and manage your own organization’s page along with 1,000+ other student officers. RamLink currently has over 14,000 users. This website is often coupled with SLiCE’s website, and all of SLiCE’s applications and registration forms are found on SLiCE’s RamLink page. To reference RamLink, visit ramlink.colostate.edu.

- **Registered Student Organizations (RSOs)**: students can enrich their student experience, create a diverse community, and encourage involvement where students build valuable skills. Students can meet people both similar and different to them, gain and improve leadership skills, and experientially explore aspects related to their studies, interests, and identities. For the most current information about RSOs, visit rso.colostate.edu.

(CE) Community Engagement
SLiCE is CSU’s main source for civic engagement opportunities. A few of these opportunities include:

- **Alternative Breaks**: are service-learning (service in exchange of education) trips immersing students in different cultural, environmental, and socioeconomic communities across the United States and world. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/alternative-break/.

- **Cans Around the Oval**: is the largest one-day food drive in Northern Colorado that benefits the Food Bank for Larimer County. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/cans-around-the-oval/.

- **CSU Serves**: is an opportunity specifically engineered for RSOs to participate in community service on weekends throughout the academic year in exchange for funding for their RSO, at $10/student volunteer for the day. For more information, see below in the Fundraisers section, or visit: http://lsc.colostate.edu/slice/slice-engagement/csuserves-service-saturdays/.

- **CSUnity**: is a one-day service plunge benefitting the Fort Collins community that benefits long-term residents, local agencies, and local nonprofits. The majority of participants are student groups, especially RSOs. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/csunity/.

- **Praxis**: provides training and funding to individual students (who are either not associated with RSOs, or are not acting on behalf of their RSOs) to design innovative community service/action projects. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/praxis/.

- **Project Homeless Connect**: is a one-day, one-stop resource fair for people experiencing homelessness in Fort Collins, where CSU students serve as guides and new friends to the homeless community. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/project-homeless-connect/.

- **Rams Against Hunger**: aims to serve as emergency food relief for CSU undergraduate students experiencing food insecurity. To learn how it works, who is eligible, the criteria, and how to donate, visit http://lsc.colostate.edu/slice/slice-engagement/rams-against-hunger/.

- **SLiCE Adaptive Swim (SAS)**: matches CSU students with community members with a range of abilities and disabilities for a weekly swim session right after an hour spent reflecting, connecting, and learning more about disabilities and its community. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/slice-adaptive-swim/.

- **TGIF**: matches CSU students with teenagers with a range of abilities and disabilities for fun and friendship every other Friday. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/tgif/.
STUDENT LEADERSHIP, INVOLVEMENT, AND COMMUNITY ENGAGEMENT
COLORADO STATE UNIVERSITY

Mission: Maximize student potential through high quality, innovative programs and services.
Vision: Transform students to transform the world.

SLiCE PROFESSIONAL STAFF

Co-Curricular Leadership
Bruce Mann, Assistant Director of Co-Curricular Leadership
Dexter Artienda, Program Coordinator of Co-Curricular Leadership

Curricular Leadership – President’s Leadership Program
Stephanie “Mo” Moreira, Assistant Director of Curricular Leadership
Jess Dyrdahl, Program Coordinator for Leadership Development

Involvement + Marketing
Hermen Diaz, Assistant Director of Involvement
Sarah Stephens, Program Coordinator of Involvement – sarah.stephens@colostate.edu

Community Engagement
Jen Johnson, Assistant Director of Community Engagement
Jenn Rieskamp, Senior Program Coordinator, Volunteer Programs
Michael Buttram, Program Coordinator of Community Engagement
Jenny Campfield, Volunteer Programs Graduate Assistant

Accounting + Administrative Staff
Michele Frick, Lead Accountant + Office Manager – Michele.frick@colostate.edu
Lea Martin, Accountant Tech – lea.martin@colostate.edu

Pam Norris, Director of SLiCE

To Contact SLiCE
970-491-1682
Lory Student Center, Room 210
Campus Delivery 8033
Fort Collins, CO 80523*

*(Please do not use the address listed above for your RSO, a separate address for your RSO exists below, if you choose to use a campus address.)

Visit the SLiCE Website: dosomething.colostate.edu
Campus Activities strives to create incredible experiences reaching all students through programming and services. By collaborating with RSOs, academic departments, and campus offices, it is a great resource for getting involved and becoming part of CSU’s community. Campus Activities helps coordinate some significant campus-wide programs, including the annual CSU-Fort Collins Martin Luther King Jr. Holiday Celebration, and the annual Cesar Chavez Holiday Celebration. Campus Activities offices are located in Lory Student Center (LSC) 130.

**Advisement:** Campus Activities staff members are available to help understand University policies, provide advising for planning large-scale events and programs, offer training on best practices for programming at CSU, and assist in brainstorming marketing campaigns.

**Campus Information and Box Office:** are the face of CSU. These services are here to answer puzzling questions, provide you with tickets for campus events, and serve the Fort Collins and CSU community! For more information, call 970-491-6444, or contact lsc_campusinfomanager@colostate.edu.

**The Flea Market:** is a resource for RSOs to promote activities and sell items, and the only place in the LSC where outside vendors can sell products. Payments received from outside vendors directly support RSOs and Campus Activities programming. For more information, contact the Flea Market Manager at 970-491-1114, email LSC_FleaMarket@mail.colostate.edu, or visit http://lsc.colostate.edu/campus-activities/flea-market/.

**LSC Arts Program:** is a division of Campus Activities seeking to bring the visual arts to all students at CSU. Through The Curfman Gallery, The Duhesa Gallery, the Hallery, and a variety of other student art exhibition opportunities, the LSC Arts program hopes to create an environment welcoming emerging, nationally-renowned, Native American, and student artists. For more information on the LSC arts, call 970-491-2810, or visit www.curfman.colostate.edu.

**RamEvents:** is a student-driven organization within Campus Activities planning a variety of events for the CSU community. From large concerts and local live music to lectures and movies, RamEvents collaborates with on-campus and off-campus partners to consider and be inclusive of the identities and experiences of every student at CSU. RamEvents collects and utilizes CSU student feedback to reach and meet the needs of all students and plan events intentionally. The mission of RamEvents is to provide diverse and affordable events both entertaining and enriching the CSU experience. For more information, visit: www.ramevents.colostate.edu, stop by Campus Activities, call 970-491-2727, or email: ramevents_erpr@mail.colostate.edu.
OVERVIEW of REGISTERED STUDENT ORGANIZATIONS (RSOs)

SLiCE’s RSO-Specific Website: rso.colostate.edu
RamLink: ramlink.colostate.edu

How SLiCE Serves RSOs

- **Annual Registration and Recognition**: Student organizations annually register through SLiCE to be officially recognized by the University and to receive a variety of resources, knowledge, benefits, and support each academic year. Registration is required so SLiCE may learn if organizations are still active or not, as well as learn of whom is leading the organization for the current year. Additionally, registration is required for student officers to be equipped with basic skills and knowledge to lead their organizations more successfully throughout the year.

- **Advisor Support**: As of the 2017-2018 academic year, SLiCE is amplifying its resources and support for RSO advisors. With this increased attention, some new resources and opportunities will arise this year – including the newly revised RSO Advisor Handbook, monthly RSO Advisor Newsletters, not just the Fall Advisor Luncheon, but now a Spring Advisor Luncheon, and finally, RSO Advisor Workshops occurring periodically throughout the year. These many forms of communication and training focus on educating, reminding, and appreciating advisors. For the most current information, visit http://lsc.colostate.edu/slice/student-involvement/advising-resources/.
  - **RSO Advisor Newsletter**: This electronic newsletter is specific for advisors of RSOs, and it is intended to answer general questions advisors typically have about RSOs, present new information from various studies, campus feedback, best practices, and student development theory pertaining to student involvement and student organizations, as well as keep advisors informed of anything new they should be emphasizing with students.
  - **RSO Advisor Handbook**: This handbook focuses more on advising best practices, than RSO operational aspects. The University’s and SLiCE’s expectations for advisors are found in this advisor handbook, along with other valuable resources and information directly impacting and benefitting RSO advisors.

- **Bookkeeping/Financial Management**: SLiCE maintains Student Organization Financial Accounts (SOFA) as a service to RSOs. By maintaining a SOFA, RSOs receive assistance managing their expenditures and accessing on-campus grants/fundraisers and other financial support to ensure a successful RSO experience.

- **RSO Team**: The Program Coordinator of Involvement, Sarah Stephens, oversees RSO operations with the RSO Team (currently 4 student organization student coordinators). The RSO Team is knowledgeable about RSO registration, RamLink, and various CSU policies and procedures impacting RSOs, as well as other campus resources and opportunities benefiting RSOs. This staff directly supports RSOs in other ways, including offering free events and leadership development opportunities, and informal advisement to answer countless questions from RSOs. The RSO Team’s support does not stop after registration, instead their support has only really begun. To contact the RSO Team, please call SLiCE at 970-491-1628, or email: SLiCE_studentorgs@colostate.edu.

- **Starting a New Student Organization**: Any CSU student or faculty/staff member is welcome to start a new organization, though to be a RSO, CSU students need to take lead, while their faculty/staff advisor(s) can support. SLiCE provides the resources and personnel necessary to support the organization’s development. If you are having trouble finding an advisor, either reach out to the RSO
Team for more ideas at SLiCE_studentorgs@colostate.edu or visit to our Advising Resources: http://lsc.colostate.edu/slice/student-involvement/advising-resources/

• **Travel:** SLiCE processes documents for RSO travel. The Program Coordinator of Involvement is the Committee Chair for the Student Travel Grant, which disseminates funds amongst RSOs and individual students requesting money for travel to educational and leadership conferences and competitions.

**RSO Events and Programs**

• **Advisor Appreciation + Training:** Whether in the form of advisor luncheons, workshops, and/or simple appreciation gestures like thank you/goodie bags, RSO advisors receive a variety of passive and active resources, support, and communications throughout the year.
  - **Advisor Luncheons:** are offered twice each semester, to better accommodate people’s schedules within a given week. Considering the difference of season, the fall and spring luncheons cover different topics. Advisors who attend enjoy a free lunch; receive helpful advisor resources; refresh their awareness of certain University policies, procedures, and opportunities; and meet other advisors and SLiCE staff in the process to make their year advising even more successful and collaborative. In the past, these luncheons have covered: (1) an overview of SLiCE resources and supporting personnel for RSOs; (2) advising best practices; (3) pertinent policies and procedures; (4) funding resources; and (5) registration and recognition reminders. RSVPs for the luncheons will be sent out starting 1 month before the event.
    - **Fall Advisor Luncheons (choose one to attend)**
      - Monday October 16, 2017 (12:00pm-1:30pm)
      - Tuesday October 17, 2017 (12:00pm-1:30pm)
    - **Spring Advisor Luncheons (choose one to attend)**
      - Tuesday March 27, 2018 (12:00pm-1:30pm)
      - Wednesday March 28, 2018 (12:00pm-1:30pm)
  - **RSO Advisor Workshops:** refer to the RSO Workshops section below for more information.

• **CSU Student Leadership Awards:** is a large and semi-formal awards celebration coordinated to honor individuals and RSOs that have impacted the CSU and Fort Collins communities through formal and informal experiences of student leadership, campus involvement, and community engagement. This event is bigger than student organizations, as 400+ students, advisors, and facilitators of all of SLiCE programs and RSOs attend each year. During this spirited event, SLiCE presents awards, recognizes a variety of SLiCE programs and people, RSOs perform, and **free food** and giveaways are enjoyed!

**SAVE THE DATE!**

CSU Student Leadership Awards  
Wednesday April 25, 2018  
6:00PM – 8:00PM | LSC Grand Ballroom

In February, RSOs will receive notice that they may begin nominating their own student organizations, and their officers, members, advisors, and programs for our 11 RSO Awards distributed at the event. It may only take a few minutes of your time to nominate, but the feeling of being recognized and appreciated likely has a much longer impact for individuals. Consider recognizing in this formal way, and your organization and its people may receive an award from the CSU Student Leadership Awards! **Keep these topics in mind, as these are likely the award topics for the upcoming year:**
  - **Organization-Based:** Outstanding New Organization, Outstanding Organization of the Year
Programming-Based: Outstanding Community Service Program of the Year, Outstanding Cultural Program of the Year, Outstanding Educational Program of the Year, Outstanding New Program of the Year, Outstanding Social Program of the Year

People-Based: Outstanding Emerging Leader of the Year, Outstanding New Member of the Year, Outstanding Officer of the Year

For more information, visit: http://lsc.colostate.edu/slice/student-involvement/leadership-awards/

• How-To Videos for RSOs: throughout the academic year, the RSO Team will make short how-to/instructional videos to teach RSOs how to better navigate RamLink, the button maker, on-campus marketing options, etc. These videos will be in the RSO Newsletter, and on SLiCE’s RamLink page.

• Involvement Expos: promote involvement opportunities for CSU students to get more involved on campus and in the greater Fort Collins community. The expos offer a venue for RSOs to recruit new members, promote their RSOs, and connect with the greater RSO community. In the fall, SLiCE brings together RSOs and community volunteer agencies in the LSC Plaza. Often a small cost is associated with reserving a spot in the fall expo because of how high trafficked The Plaza can be midweek. In the spring, the Involvement Expo is solely an event tailored to RSO recruitment and campus involvement. Publicity, entertainment, and setup assistance will be provided by SLiCE during these events. Reservations to participate in the expos are competitive as they are offered on a first-come, first-serve basis, thus it is recommended to sign up early to participate. Registration for each expo, often opens a month in advance of the event date. For more information, visit http://lsc.colostate.edu/slice/slice-engagement/involvement-expo/.

• RSO Officer Retreat: is a one-day leadership development experience occurring early on in the fall and (NOW!) spring semester. The retreats bring together students from a variety of RSOs in an environment designed to support and encourage opportunities to build relationships and future group collaborations, and inspire creativity through the sharing of knowledge and resources. It is intended for seasoned officers, new officers, and members who hope to be enhance their leadership skills. Students who participate have the chance to connect with several RSO leaders and build a tighter network with fellow students within the greater RSO community. Hence, community building is not only experienced, but taught in new fresh ways, among other tangible resources and experiential lessons. Participants will leave with new ideas and more awareness and confidence as a leader. FYI: it includes free food!! More information about the retreat and the RSVP will be published a minimum of 1 month prior to each event.

  o Fall RSO Officer Retreat: Saturday, October 7, 2017 (10:00am-4:00pm)
    ▪ This year’s fall topics: community building, successful collaboration, retreating planning, mindful facilitation, and thoughtful + effective meeting planning/implementation
  o Spring RSO Officer Retreat: Saturday, February 17, 2018 (10:00am-4:00pm)
    ▪ This year’s spring topics: officer transition and on-boarding, RSOs + summer break, RSOs + resume building, career-minded involvement

• RSO Workshops: occur monthly and cover a range of topics relevant to RSOs and aimed to enhance leadership skills and campus/community knowledge to be even more successful student organizations. These workshops are facilitated by SLiCE staff and other University professionals. Topics can include:
  o Branding, marketing, and design
  o Career development through RSO participation
  o Conflict resolution and leading friends
  o Courageous conversations and feedback
  o Event planning and marketing
  o Facilitation, teambuilding, and retreat development
  o Financial management, literacy, and budgets
o Membership recruitment, retention, and maintaining morale
o RamLink 101

If you have any ideas about a workshop, please contact SLiCE’s Program Coordinator of Involvement, Sarah Stephens, at sarah.stephens@colostate.edu to share. SLiCE is always looking for new ideas for future workshop themes!

There are **2 differing** series for the RSO Workshops:

- **Officer Series:** for officers and members, each RSO workshop is **featured twice**, within a **1 month** span, and **2 different workshop** themes will be offered each month. Thus, there will be **2 available** times to attend each of the **2 workshops** each month.
- **Advisor Series:** for advisors, these workshops may also coincide with the Advisor Luncheons, and may be featured a various on-campus professional development workshops and conferences.

To learn of which RSO Workshops are available for any current or upcoming month, read the RSO Newsletter, reference RamLink Events, and visit: http://lsc.colostate.edu/slice/student-involvement/retreats/

- **Student Organization Center (SOC) Open Houses:** occur at least once a semester and are intended to bring RSO members, officers, and advisors in to the SOC in a more formalized way to orient people to the space that is theirs. Both open houses have free food and giveaways, and offer trainings to educate and familiarize people to the SOC, its materials, and equipment. Each open house provides the opportunity to connect with the RSO Team and other RSOs as well. Open houses are worth a quick stop by to learn of the physical space housing countless resources to help your RSO succeed. To learn more, read the RSO Newsletter, reference RamLink Events, and refer to: http://lsc.colostate.edu/slice/student-involvement/student-organization-center/

**RSO Resources and Support**

- **Fundraising:** SLiCE can provide RSOs with ideas and resources as well as help suggest good locations for fundraisers. SLiCE also has information on receiving funding (i.e. grants, fundraisers, and donations). There are staple on-campus fundraising opportunities for RSOs with SOFAs, and an increasing list of other on-campus and off-campus fundraising opportunities is available as well.

- **Programming + Event Planning:** SLiCE can help in your event development efforts as well as brainstorm programming ideas with your RSO. SLiCE recommends working additionally with Campus Activities to plan large-scale, on-campus events more effectively. Contact the RSO Team at SLiCE_studentorgs@colostate.edu to schedule one-on-one consultation and/or event planning support.

- **RamLink:** (ramlink.colostate.edu) is CSU’s online involvement portal. It is the best way to market and manage your RSO! RamLink provides tools to completely manage any RSO via membership lists, emails, registration, documents and forms, event planning, advertising/publicity, and much more! To learn how to best navigate or troubleshoot RamLink, please consider the many resources the RSO Team publishes about RamLink each year, or reach out to the RSO Team directly.

- **The RSO Handbook:** (formerly known as “The SOURCE”) is an expansive guide providing RSOs with information needed to properly and successfully function at the University and in the local community. It serves as the many details to the topics referenced in the Online Officer Orientation. It is recommended you download a new version at the start of each semester, as a newly updated version is always ready by the first day of each new semester. The RSO Handbook is most updated in the summer, thus the biggest changes will come between the spring and fall semesters. For the most updated version, visit http://lsc.colostate.edu/slice/student-involvement/the-source/
• **RSO Newsletter**: is an electronic newsletter sent every 2 weeks to RSO officers and RSO advisors. This newsletter intends to share information about upcoming opportunities, University policy/procedure changes relevant to RSOs, helpful tips for navigating RSO-related resources, etc. RSO officers should briefly read through the newsletter as it will keep them informed of updates, announcements, and changes popping up every few weeks that could benefit their RSO, if known.

• **Student Organization Center (SOC) [LSC 141]**: is available for RSOs to use, free of charge. The room offers butcher paper, **chalk**, general office/craft supplies, a button maker (check the drawer below for supplies), a laminator, paper cutter, colorful printer paper, etc. There are several couches and tables, a TV with cable, and a ping pong table, to make for a more enjoyable work and social gathering space.
  
  o **Card Reader Access**: located to the left of the main door, closest to Fraternity & Sorority Life; the card reader allows RSO members to access the SOC after hours and on weekends, when the LSC is open. Students listed on your RamLink roster will gain access to this card reader.
  
  o **Computers + Printers**: The computer room in the SOC has now been transformed into a cozier room for either small meetings or casual work space complete with the outlets you need (including new USB ports). Computers can be brought into the space, either as your own, or rented from the computer rental resource around the corner. Printing no longer is available, but other options exist. For more details, see below:
    
    ▪ **Laptop & Technology Check Out (LSC)**: is located on the first floor of the LSC, right around the corner from the SOC. This technology rental desk is funded by the Collaborative of Student Achievement (CSA) and provides numerous laptops (Apple and PC), computer cords, headphones, Xbox games, and a PaperCut printer down the hall. A CSU ID card is needed to reserve equipment. Items can be rented up to **6 hours**.
      
      For more information, visit [http://iulab.casa.colostate.edu/aboutus.aspx](http://iulab.casa.colostate.edu/aboutus.aspx).
    
    ▪ **LSC PaperCut Printer**: is like the printers in the Morgan Library. A PaperCut printer is found right across from the SOC’s entrance door, at a table with a computer and printer on it. Depending on your college, major, year in school, and number of credits, you may have different printing privileges than the next person. Best to learn what is specific to you, as some students have learned then have been granted $5/semester of free printing on PaperCut. To check your quota and credit, visit [http://acnspapercut.colostate.edu:9191/app](http://acnspapercut.colostate.edu:9191/app). Credit cannot be reimbursed, though it carries between semesters. It is likely faster to print from the PaperCut printer than FastPrint, but it will be of lesser quality.
      
      For more information, visit [http://fastprint.colostate.edu/](http://fastprint.colostate.edu/)
      
    ▪ **FastPrint**: FastPrint provides quick and professional high quality digital copying, finishing, and faxing services. It is a convenient printing service located in the LSC 246 (970-491-5034), and the University Center of the Arts’ Annex (970-491-1762). Costs range depending on quality of paper, two-sided copies, cut-to-size copies, and/or if copies are in black & white or color. Items can be placed in person with a flash drive or paper copy with the document to be printed. Both locations are open Monday through Friday 7:30AM to 4:30PM. Printing orders are easiest when ordered online here: [fastprint_orders@mail.colostate.edu](mailto:fastprint_orders@mail.colostate.edu).
    
  o **Lockers**: (70 available; first-come, first serve) RSOs have access to long-term or short-term storage lockers (of varying depths/sizes) located in the SOC. To lease a locker throughout the year, (1) indicate on your RSO’s RamLink registration or contact the RSO Team (2) read and sign
the Locker Contract promptly, to eventually (3) receive your assigned locker and combination. No student organization can receive a locker in the current academic year, if they are not registered in the current academic year. All lockers are to be vacated with all items removed by 8:00AM on the Monday of finals week in the spring semester. If you ever have trouble with your locker/combo, please contact the RSO Team at SLiCE_studentorgs@colostate.edu, or stop by the SLiCE office (LSC 210).

- **SOC Conference Room:** [LSC 140] attached to the SOC. The room has a 60”+ TV screen, a giant white board, and 18 chairs. It can be reserved for regular use through Event Planning Services.

- **SOC Mailbox:** If your RSO tends to receive mail, know we do allow RSOs to have their *group* mail sent to the SOC for pick up, instead of having you use a student officer’s home address. However, if this mail is mainly for paper bank statements, we greatly recommend you transition over to e-statements to make the process easier for all. *Please do not include “SLiCE” in the address. Instead, your address would be:*

  ```
  Pottery Guild (Your RSO’s Name)*
  8033 Campus Delivery
  Fort Collins, CO 80523
  ```

*FYI:* this address is not for individuals to use in place of their home address, and it is VITAL that whomever is sending you mail uses your RSO’s full name, not acronyms, not your name as an officer, and not just “student organization” on the recipient line. Please inform whomever you are working to be sure they have your organization’s name spelled correctly.

How Receiving Mail Works:
1. RSOs input the above address on their RamLink registration form and then share this address with others.
2. When mail is received by SLiCE, the RSO’s RamLink primary contact will receive notice via email saying “Pottery Guild - You’ve Got Mail!”
3. Mail will be ready for pick up in the basket to the left of the sink in the SOC.
4. Pick up mail in the SOC no later than **2 weeks** after receiving the email notice. Only **1 notice** will be sent, no reminders. Please be mindful and responsible about mail.
5. If mail sits in the SOC longer than **2 weeks**, SLiCE will work with CSU’s Central Receiving Services to properly dispose of mail.

- **Stewardship:** The SOC is student-fee funded, and as such, the materials are for *all* RSO members to use. Please leave all materials in the SOC, take with you what you make there, and clean up after yourselves. Thank you!

### ANNUAL RSO REGISTRATION PROCESS

The University recognizes student organizations to provide services, resources, and facilities; to fairly, effectively, and equitably allocate university resources; and to assist in the coordination of activities. Unrecognized organizations not registering with SLiCE are limited in their access to the services and resources of the University. New organizations can register whenever throughout the year. To ensure a smooth registration and avoid a lapse in recognition year-to-year, we urge existing organizations to completely register by September 30.

**Benefits of Registration:** There are numerous privileges granted to RSOs, including but not limited to:
- Access to informal advising from SLiCE through scheduled meetings and drop-in services
- **Discounted advertising** in the Collegian, Poster Run, and LSC marketing options
- Enjoy the **perks of RamLink**, the online portal for students enables RSOs to promote events, collectively track membership and message members, and access other resources for group organization
- **Free** use of the LSC Flea Market through Campus Activities
- **Increased awareness of leadership/involvement/community engagement** resources and opportunities
- **Mostly free** use of University meeting rooms and facilities (certain areas may have rental fees)
- Opportunity to participate in **free RSO-specific retreats** and leadership workshops
- Opportunity to utilize a **SOFA** – an on-campus account through SLiCE where RSOs can receive CSU grant money, and deposit dues and other funds
- Opportunity to use the **Student Organization Center**

**Minimum Standards for Recognition**: Student organizations desiring official recognition **must** meet the following minimum standards:

1. Have a **clearly stated lawful purpose**, which must be part of a constitution.
2. Have a **minimum of 4 CSU student members**.
3. The **majority (at least 51%)** of the members **must be CSU students**.
4. **Be open to all CSU students** with the right to vote and hold office (within the organization).
5. Have a **minimum of 2 officers**. The same person cannot be the President and Financial Officer. Officers must be **fee-paying** CSU students, maintaining a minimum 2.25 cumulative GPA* during elections and while in office.
6. Each organization must have an **advisor who is a CSU-employed** Faculty, Administrative Professional, State Classified staff member, or CSU graduate student. Graduate students may serve as advisors with permission from their academic advisors. (Advisors are not members, though RamLink recognizes them as such).
7. **Comply with all University policies and regulations** pertaining to student organizations and be in “good standing” with the University, as seen through the Student Resolution Center.
8. **Student organizations cannot be for-profit businesses.** If affiliated with a national organization (may not be a for-profit entity), a letter of affiliation must be submitted to SLiCE. The affiliate may not be a for-profit entity. A copy of 501(c)(3) status may be requested at the time of registration. **The letter of affiliation must be sent to SLiCE_studentorgs@colostate.edu when registering.** Additionally, RSOs cannot sell items more than **2 times/semester** and cannot invoice anyone, otherwise the RSO is acting as a vendor and thus a for-profit business.

*GPAs lower than 2.25 will be learned of through partnership with the Registrar’s Office. If a student officer’s GPA does not meet the criteria, they may receive contact from the Program Coordinator of Involvement, Sarah Stephens, to discuss ways the officer can prioritize academics while remaining a student officer. These officers will be contacted with their club advisors cc’d through email requesting an action plan meeting.

**The 3-Step Process for Becoming a RSO:**
This is a recommended order to follow:

1. **Officer Orientation** (President and Financial Officer must watch the Online Officer Orientation and individually pass the Officer Orientation Quiz with a 100%)
2. **Constitution** (created or updated annually)
   a. **FYI**: all existing organizations must update their constitutions as recognition criteria has changed for the 2017-2018 academic year.
3. **RamLink Registration** (must be completed by a student officer)
SEPTEMBER 30th* (EACH YEAR)
The REGISTRATION DEADLINE for EXISTING RSOs to MAINTAIN RECOGNITION with SLiCE.
REGISTRATION is an ANNUAL PROCESS.

*February 28 is another deadline for some RSOs recognized by Fraternity and Sorority Life (FSL) for the calendar year. If unsure if your FSL-based RSO has a fall registration date of September 30 or a spring registration date of February 28, refer to the FSL website here: https://fsl.colostate.edu/about/recognized-chapters/

- **Officer Orientation**: has moved fully online. These orientations cover content in this handbook, but deliver the most important details in a more manageable way. The video is meant to be more timeless and broad. The Online Officer Orientation is roughly 1 hour to watch continuously; it has 9 modules, each with their own sections. The modules are listed below.
  1. Online Officer Orientation Introduction
  2. Overview of SLiCE
  3. Annual Registration, + RamLink Registration and Navigation
  4. Room Reservations, the Student Organization Center, Marketing, + Graphic Standards
  5. Student Organization Financial Accounts, Off-Campus Accounts, + Student Travel
  6. On + Off Campus Fundraisers + Grants
  7. Event Planning + Risk Management
  8. The RSO Team + What All We Offer
  9. RSO Resources + Where to Find Them

It is required that a president and a financial officer from each RSO complete officer orientation, though we highly encourage advisors and vice presidents to review the modules and sections, as it only sets each position up for more success throughout the year. For student officers in other positions, consider Online Officer Orientation as a “Choose Your Own Adventure,” i.e. allowing the Fundraising Chair to freshen up on Modules #5 and #6. Finally, officer orientation is a good refresher for anyone returning to their RSO in a leadership role, and is a great starting point for new officers and advisors!

**Presidents + Financial Process for Online Officer Orientation**

- **Required**:
  - Watch all Online Officer Orientation modules
  - Individually pass the Online Officer Orientation Quiz with a 100% (you got this!)

- **Access**:
  - All Modules: https://www.youtube.com/playlist?list=PLvv6t7jiavwW6P-3zILXJ Mk1RenNaQb2J
  - Quiz: https://ramlink.campuslabs.com/engage/submitter/form/start/135813

- **Timing**:
  - It can take up to 5 business days for the Online Officer Orientation Quiz to be processed, and for your completion of Officer Orientation to be tracked.
  - While waiting, submit your RamLink Registration form. However, your RSO’s RamLink Registration form will not be reviewed until officer orientation is completed.

**Sport Clubs Are Exempt from SLiCE’s Officer Orientation**: as they have their own Campus Recreation orientation. Nonetheless, it is **highly recommended**, as it is exceptionally useful for Sport Clubs officers to be successful navigating the University beyond Campus Recreation.
Constitution: This is the RSO’s guiding document offering specific guidelines, structure, and ways for an organization to govern itself. It helps in hard times, and provides consistency, clarity, and accountability throughout the year. It should not be created and then never referenced again. Instead, it should be revised minimally once each year. To learn how to create or update your constitution, please refer to the “Developing a Constitution” section below. To access the most current Model Constitution to use as reference, reference this link: http://lsc.colostate.edu/wp-content/uploads/2017/08/Model-Constitution_2017-20181.pdf.

FYI: SLiCE does not require organizations to submit their constitution in the annual registration; nonetheless, SLiCE and/or CSU may request a copy of the constitution at any point if the following 6 requirements are not implemented by a RSO or a RSO’s member. SLiCE does not have a copy of your past constitution, instead work with your advisor or a former officer to acquire your most recent constitution, if needed.

The statements that slightly changed for the 2017-2018 academic year are in orange below.

Required Statements: The following 6 statements must be stated in each RSO’s constitution/bylaws:

1. Active membership is open to all CSU students with the right to vote and hold office.
2. Associate/Alumni members may not vote or hold office.
3. As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.*
4. To remove a member or officer, adequate written notice (7 days minimum) is required.**
5. The advisor must be a recognized CSU employee as a faculty or staff member, or graduate student with approval from their academic advisor, who has an interest in serving as an advisor. The advisor does not have the right to vote.
6. The constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least 1 week prior to the business meeting.

Special Conditions:

*Single Gender Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally- and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University’s non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Office of Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

**Due process must be allowed, as in the right to speak on one’s behalf and the right to an appeal.

RamLink Registration: All officers’ names are a matter of public record at CSU. Please be advised that names, telephone numbers, and e-mail addresses will be released if requested. RSO information is not sold or otherwise provided to any for-profit organizations. To learn how to complete the RamLink Registration form, or learn the BEST WAYS TO NOT GET DENIED, be sure to review Module #3 of the Online Officer Orientation.

To start a registration form, follow these instructions:

Go to ramlink.colostate.edu
- **New Organization?** Click the “Organizations” tab on the left, then below the “Categories” list on the left, click on the button reading “Register an Organization.” Scroll down and click on the blue button “Register a New Organization” below.

- **Existing Organization?** Click the “Organizations” tab on the left, then below the “Categories” list on the left, click on the button reading “Register an Organization.” Type in your organization’s name in the list, if a green “Available” is seen below you are able to register. Click on the blue “Re-Register” button. If a gray “Not Available” is seen, the registration period is not open yet (aka its summer).

  - **Cannot find your page currently on RamLink? You are likely a LOCKED or INACTIVE organization.**
    - **LOCKED** means you missed registering with SLiCE in the last academic year (2016-2017), thus your organization’s page cannot be found publically on RamLink.
    - **INACTIVE** means not being registered with SLiCE in the last 2 academic years (since before the fall 2015 semester), your organization’s page cannot be found publically on RamLink.
    - **BOTH:** you must first contact the RSO Team at SLiCE_studentorgs@colostate.edu to learn more about your current status and gain access to your registration form.

  - **Registration APPROVED?** Congrats!
    - **Remind People to Accept Your Invitations:** Please ask the people you added to your RamLink roster to accept their email/RamLink invitation as it will enable them to participate on your RSO’s RamLink page. It is up to CSU student members to check the box of “Show Membership on Public Roster,” which would list them publically on your club roster.
      - **President, Financial Officer, and Advisor Exception:** these three positions are required to check the box – “Show Membership on Public Roster” – as it allows them to be publically seen on your roster’s page for the needs of University Departments and their processes. Both their name and their email needs to be publically seen to confirm if they are students or employees of CSU, or not.
      - **FYI:** the email invitation they receive looks like spam/junk mail, therefore advise them it is not, ask them to click on the link and ask them to join and decide if they want to be visibly seen on your page.

  - **Registration DENIED?** If the RamLink Registration form is denied, please have the officer who initially submitted the registration form make the necessary changes before SLiCE staff can review the new submission. Or, have another officer re-start the registration form again. **FYI:** it usually takes no more than 10 minutes to fix a denied form.

**Developing a Constitution:**
The development of your constitution can help formulate specific guidelines determining the directions and structure of the RSO. The RSO’s constitution is a working tool. **Simplicity and flexibility are the keys to a good constitution.** When writing a constitution, keep in mind immediate needs as well as future RSO goals.

The following pages contain a sample of a constitution that can be used to help formulate a process to govern your RSO. The highlighted wording identifies the 6 required statements to include in the constitution. **Bolded statements add clarity and give directions.** Please use non-gendered language, as in “their” instead of “he” or “she” to be mindful of the gender, gender identity, and/or gender expression of students. Finally, **all other aspects of the constitution are for the RSO to adapt, change, alter, and make their own, specific to their needs.**

For questions about developing or editing your constitution, please contact the RSO Team at SLiCE_studentorgs@colostate.edu

- **Upload Constitution on RamLink:** It is best to upload your RSO’s constitution to your RSO’s RamLink page by going to “Manage Organization” in the upper right corner, then click on the 3 horizontal...
stacked lines on the upper left to access your “Documents” in the side bar. Click on the blue button “Add File” to upload your Constitution and have it readily accessible, easy to find, and nearby for all.

“Model” Constitution

ARTICLE I – NAME
Section 1: Title
The organization name should be significantly different than any other RSO recognized at CSU. Look at RamLink before beginning, to crosscheck and see if any other club names are too similar. Any reference to CSU in the title must be phrased “Club X at Colorado State University/CSU” rather than “CSU X Club.” (This is pertinent if a Student Organization Financial Account is desired!)

Section 2: Affiliation (if applicable)
If the organization is nationally affiliated, state the title of the national organization. Email a Statement of Affiliation letter to SLICE_studentorgs@colostate.edu.

ARTICLE II – PURPOSE
State the purpose and mission of the organization.

ARTICLE III – MEMBERSHIP
Section 1: Active Members
Active membership is open to all CSU students with the right to vote and hold office (in your organization).*

*If you or your organization are concerned if your student organization abides by this requirement, please reach out to the Program Coordinator of Involvement, Sarah Stephens, to discuss the organization’s intentions and work together to remain inclusive.

Section 2: Associate Members
Associate membership is open to faculty and interested community partners outside the University setting, i.e. the Fort Collins community (they may not hold office or vote). Associate members may not vote or hold office.

Section 3: Alumni Members
Alumni membership is open to former CSU students who were members of the organization (they may not vote or hold office). Alumni members may not vote or hold office.

Section 4: Membership Rules of Order
Clearly state any requirements of members, such as general interest, open mindedness, willingness to learn, code of conduct, etc.

(COLORADO STATE UNIVERSITY’S EQUAL OPPORTUNITY and NON-DISCRIMINATION STATEMENT MUST BE INCLUDED EXACTLY AS WRITTEN): As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.** <<This required statement has changed slightly as of the 8/2017.

** Single Gender Organization Statement: Social fraternities and sororities are RSOs whose primary purpose is the personal development of their members, as distinguished from honorary, professional, departmental, and service fraternities. Some social fraternities and sororities are culturally- and/or community-based. Social fraternities and sororities may select members according to subjective criteria consistent with the University’s
non-discrimination policies. Social fraternities and sororities are entitled to single-gender membership, provided they qualify under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972, which require the organizations be exempt from taxation under section 501(a) of the Internal Revenue Code of 1954. To be recognized as a fraternal organization through Office of Fraternity & Sorority Life, the organization must meet the definition outlined by Title IX and be affiliated with at least one of the currently recognized councils.

**Section 5: Duties of Members**
State expectations of membership, such as attendance, committee participation, etc.

**Section 6: Dues (optional)**
State if and when dues are required and how dues are determined. Do not put a specific dollar amount within the section, as it will require an amendment to the constitution if the amount were to change. Specific dollar amounts can be listed in the bylaws, which typically require a simple majority to amend.

Section 7: Removal of Members
Explain the process for removing members from the organization. It should be possible to remove members for disciplinary or non-attendance reasons. All rules members must follow should be clearly written in the constitution, bylaws, or and/or membership manual. Due process must be allowed, as in the right to speak on one’s behalf, and right to an appeal. The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary. To remove a member or officer, adequate written notice (7 days minimum) is required. Removal procedures should follow due process, including the right to speak on one’s behalf, and right to an appeal.

**ARTICLE IV. – ELECTED OFFICERS**

Section 1: Officers
Name the officer positions, i.e. president, vice-president, financial officer, etc. This executive board will consist of only active CSU student members; a minimum of 2 officers is required – and they must be at the very least a president and a financial officer. If the organization has additional criteria such as academic standing, length of membership, prior service to the organization, etc., those requirements should be specifically stated.

Section 2: Duties of Officers
Name each officer position and list their respective responsibilities.

Section 3: Election of Officers
Clearly explain the election process, including when elections are held, length of office, requirements for the nomination of candidates, how the election will take place (e.g. secret ballot, RamLink Elections tab, showing of hands), and required votes for election (e.g. 2/3, majority). As a requirement of SLiCE, officers must uphold a cumulative 2.25 GPA both during elections and while holding office.

Section 4: Removal of Officers
Explain the process for removing officers from their positions. It should be possible to remove officers for discipline or lack of performance. The job descriptions and functions of each officer should be clearly written into the constitution, bylaws, and/or officer manual. (All removal procedures should follow due process, including adequate written notice - 7 days minimum, the right to speak on one’s behalf, and right to an appeal.) The organization should specify whether the process can take place at a regular meeting or if a special meeting (hearing) is necessary.

**ARTICLE V – MEETINGS**

Section 1: Business Meetings
In general terms, state when business meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and what constitutes a quorum of membership (e.g. majority).

**Section 2: Executive Board Meetings (if applicable)**
In general terms, state when executive board (officers) meetings will be held (e.g. once every two weeks), who arranges the time, place, etc., and any requirements for calling special meetings.

**ARTICLE VI – ADVISOR**
There should be a general consensus amongst members when a new advisor joins the organization.

**Section 1: Qualifications**
State any special qualifications an advisor needs to have. *(The following statement must be included): The advisor must be a recognized CSU employee as a faculty or staff member, or graduate student with approval from their academic advisor, who has an interest in serving as an advisor. The advisor does not have the right to vote. <<This required statement has changed slightly as of the 8/2017. (The advisor can be a faculty member, Administrative Professional, or State Classified staff member, or graduate student of CSU.)*

**Section 2: Duties**
Explain any required responsibilities of the advisor, i.e. attendance at executive board meetings and elections, etc. Though the advisor may not vote, they may offer advice to the organization. The advisor must be informed that the Registrar’s Office requires them to serve as a signee for reserved space by the RSO. **The advisor must accept the email invitation and elect to be seen on RamLink to be visually shown on the RSO’s RamLink page.**

**ARTICLE VII – AMENDMENTS**
State the procedure for proposing amendments to the constitution and how they are approved. *(This constitution may be amended at any regular business meeting of the organization by two-thirds vote of active membership, provided that the amendment has been submitted to the membership in writing at least one week prior to the business meeting.)*

**ARTICLE VIII – FINANCIAL STRUCTURE**
Sections of financial structure include method of record keeping, signature authorization, compliance with university policy and state law on appropriate use of funds, etc.

**ARTICLE VI – BYLAWS (optional)**
Sections of bylaws deal with more detailed issues concerning the organization for the given year. Examples include actual dues assessed and details regarding delinquencies, provision for some accepted rules of order, specific meeting and election times, method of amending bylaws, etc. For the sake of stability of the group, it should be possible to amend the bylaws with greater ease, i.e. majority vote.

**FYI:** Organizations with national affiliation that follow the national organization’s constitution should add these to their chapter’s constitution, with specifics to the organization’s function at CSU. Any required items not covered in the national constitution must be addressed in the chapter’s constitution/bylaws, because as a registered student organization it is required to include and follow CSU’s § requirements highlighted and italicized in this model constitution.

**ARTICLE X – COMMITTEES (optional)**
Sections of committees include the names of any standing committees, procedure for proposing new committees, the method of choosing a chairperson, and duties of the committee.
RSO PROGRAMMING + EVENTS

Campus Box Office:
- CONTACT:
  - Box Office Manager, Tiffani Moreno, lsc_cbomanager@mail.colostate.edu, 970-491-5402
  - http://lsc.colostate.edu/campus-activities/campus-information-box-office/ticket-information/
- SOFA? Depends.
- OVERVIEW: The Box Office in the LSC offers ticketing services to RSOs to greatly improve their event. Ticketing can help with crowd control limits by capping off at a certain number to not violate venue guidelines. Additionally, it can ensure events are exclusive, i.e. only to be open to students, faculty, staff, and/or the public. The Box Office can give accurate statistics on event attendance and provide peace of mind to event organizers by leaving ticketing to well-trained box office employees. To start the process, contact the Box Office Manager who will issue a contract needing to be completed and returned before tickets can be issued.
  - Quick Facts:
    - Both e-tickets and/or physical tickets are available.
    - It is highly recommended to contact the Box Office Manager no less than 2 weeks in advance of your event.
    - Events can occur both on- and off-campus.
    - Base price for ticket services is $25, physical tickets cost $.25/each.
    - If tickets are to be purchased, a 2.5% fee is incurred with credit card charges.
    - Tickets can be for a cost, or free to pick up by attendees.
    - The Campus Box Office is separate from the McGraw Athletic Center Ticket Office and University Center of the Arts (UCA) Box Office.

*NEW* Game Day On-Campus Space Reservations: CSU will host its first on-campus stadium football season this fall! To prepare for several “unknowns” with traffic/parking, facilities usage, personnel services, etc., RSOs wishing to host events on game weekends (Friday-Sunday) must follow the mandatory protocol:
- When making a reservation for your event, please complete and submit this form: https://www.fm.colostate.edu/eventRequest.
- Fill out this form for all events on a game-day weekend, including Friday and Sunday, unless the event is in a programmed tailgating space.
  - Programmed tailgating events exempt from this form are highlighted in this map (http://stadium.colostate.edu/wp-content/uploads/2017/05/Tailgating-and-Parking-Map.pdf) and include purchased parking areas.
- Any events planned in buildings, or on open or grassy spaces on campus, or parking areas outside of those on this map, must be submitted for resource assessment.
- The event request form must be submitted no less than 30 days in advance of the event.
- This system is mandatory for all events throughout the season.
- Home football games are on the following Saturdays: August 26, September 9, October 14 (Homecoming), October 28, November 11, and November 18

RamLink Event Form: To sponsor an event, RSOs should submit the event on RamLink via the Event Planning Form. This form simultaneously promotes your event and helps you follow a risk management checklist in the meantime. It is a great, free marketing tool! It is a required form when on-campus insurance may need to be purchased to protect a RSO from liability issues. SLiCE can assist with insurance and other risk management
needs. It takes up to 5 business days for the RSO Team to process your event form, therefore be sure to promote your event no less than 2 weeks before the actual event to get at least a week’s worth of exposure.

- The RamLink Event Form is submitted electronically on RamLink through your RSO’s page. To submit a RamLink Event Form, a President, Vice President, or Financial Officer must do so – or any other officers who has been manually granted access to “Events.”

- 10 Ways to Fill Out the RamLink Event Form Correctly:
  1. Start on your RSO’s RamLink page, and click on “Manage Organization” in the upper right corner.
  2. Click on the 3 horizontal stacked lines (menu) on the upper left.
  3. The left side bar will emerge, click on “Events” below.
  4. Click on the blue button marked “Create Event”
  5. Fill in the information as detailed and accurately as possible. The form is highly detailed and walks you through each step.
  6. If adding a website to the description, use the hyperlink icon, otherwise your link will not work.
  7. Only have your events last no more than a span of 2 weeks on RamLink.
  8. Select “Show to Students & Staff on RamLink” only for events for the University community. For weekly meetings for your members, use “Show to Organization Members” instead.
  9. Click “Registered Student Organization” over “University Department” to not get denied.
  10. Don’t forget to click submit!

To learn more tips for how to better navigate this event form, do know that short How-To videos will be released throughout the year on SLiCE’s RamLink page and in the RSO Newsletter.

CSU Reservation Spaces + Resources: When planning an event or a meeting, the following resources are available to assist you when making reservations. The supporting office will vary depending on location.

- **Campus Recreation - Facility Scheduling and Event Management**
  - **CONTACT:** Brittney Wolf, brittney.wolf@colostate.edu, 970-491-5407
  - **OVERVIEW:** When it comes to reserving spaces in and around Campus Recreation, it is best to know which department reserves what spaces, as well as the following information.
  - **A/B Meeting Room:** Campus Recreation requires a minimum of 3 days’ notice to schedule, but there is a better chance of getting the requested date if with 2 weeks’ notice. Food is permitted, subject to Environmental Health approval. Tables, chairs, AV equipment included in the rental fee.
  - **Field space, Moby, and South College spaces:** reserved by Facilities Management instead. Campus Recreation does provide supervision and field lighting for those spaces at an additional cost. No additional form is required for these services, as Facilities Management will coordinate with Campus Recreation. An invoice is issued by Campus Recreation though, and all supervision fees must be paid in full prior to the first event date.
  - **Outdoor Basketball and Sand Volleyball Courts:** can be scheduled during open hours. Cost is billed per court, per hour. No staffing is acquired.
  - **Pool and Gym Space (MAC or Main Gym):** can only be reserved outside of building hours. Due to Campus Recreation’s extended hours, groups can find the reservation time fairly limited. Usually, Saturday evenings after 8:00pm or Sunday mornings before 12:00pm are the only viable times for events. Hourly rental fees are assessed for each space, and staff fees are also applied to these reservations. A minimum of 4 staff members are required to keep the building open for an after hours’ event. If the pool is reserved, lifeguards must maintain a 1 lifeguard to 25 people ratio with 1 additional guard on staff to rotate in throughout the event. A minimum of 2 weeks is required to reserve space/coordinate staff, though more time is preferred.
  - **Studio Space:** Campus Recreation does not rent studios for dance practices or similar events. RSOs are welcome to use the studios on a drop-in basis, Campus Recreation just asks the following:
    - Vacate the space at least 10 minutes before any scheduled fitness class (schedule is on the screen outside the room).
• Be respectful of other groups and do not monopolize the space all evening.
• If a group wants to host a special fitness class, they cannot supply their own instructor, but can hire one of Campus Recreation’s instructors.
  ♦ A **minimum of 2 weeks is required to coordinate staff**, though more time is preferred.
  ♦ Can be done during open hours.
  ♦ Rental and staffing fees apply to these reservations.

**Equipment Check Out:** Campus Recreation checks out equipment for RSO events, both inside or outside of the building. Equipment needs to be reserved ahead of time, checked out, and returned during building hours.

- **Classroom Equipment Services**
  - **CONTACT:** A69 Clark, 970-491-5466
  - **OVERVIEW:** RSOs requesting the use of audiovisual equipment in classrooms may do so free of charge unless the group is charging an admission or registration fee. Charges may also be assessed if there is loss or damage done to the equipment or is otherwise unusable for instructors who follow the RSO’s usage of the room.

- **Classroom Facilities**
  - **CONTACT:** Registrar’s Office, 100 Centennial Hall, 970-491-1095
  - **OVERVIEW:** RSOs are eligible to reserve classrooms from the Registrar’s Office for the current term. No reservations will be made on recognized University holidays. Classroom Scheduling staff reserve the right to adjust room reservations based on academic needs. General Assignment Classrooms will be released for scheduling to the campus community once academic scheduling is complete for the term. RSOs can reserve large classrooms and auditoriums (> 100 seats) up to 8x per semester, and up to 2 small/medium sized (< 100 seats) general assignment classrooms up to 2x per week. Requests should be submitted at least 3 business days prior to the event. Weekend reservations must be confirmed by close of business on Thursdays.
  - **FYI:** no food or drinks are permitted in General Assignment Classrooms.
  - **Activities held in General Assignment Classrooms shall not adversely impact the physical aspects of the classroom(s) or the research, study, or other academic pursuits in areas adjacent to classrooms.**
  - **Activities not permitted include:**
    - Alcohol consumption
    - Amplified music
    - Childcare
    - Dances
    - Dinners
    - Parties
    - Performances
    - Refurnishing of rooms
    - Removal of equipment
    - Stage events
    - Theater

- **To reserve a classroom:** RSOs are required by the University to submit a **Student Organization Room Reservation Request** form. This form should be filled out by a student officer and include the name and CSU email address of the faculty or staff advisor (sponsor) – both names/people need to be visible on the RSO’s RamLink page. To access the form, visit: [https://ramweb.colostate.edu/ramrecords/Public/classroomscheduling/studentorgreservation.aspx](https://ramweb.colostate.edu/ramrecords/Public/classroomscheduling/studentorgreservation.aspx)
- **For more information,** visit [http://registrar.colostate.edu/classroomscheduling/classroom-reservations/](http://registrar.colostate.edu/classroomscheduling/classroom-reservations/), and scroll down to the “Registered Student Organization” tab.
- **Activities that are large-scale events or any event where the public external to CSU is invited, serves food, includes high risk activities, and/or charges for participation or requests for monetary donations will be scheduled through the Facilities Management Scheduling Office or the LSC to ensure University and State requirements are met. Public includes non-university
and/or non-organization members. Generally, University facilities are neither appropriate nor approved for childcare purposes.

• Facilities Management
  ▪ CONTACT:
    • Kirsten Smith, Kirsten.Smith@colostate.edu, 970-491-0331
    • Lori Meyers, Lori.Meyers@colostate.edu, 970-491-0056
  ▪ OVERVIEW: RSOs should contact the Facilities Management Scheduling Office to schedule spaces on campus, such as sports facilities and outdoor areas like the Monfort Quad or Danforth Chapel. Reservations should be made at least 2 weeks before the proposed event. Use this online form: https://www.fm.colostate.edu/eventRequest. Be prepared to provide the following information: preferred date, time, location, number of expected people, and sponsor(s) with contact name(s), phone number(s), and email addresses.
  ▪ If planning an unusual or large event (500-1,000+ people) outside of the LSC, RSOs must submit, in email, a program proposal to Lori or Kirsten at least 6 months prior to the expected event date. The proposal must include all relevant information about the event. The University Special Events Advisory Group (USEAG) will make a recommendation to accept or reject the proposal. Overall, the Vice President of University Operations will approve or deny the event.

• LSC Catering
  ▪ CONTACT: Event Planning Services (EPS), 970-491-5332, lsccatering@colostate.edu
  ▪ OVERVIEW: All food/beverage arrangements for events in the LSC must be made through LSC Catering at least 2 weeks in advance of the RSO’s event. Please call, email, or stop by EPS at any time Monday-Friday 7:45am-5:00pm. No food is permitted in the LSC for events from anywhere other than LSC Catering or LSC Business Partners, who have catering capability, i.e. Spoons and Subway. Contacting catering is necessary when using any of the LSC restaurants to get written approval via email. Single-packaged and individually wrapped items area also allowed as long as Catering is given notice prior to the event. Individuals can also bring personal food and snacks to meetings, but it is against Environment Health and Safety protocol to share homemade foods in the LSC. For the catering menu and information visit http://lsc.colostate.edu/services/lsc-catering/. To view the LSC Alcoholic Beverage Policy, visit http://lsc.colostate.edu/lsc-policies/.

• LSC Event Planning Services (EPS)
  ▪ CONTACT: LSC Room 315, 970-491-0229, 209 LSC
  ▪ OVERVIEW: EPS schedules the rental and use of the LSC meeting rooms, ballrooms, LSC Theater, the Plaza, and the Sutherland Community Garden. Most meeting rooms are available without charge to RSOs for regular meetings, and can be set up to meet the RSO’s needs. Equipment available in the LSC meeting rooms and ballrooms includes the traditional assortment of tables, chairs, lecterns, pipe and drape, and staging as well as an array of new technical production equipment – everything needed for professional meetings and grand productions—yet charges may accrue. The president, vice president, and financial officer should always be listed on RamLink and are permitted to make reservations without issue. Other officers can also make
reservations if they are listed on RamLink, they are able to commit funds, and they can provide contact information for the President, Vice President, or Financial Officer so they can be put on the reservation as the secondary contact (one of these 3 positions must always be on the reservation). The advisor cannot make a reservation, but must be listed per EPS’ request. For more information, visit http://lsc.colostate.edu/services/event-planning-services/

- **Audio-Visual Services** provided by the LSC include data (LCD) projection, film projection, overhead (transparency) projection, audio reinforcement and recording, video recording and playback, specialty lighting, Internet access, and teleconferencing. Please consult with EPS at least **4 weeks** in advance of your event to reserve the equipment and confirm/finalize the technical services needed at least **2 weeks** before. **RSOs qualify for a discount when booking a larger space in the LSC such as The Main Ballroom, North Ballroom, or LSC Theatre. A rental fee is charged for these venues, and a deposit is required to make a reservation.**

**EVENT INSURANCE + LIABILITY**

Student organizations, student officers of student organizations, and members and participants are separate from the University, and are not instantly (or for free) provided insurance protections or coverages. When bringing performers, hosting an athletic competition or race, or holding a high-risk event on-campus, please be prepared for questions about insurance, with the below descriptions helping clarify what may be expected of your RSO.

- **RSO Chapters to National Organizations**: Some RSOs are local chapters of national organizations and may have some insurance protections or coverages provided by the national organizations. Requests for information regarding any possible insurance coverages for student organizations should be directed to the national office of the greater organization.

- **On-Campus Insurance Coverage for RSOs - TULIP Policy**: RSOs seeking to hold special events on university property may purchase special event liability insurance through the University’s TULIP (Tenant User Liability Insurance Program). TULIP can be purchased by a RSO for their event, as long as the event occurs solely on CSU property, and that activity is not excluded by the insurance program. CSU has event insurance available for RSOs covering up to $1,000,000 of liability for **on-campus** events. Insurance is a way of financing risk. If it is required of your RSO to have event insurance, which is often common for events with contractual and high-risk activities, please have a RSO officer reach out to SLiCE’s Program Coordinator of Involvement, Sarah Stephens, to start the process to obtain a certificate of insurance.

- **To request an insurance quote**, please complete and submit a RamLink Event Form on your RSO’s RamLink page to provide ample information for the quote, and get free advertising out of the form! From there, Sarah will connect you with the appropriate professionals in Risk Management to process your request and obtain the quote. Sarah will describe the options for how your RSO could pay for the quote, either through a SOFA or individually. If you have questions about filling out the RamLink Event Form or have already submitted the form and want it to be known, please contact Sarah at sarah.stephens@colostate.edu to help your process along.

  - The cost varies depending on the risk involved and duration of such activities.
  - In the rare occasion CSU’s on-campus insurance does not cover your on-campus event because of the level of risk involved, or your event is off-campus, SLiCE recommends working with your own insurance provider to obtain single-event insurance.
insurance, or reaching out to Fort Collins Events Planner, Jan Sawyer (at jasawyer@fcgov.com or 970-416-2303), to help find a local insurance provider.

- **General Liability Insurance (for performers):**
  - **DEFINITION:** When bringing a performer to campus, be prepared to ask the performer if they have a general liability insurance policy covering them when they set up and perform at CSU. General liability insurance provides coverage for the performer if they are negligent and legally liable in causing bodily injury or property damage to another person or organization.
  - **EXAMPLE:** If the performer had equipment fall off the stage and it landed on a student, then the performer is covered, and if CSU and your RSO are named additional insureds – then CSU and your RSO are also covered.

- **Worker’s Compensation Insurance (for performers):**
  - **DEFINITION:** Known as “worker’s comp,” is an insurance policy providing coverage for the performer(s) and any of the performer’s crew if they are injured while they are on the event site during the performance/event at CSU.
  - **EXAMPLE:** While setting up their sound system, one band member trips on a cable, falls, and hurts themselves, and Worker’s Compensation would cover the band’s own members and employees, as in the injured band member or set-up employee.

- **RSO Liability Release Form:**
  - **ACCESS:** http://lsc.colostate.edu/slice/student-involvement/documents-forms/
  - **OVERVIEW:** It is HIGHLY ENCOURAGED to use a RSO Liability Release Form for competitive, athletic, and/or active events managed by RSOs where CSU faculty, staff, and/or students are present, and/or coaches, facilitators, or participants are involved from outside of the university.
    - **General Best Practice:**
      1. A RSO officer should complete all areas of the form on a computer to the best of their knowledge (i.e. RSO name, event description – list and briefly describe every activity in layperson’s terms, time frame, etc.) by typing directly into the form and saving it, if completing on a computer.
      2. Print the form and make more than enough copies for the expected number of participants, including coaches, facilitators, event organizers, volunteers, etc.
      3. Those completing the form must add in all of their personal information, with no spaces left blank.
      4. If someone does not have health insurance it is okay.
      5. By signing the form, they acknowledge their awareness of the activities involved in the imminent event before participating.
      6. If they choose not to sign the form, they should not participate in the activity/event, as that exposes your RSO to more liability.
      7. Collect all release forms, and bring them into SLiCE by the next business day for the Program Coordinator of Involvement, Sarah Stephens, to store, and further reduce any exposure your RSO has to being held liable for misplacing any release forms.
      8. Forms will be kept up to 3 years by SLiCE.

    - **One Time Event Best Practice:** If the nature of your events regularly changes (i.e. location changes, activities change, more activities have been added), a RSO
Liability Release Form should be completed each time by all participants, and then all steps above should still be followed.

- **Reoccurring Event Best Practice:** If the event does not change (i.e. your RSO always hikes every weekend in the same location, your hockey practices and games are always at EPIC), then a RSO Liability Release Form can span more time than just 1 day, but a greater span of time, i.e. academic year, a month.

  - Individuals only have to sign the form once, as long as the end date has not expired.

- **RSOs + Regularly Occurring High-Risk Activities:** If your RSO is not recognized by Campus Recreation as a Sport Club, but the nature of your RSO’s activities involve high-risk activities or sports (i.e. acrobatics, gymnastics, hockey, horseback riding, mountaineering, off-roading, skiing/snowboarding, swimming), the following responsibilities are HIGHLY ENCOURAGED to be followed. By doing so, risk management policies can be learned and adhered to, and best practices can be applied to have the most successful and safe year.

  1. It is best for your RSO to have the name of every member, and their emergency contact information, at the beginning of academic year, and each time a new member joins.

  2. It is also best for your RSO to have each member and coach complete and sign a RSO Liability Release Form. Please collect all release forms, and bring into SLICE by the next business day for the Program Coordinator of Involvement to store, and further reduce any exposure your RSO has to being held liable for misplacing release forms.

  3. To access the Liability Release Form, visit [http://lsc.colostate.edu/slice/student-involve/documents-forms/](http://lsc.colostate.edu/slice/student-involve/documents-forms/).

  4. Please have 2 student officers (one being the president) arrange a meeting with the Program Coordinator of Involvement, Sarah Stephens, to discuss the possible risks associated with the types of activities the RSO is doing, and the ways the RSO will manage risk throughout the year. *This meeting should occur in the first 30 days of being registered each academic year.*

  5. If you have not reached out to SLICE within the first month of becoming recognized for the current academic year, do not be surprised if you receive an email from the RSO Team requesting the meeting mentioned above, if your RSO hosts/participates in regularly occurring high-risk activities.

**IMPORTANT POLICIES + PROCEDURES**

Please be aware of the following University policies and procedures that are important for your organization to be aware of in how you operate and with your events. CSU’s Policy Library is always the location where more information can be found about the following policies, as well as others, to go to the library directly, start here: [http://policylibrary.colostate.edu](http://policylibrary.colostate.edu).

**Campus Security Authorities (RSO Advisors):**

**Clergy Act Crime Reporting**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires the Colorado State University Police Department (“CSUPD”) to report statistics regarding certain criminal offenses that occur on property owned or controlled by CSU. While many crimes that impact the CSU community are reported directly to CSUPD, the Clery Act also recognizes that crimes may also be reported to
officials who have significant responsibility for student and campus activities. These officials are called “Campus Security Authorities,” or CSAs, and CSU is required by law to identify them

Who is a Campus Security Authority?
A “Campus Security Authority” is defined as anyone within one of four groups of individuals and organizations associated with the institution:

1. A *campus police department* or a *campus security department of an institution*. All individuals who work for the CSU Police Department are campus security authorities.

2. Any individual who has responsibility for campus security but who does not constitute a *campus police department or a campus security department*, such as an individual who is responsible for monitoring entrance into institutional property. CSU sometimes designates individuals other than CSUPD officers to provide security—for example, the yellow-jacketed security people who assist at athletics events—and these individuals are CSAs, too.

3. Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. CSU does not specify any individuals, other than law enforcement and designated security personnel, to whom crimes should be reported.

4. An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings, except for a professional counselor or pastoral counselor. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. If someone has significant responsibility for student and campus activities, he or she is a campus security authority.

This is a broad category comprising individuals in many different areas. For example, people who oversee student housing, the student center, or student extra-curricular activities have significant responsibility for student and campus activities. Similarly, an athletic director, team coach, or advisor to a student group also has significant responsibility for student and campus activities.

What is a Campus Security Authority required to do? The responsibility of a CSA is to report crimes that they witness or that are reported to them to the CSU Police Department. A *Crime Reporting Form* is provided on the CSUPD website that CSAs should use to report crimes. Any crime that may cause an ongoing threat to persons or property should be reported immediately by calling 911. The institution must issue a warning regarding ongoing threats to the community and you play a crucial role in fulfilling that obligation. If there is any question about whether an ongoing threat exists, immediately contact CSUPD.

A CSA training video is available online at CSU. To access the video, go to: https://colostate-my.sharepoint.com/personal/cleryact_colostate_edu/Documents/CleryActVideo. You may be required to login to Office365 using your CSU emame@colostate.edu (not your email) and EID password.

What should a Campus Security Authority not do? A Campus Security Authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority should not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It’s also not a CSA’s responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so.

- What will you do with the information I provide? CSU will advise these individuals of their roles and offer training for CSAs to help them carry out their responsibilities.
• **Who do I call with questions?** If you have any questions about this expectation or if you would like to discuss the specifics about an incident, please feel free to contact CSU Police Department Captain Frank Johnson at (970) 491-7556 or Franke.Johnson@colostate.edu.

**Colorado State University Student Conduct Code:**

**Expectations of All CSU Students:**

Colorado State University expects students and recognized student organizations to maintain standards of personal integrity in harmony with educational goals; to be responsible for their actions; to observe national, state, local laws and University policy; and to respect the rights, privileges, and property of other people. Students and organizations are treated with care, fairness, tolerance, and respect.

Additionally, both students and recognized student organizations are expected to understand and comply with the Student Conduct Code, which can be viewed at the Student Resolution Center website at resolutioncenter.colostate.edu.

**Jurisdiction – Organizations:**

• **Student Clubs and Organizations**

  Student clubs and organizations enjoy rights and privileges associated with official recognition by the University. They are also subject to disciplinary action for violation of these policies:

  1. Student organizations and their members may be held responsible for violations if the misconduct occurs on University property, on premises used or controlled by the organization or its members; or at University or student organization-sponsored activities.

  2. Student organizations are encouraged to engage in the practice of effective self-governance. Student members, organizational leaders, faculty/staff advisors, the University Student Organization Office, Campus Recreation/Sport Clubs Programs, All University Hearing Board, Student Resolution Center, and the Vice President for Student Affairs have a shared responsibility for upholding the Student Conduct Code.

  3. The officers or leaders of a student organization may be held responsible when such violations are committed by persons associated with the organization who have received consent or encouragement from the organization’s officers or leaders or if those officers or leaders knew that such violations were being or would be committed.

  4. The officers or leaders of a student organization may be directed to take action designed to prevent or end such violations by the organization or by any persons associated with the organization. Failure to comply with a directive may be considered a violation of the Student Conduct Code, both by the officers or leaders of the organization and by the organization.

  5. Alleged infractions related to the student organization as an entity (broader responsibility than the isolated behavior of individual members) will be addressed by the All University Hearing Board (AUHB). Responsibilities and standards of Sport Clubs, fraternities and sororities, and other recognized student organizations may appear in their respective conduct codes or policies.

  6. The appellate jurisdiction over student organization conduct hearings will be retained by the Director (or designee). If the Director serves as the original Hearing Officer, the Vice President of Student Affairs shall appoint a three-person committee to consider the appeal. The committee shall then make recommendations to the Vice President of Student Affairs, who will make the final decision regarding the appeal.
7. All cases may be reviewed by the Director and the Vice President for Student Affairs. In more serious cases or when pervasive patterns of problem behaviors exist, the University may take action concurrently with, instead of, or independently of the All University Hearing Board.

8. Individual members of student organizations are responsible for their own behavior and are subject to the standards and responsibilities as defined in this policy. The Director may choose to initiate disciplinary action against any individual organization member as would be done in the case of any student.

- **Fraternities and Sororities**

  1. Fraternities and sororities are private, independently chartered organizations that may also be officially recognized student organizations. Some chapters have members that reside in a housing facility located off University property. These facilities are neither owned nor operated by the University. Fraternities and sororities are responsible to their inter/national organizations through their charter agreements and to the University through the University Relationship Agreement/Statement of Expectations and University recruitment, risk management, and alcohol policies that apply to recognized student organizations through this Student Conduct Code.

  2. Fraternities and sororities are encouraged to engage in the practice of effective self-governance. Student members, chapter leadership, student governing councils (Interfraternity, Panhellenic, Multicultural Greek, and National Pan-Hellenic Councils), chapter advisors, University Office of Fraternity and Sorority Life, Student Resolution Center, Vice President for Student Affairs, and inter/national organization leadership have shared responsibility for upholding the Student Conduct Code and disciplinary rules affecting fraternities and sororities.

  3. The governing councils have jurisdiction over all member chapters and colonies. Alleged infractions related to the chapter as an entity (broader responsibility than the isolated behavior of individual members) will be addressed by the All University Hearing Board (AUHB) or individual hearing officer.

  4. The AUHB will follow the general procedures for hearings, decisions, and sanctions as outlined in this policy.

  5. The decisions of the AUHB may be reviewed by the Director and the Vice President for Student Affairs. In more serious cases or when pervasive patterns of problem behaviors exist, these offices may take action concurrently with or independently of the AUHB.

  6. Individual members of fraternities and sororities are responsible for their own behavior and are subject to the standards and responsibilities as defined in this policy. The Director (or designee) may choose to initiate disciplinary action against any individual fraternity or sorority member as would be done in the case of any student living off campus.

- **Prohibited Conduct Specific to Student Organizations**

  1. Violations of any rules, contracts, or agreements governing: recognized student organizations; Sport Clubs; Fraternities and Sororities; alcohol use, travel, solicitation, risk management, or hosting of events on or off University property; and participation in or attendance at athletic or other authorized sports events. Violation of any University policy, rule, or regulation that is published in hard copy or available electronically on the University website.

  2. Participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing, which includes any act that endangers the mental, physical, and/or emotional health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or
student organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral; they are violations of this rule.

To view the Student Conduct Code, visit: https://resolutioncenter.colostate.edu/conduct-code/

To learn more about the Discipline Process specific to Student Organizations, visit: https://resolutioncenter.colostate.edu/discipline-process-orgs/

To learn more about hazing prevention, how to report incidents of hazing, or how to support those impacted by hazing, please visit: http://endhazing.colostate.edu/

Hazing Prevention Resources
The word “hazing” is quite loaded, and often misinterpreted. To better conceptualize what is and is not hazing, it is recommended you and RSO explore the http://endhazing.colostate.edu website to learn of alternatives to hazing and how to be a healthy RSO.

- Alternatives to Hazing:
  - In addition to the many resources, questions, and considerations below, please know SLiCE’s Program Coordinator of Involvement, Sarah Stephens, welcomes a meeting to brainstorm other ways in which similar outcomes can be reached without hazing your members.
  - Also, consider attending our RSO Workshop – Traditions, Teambuilding, and To Belong geared toward leading healthy, effective, and fun group belonging and tradition-creating activities.

- Ask Yourself These 9 Questions:
  - You and your RSO are encouraged to think critically about the activities in which you ask your members to participate. Look through the following questions to determine whether or not the activity could be defined as hazing.
    1. Is the activity an educational experience?
    2. Does the activity promote or confirm the values of the organization?
    3. Will the activity increase respect for the organization by non-affiliated individuals?
    4. Will active/current members of the group refuse to do what they are asking the new members to do?
    5. Is alcohol involved?
    6. Does the activity risk emotional or physical abuse?
    7. Is there risk of injury or a question of safety?
    8. Would you feel uncomfortable describing the activity to your parents, to a professor, or to University faculty?
    9. Would you feel uncomfortable with the activity being photographed for the school newspaper or filmed by the local TV news crew?
  - If the answer to ANY of these questions above is “yes,” the activity is most likely hazing.

- Students: Be True to You, Choose Your Group at CSU:
  - Student organizations and campus and community groups can help you find others with common interests and goals that can lead to lifelong friendships and an enriched student experience. CSU and the Fort Collins community have many healthy groups and organizations for students. However, from time-to-time, the University becomes aware of unsafe group behaviors or hazing practices. These harmful behaviors not only impact our students who are directly involved, but also impact our community as a whole. Not all groups provide a healthy, positive experience.
  - Keep these things in mind as you explore being a member or leader of a group.
• **Look for/Create groups with these qualities:**
  - **Appreciates dialogue and questions:** Is open to dialogue and the free exchange of ideas with a focus on learning. Answers your questions without becoming judgmental and punitive.
  - **Democratic:** Shares decision making and encourages accountability and oversight.
  - **Develops its members:** Encourages critical thinking, autonomy, and builds skills and self-esteem.
  - **Encourages relationships:** Will encourage communication with family, community interaction and staying connected to existing friendships.
  - **Membership is a choice:** You are able to leave the group and still remain in contact with leaders and members if you so choose.
  - **Open to change:** Will admit failings and mistakes and accept constructive criticism and advice.
  - **Positive reputation:** You hear and read good things about the group and there is no negative media.
  - **Shares information:** Discloses information and can offer an independently audited financial statement regarding budget and expenses. Will tell you more than you want to know.

• **Avoid/Do Not Create groups with these qualities:**
  - **Aggressive recruitment:** Persistently trying to engage unwanted conversation with door knocks, phone calls, or hanging around your living space can be crossing boundaries even if the approaches are friendly. You have the right to say “No,” and that should be respected.
  - **Authoritarianism:** The group or leader is always right and has an exclusive means of knowing the truth. Other comparable groups and sources are considered wrong.
  - **Deception:** A group’s identity, affiliation, and advertising should be clearly identified, with beliefs and practices transparent. Events, surveys, contests, and other recruitment methods should name the organization and its full purpose. For example, you are invited to a pizza party or hike by new friends but it turns into an attempt to recruit you.
  - **Hazing:** Activities that are humiliating, controlling, degrading, abusive, or dangerous and expected of someone joining or participating in the group.
  - **Invasiveness:** Attempts to gain inappropriate personal, financial, relational, or emotional information about or from you.
  - **Isolation:** There is implicit or explicit pressure to not question the authority of leaders, to not date or associate with others outside the group; to lie to or disengage from your family or other community; or to avoid involvement in academics, campus activities, and other groups.
  - **Negative reputation:** There are first person accounts, records, books, news articles, websites or television programs that document abuses of the group or group leader.
  - **Shame:** The group shames you if you do not align with the group norms, give money, or spend time with them and you are left feeling unworthy or wrong or misguided in some way.
  - **Shunning:** Reasons for leaving the group are denigrated and you are made to feel wrong (or even evil) for leaving. You are already involved and do not know how to get out of the group. You feel stuck as others have been shunned when leaving the group.
- **Frequently Reported Hazing Behaviors:**
  - Directed to associate with specific people and not others to belong to the group.
  - Intentionally deprived of sleep by other group members.
  - Drinking large amounts of alcohol to the point of getting sick or passing out.
  - Being coerced, pressured or forced to participate in a drinking game.
  - Singing or chanting in a public space.
  - Screamed, yelled, or cursed at by other members.

- **Reach Out** if you or someone you know experiences harmful or questionable behaviors from a group and its membership or leaders. Support is available.

Leaving an unsafe group can be difficult.

- **Dean of Students**: 970-491-5312
- **Counseling Center**: 970-491-6053
- **After hours counselor**: 970-491-7111
- **Tell Someone**: 970-491-1350
- **CSU Police Department**: 970-491-6425 (non-emergency)
- If in danger call 911.

**Protection of Minors Policy**

The University provides many opportunities for children and youth under the age of 18 (referred to as Minors) to be on campus—for example, when attending campus events, sports camps and childcare programs, or visiting as guests of students and employees—as well as to engage with our students and employees off campus when participating in programs and activities involving outreach to K-12 and communities. The purpose of this policy is to establish criteria that welcome Minors to the University, minimize the risk of injury, and promote an environment conducive to accomplishment of the University’s mission. This policy is intended to foster respect for the needs of all parties impacted by the presence of Minors on campus. Safety and responsibility remain the foremost considerations whenever Minors are involved, and the University expects its employees, volunteers, students, and other adults participating in University life to adhere to this policy (as well as to common sense and generally accepted standards of behavior) when interacting with Minors, at all times.

If your RSO events tend to draw in Minors, or Minors are expected to be involved with your RSO events for any reason, it is an **absolute must** that you and your RSO reference the Protection of Minors Policy, with more information about it found here: [http://policylibrary.colostate.edu/policy.aspx?id=734](http://policylibrary.colostate.edu/policy.aspx?id=734), to be sure your RSO is following this policy correctly. If there are any questions about this policy after reading it, please refer to the contact information found in the link to reach out to the appropriate departments.

**University Alcohol and Drug Policy**

Colorado State University strives to provide a safe and secure environment for its faculty, staff, volunteers, and students, and one that promotes the acquisition of knowledge and nurtures the growth of the individual. Alcohol and drug abuse can lead to serious health problems for individuals and the community, and often plays a role in other serious risks such as accidents, violence, dating and domestic violence, and sexual assaults. The following alcohol and drug policy, with its emphasis on individual and shared responsibility, is adopted in this spirit, while at the same time fostering compliance with local, state and federal laws relating to the use of alcoholic beverages and other drugs (including, but not limited to, the Drug Free Workplace Act of 1988, referenced at the end of this policy).
Conditions for Permissible Activities that May Include Alcoholic Beverages:

- The organization scheduling the event will enforce all City and State regulations regarding alcohol consumption, including appropriate identification checks. Persons must be twenty-one years of age to consume alcoholic beverages and a valid form of government-issued identification is required. **If alcohol is approved and minors are permitted to be present, adequate steps must be taken to ensure that they are not allowed to consume alcoholic beverages.** Violation of campus policies may result in cancellation of the event or future events, and/or other appropriate University disciplinary action. The University reserves the right to cancel or terminate any event where it is observed or reported that such regulations and this policy are not being followed.

- There must be a responsible organization acting as the event sponsor. This may be a College or Department of the University, a guest organization hosted by Conference Services, or other responsible entity. **Student organizations may host an event including the service or consumption of alcohol provided that they comply with this policy and have the written approval of the organization's staff or faculty advisor and the SLiCE office director or designee** (either Director of SLiCE, Pam Norris, or Assistant Director of Involvement, Hermen Diaz). Recognized fraternities and sororities wishing to serve alcohol are governed by the Greek Community Joint Policy on Risk Management.

- The person acting for the sponsor organization must acknowledge responsibility for any damages or extraordinary cleaning costs caused by the organization's use of the facility. Police must be called if disorderly conduct arises, property damage or injury to persons occurs or is threatened or appears imminent, or any violation of the law (see above) is observed.

- Programmers of social events must emphasize the quality of the event and not the service of alcohol. Consumption of alcoholic beverages is not to be the focus of the event, and contests involving the consumption of alcohol are prohibited. **Non-alcoholic beverages and food must be available during the entire time alcohol is served.**

- **Serving of alcohol at any event will include a beginning and ending time** designated on the Alcoholic Beverage Request Form. Service of alcohol must be discontinued for a reasonable period of time prior to the anticipated end of the event.

- Alcoholic beverages must be served and consumed only in the area designated for your event. It is not permissible for individuals to take alcoholic beverages from that area.

Requests for Permission to Serve Alcohol at Events:

**Permission** to serve alcohol at any event occurring on University property, other than in an approved activity in a licensed premise such as the Lory Student Center, must be obtained from the Office of Risk Management and Insurance (RMI), which considers such requests in conjunction with the CSU Police Department (CSUPD). Organizations requesting alcoholic beverage service for an event must complete an Alcoholic Beverage Request Form **15 business days** prior to the event. For information and assistance about obtaining approvals, contact the Office of Risk Management and Insurance at http://rmi.prep.colostate.edu/contact-us/.

To review the complete policy and learn of more details when serving alcohol at a RSO-sponsored event, refer to the policy here: http://policylibrary.colostate.edu/policy.aspx?id=738. If there are any questions about this policy after reading it, please refer to the contact information found in the link to reach out to the appropriate departments. Also, do not hesitate to reach out to Sarah Stephens, the Program Coordinator of Involvement, at sarah.stephens@colostate.edu to request a meeting if desiring more clarity around this policy while planning your events, both on- and off-campus.
When advertising or promoting your events, consider the following. First, have all ads include the essential information of your event (i.e. date, time, place, sponsors, and RSO name. Second, have all printed material be easy to read yet distinct and eye catching. Third, be mindful of time – it is crucial for effective publicity. Each of the marketing options below have different timelines, therefore look closely and adjust your timelines accordingly. Finally, be aware that MANY discounts exist, sometimes in the form of an online coupon, a paper coupon, or you are simply granted a discount by being a RSO recognized by SLiCE.

Building-Specific Advertising

- **LORY STUDENT CENTER ADVERTISING**
  - ***NEW* LSC VIP Packet***
    Get your one and only LSC VIP Packet for your RSO from Colab – the LSC’s Marketing Shop, also available for pick up in SLiCE. Best to take a photo of that coupon if it is lost later, as it is the only exclusive coupon for Colab marketing providing discounts up to 50% off. This packet also includes plenty of information about what is available to RSOs through Colab.

  - **LSC Display Cases**
    - CONTACT: Colab: Lory Student Center Marketing, LSC 276B
    - OVERVIEW: About 20,000 students visit the LSC each day, giving your message a captive audience. Ensuring a distinguished presentation, display cases allow for a good dose of creativity and a personal touch to your message. **7 cases** are available/week; please see calendar for availability. It is **free** to reserve a display case. Refer to the “Policies” and “Specifications” tabs for questions, and for more information visit [http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/display-cases/](http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/display-cases/).

  - **LSC Digital Screens**
    - CONTACT: Colab: Lory Student Center Marketing, LSC 276B
    - OVERVIEW: Another way to reach traffic in the LSC is through the digital LCD screens throughout the building. These ads also run Friday-to-Friday, and RSOs receive a discounted price of **$45/week**. Discounted rates are only guaranteed with the LSC VIP Packet coupon. For more information, policies, and specifications, visit [http://lsc.colostate.edu/services/colab/advertise-lsc/digital-media/indoor-display-ads/](http://lsc.colostate.edu/services/colab/advertise-lsc/digital-media/indoor-display-ads/).

  - **LSC Table Tents**
    - CONTACT: Colab: Lory Student Center Marketing, LSC 276B
    - OVERVIEW: Similar to the display cases, the table tents reach the 20,000+ visitors to the LSC each day. Reserve this low-cost and popular advertising avenue early, as there are only **6 spots** available per table tent/week! There are **130 table tent holders**. Reservations run Friday-to-Friday. Please see the calendar for availability. RSOs are charged **$10 for 1 week** and **$12.50/2 weeks** with LSC VIP Packet coupon. For more information, visit [http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/table-tents/](http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/table-tents/).
      - **Print quantity:** 130, size 4.25” x 5.5” on card stock paper
**NEW* LSC Center Premium Table Tents
- **CONTACT**: Colab: Lory Student Center Marketing, LSC 276B
- **OVERVIEW**: Exclusive, three-dimensional Table Tents offer superior exposure with only 1 advertising spot/week. These premium table tents are to be fun and interactive. Promote your next event on 2, full-color panels! Reservations run Friday-to-Friday with a 2 week minimum. Please see the calendar for availability. These table tents are a new opportunity for the 2017 - 2018 academic year, and are printed and assembled by Colab. With the LSC VIP Packet coupon, RSOs pay $40/2 weeks. For more information, visit http://lsc.colostate.edu/services/colab/advertise-lsc/.

**NEW* LSC Social Shout Outs
- **CONTACT**: Colab: Lory Student Center Marketing, LSC 276B
- **OVERVIEW**: Get engaged in social! Have your events featured and shared by LSC social media. Submit your events here: http://lsc.colostate.edu/services/colab/advertise-lsc/social-media/, for Facebook, Instagram, Twitter, and the LSC’s Blog!
  1. **LSC Facebook**: http://lsc.colostate.edu/services/colab/advertise-lsc/social-media/facebook/
  2. **LSC Instagram**: http://lsc.colostate.edu/services/colab/advertise-lsc/social-media/instagram/
  3. **LSC Twitter**: http://lsc.colostate.edu/services/colab/advertise-lsc/social-media/twitter/

**NEW* LSC Web Ads
- **CONTACT**: Colab: Lory Student Center Marketing, LSC 276B
- **OVERVIEW**: In addition to the LSC’s physical foot traffic, the LSC’s website audience is another prime opportunity to get your message out. 3 spaces for ad placement are available: a floating information bar ad, a sidebar ad, and a blog sidebar ad – all of which are available for a single low rate of $60 per week. For more information, policies, and specifications, visit http://lsc.colostate.edu/services/colab/advertise-lsc/digital-media/website-advertising/.

**RESIDENCE LIFE + DINING SERVICES ADVERTISING**

**Dining Services Table Card Program**
- **CONTACT**: Housing & Dining Services, 111 Palmer Center, 970-491-4719
- **OVERVIEW**: To enhance communication with students, residential students particularly, table caddies are available on all the dining center tables with a slot permitting the distribution of notices and announcements. The primary purpose of the Table Card Program is to communicate with customers. CSU-affiliated groups who wish to use this program are required to follow the Advertising Policies for the Residence Halls guidelines, below:
  1. **Formatting**: cards must be printed on recyclable card stock paper (4.25” x 5.5”).
      - Cards may be printed on both sides. RSO name and contact must be on card.
      - Print 623 cards to have enough to fill all caddies in all dining halls.
  2. **Approval**: Obtain a permit at the Residence Life Office in Palmer Center 111.
      - Bring a proof of the card in before printing to avoid the cost of reprints, and leave 1 copy to keep on file in Residence Life.
  3. **Distribution**: To distribute table cards take the permit to the Dining Services Manager at each dining hall you want to advertise. You must put each card in the caddies.
Distribution early in the week is recommended to ensure maximum exposure.
Please do not distribute between 11:30AM – noon.

4. Removal: All table cards will be removed for recycling every Sunday morning.
5. FYI: cards distributed without required approval are immediately removed/recycled.

• For more information, visit: http://reshallpolicies.colostate.edu/Data/Sites/11/documents/Ad%20Policy%20Brochure_print%202013.pdf

Residence Hall Posting
• CONTACT: Residence Life, 111 Palmer Center, 970-491-4719
• OVERVIEW: Each residence hall has a designated community display area with a bulletin board and table where advertising materials may be placed. No RSO can have fliers distributed on individual halls/floors within each of the residence halls. RSOs wishing to use the community display area should contact the hall’s front desk to find the location of that area. Bring push pins/staplers to post materials. Advertising should avoid the use of obscene language and may not promote illegal behavior including the underage use of alcohol or illegal drug use. Advertisements not following these guidelines or posted in areas not designated by hall staff will be taken down and recycled.

Residence Hall Student Mailboxes
• CONTACT: Residence Life, 111 Palmer Center, 970-491-4719
• OVERVIEW: The use of Residence Hall student mailboxes is limited to federal mail, campus mail, and information regarding residence hall concerns, programs, or events. RSOs not directly affiliated with residence halls may distribute fliers or other advertisements through student mailboxes if the items are individually addressed to the occupants of the room with correct student names and room numbers. Off-campus businesses and individuals may not mass distribute fliers of other advertisements through student mailboxes unless the items are delivered through the U.S. Post Office. If interested in going this route, know it will take a minimum of 3 weeks to process the request by working with the SLiCE office who handles the process with other departments across campus. Contact the SLiCE’s Program Coordinator of Involvement, Sarah Stephens, at sarah.stephens@colostate.edu, to start. Please realize it will cost $240, made out by check to the SLiCE office, and a SOFA cannot be used to cover the cost.

University-Wide Advertising
• Academic + Administrative Buildings Postings
  • CONTACT: Facilities Management, 970-491-0331
  • OVERVIEW: To post in academic or administrative buildings or outside you must comply with the guidelines below:
    • Be sponsored by an official University agency or be a RSO.
    • A maximum of 5 sponsors per poster are allowed with the total logo area – cannot exceed 45 square inches or 20% of the poster (whichever is smaller).
    • Printed items must conform to CSU Graphic Standards for RSOs, when the CSU logo or Ram’s head are used. If used, refer to brand.colostate.edu, and review the “student organizations” section on the left for more information.
    • Clearly display RSO name and an expiration/event date.
    • Remove within 3 days after the expiration/event date.
• **INTERIOR SPACES**: all items must be posted on bulletin boards. Do not tape fliers on windows, doors (including bathroom stalls), walls, and mirrors. Departments must approve items posted on their associated departmental bulletin boards. All posts inside residential buildings and the Lory Student Center must abide by the guidelines for those locations.

• **EXTERIOR SPACES**: the only outdoor areas approved for posting are the poster frames and bulletin boards on the Clark Building’s exterior walls and columns. Use masking tape only.

• **CLARK BUILDING**: Banners may be hung from the balcony on the west side of Clark A-wing

  • **DO NOT CHALK ON THE WALLS OF CLARK, OR ANY BUILDING, OR ANTICIPATE BEING FINED UP TO $120.**

• **FINES**: Facilities Management will remove any materials posted (including chalk) in unapproved areas or left longer than 3 days, and they may also bill the posting group or individual for the cost of removal and any damages caused by the unauthorized posting.

  For more information, visit [http://policylibrary.colostate.edu/policy.aspx?id=542](http://policylibrary.colostate.edu/policy.aspx?id=542)

• **Campus Poster Run**
  - **CONTACT**: Campus Information, 970-491-5402 or lsc_campusinfomanager@mail.colostate.edu
  - **OVERVIEW**: The Poster Run is available for CSU departments, offices, and RSOs, and events they sponsor as well as off-campus organizations. *FYI: assessment has proven the Campus Poster Run to be the most effective source of marketing for RamEvents’ programs!* Campus Activities displays your printed posters in **25 glass display cases** located throughout academic buildings and residence halls around campus. The primary purpose for these cases is to market arts, entertainment, and educational programs. Posters and fliers are put up and taken down on a weekly basis throughout the academic year. Space is limited, so advance reservations are highly encouraged. To reserve a space, apply for a spot online at [http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/](http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/)

  **The guidelines for use of these cases are as follows:**
  - **COST**: For posters 11”x17” or smaller, a cost of $25 for a **1 week** run. For a **2 week** run, the charge is **$50**. For posters larger than **11”x17”**, reservation must occur **2 weeks** in advance, and will cost **$50**. Posters **17”x22”** are not accepted. **RSOs receive a $10 discount by entering the coupon code: “COLAB”, in their reservation.**
  - **DURATION**: Posters/fliers can be displayed for a maximum of **2 consecutive weeks**; up to **12 posters (1/RSO/department)** is featured at each one of the **25 display locations/week**. There are no restrictions on the number of times a RSO may reserve a Poster Run spot.
  - **RESERVATIONS SCHEDULE**: refer to: [http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/](http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/), under the “Reservations” tab. Reservations fill up quickly; therefore, try to schedule your event as soon as possible.
  - **PROCESS FOR RSO POSTERS**: refer to [http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/](http://lsc.colostate.edu/services/colab/advertise-lsc/print-media/posters/), “Campus Poster Run Policies.”

• **Chalking**
  - **OVERVIEW**: free chalk is available in the SOC, located above the sink. Chalking on campus is allowed **only** on the horizontal concrete ground (not on paving stones or walls. **Chalking in unauthorized zones, i.e. the walls of Clark, could lead up to a $120 fine**. Chalking must be at least **10 feet** away from any building’s entrance. To prevent property damage, only washable chalk may be used; no spray chalk, paint, or similar materials may be used.
• Graphic Standards and Licensed Vendors
  ▪ **CONTACT:** CSU Creative Services, 970-491-4179
  ▪ **OVERVIEW:** When the time comes to consider designing and ordering shirts, or other club-themed items, consider the following when using logos and vendors. All RSOs are encouraged to use CSU marks and visual branding as Core University units. However, they may elect to not use CSU branding or marks in favor of national or internally preferred colors, marks, or messages. Though they may create independent club logos, RSOs should avoid club logos incorporating any of the University’s logos or word marks, including the Ram’s Head. For more clarity, see below:
    • **CSU Logo/Word Marks/Ram’s Head ARE used**
      ◆ CSU Graphic Standards must be followed with printed items.
      ◆ Licensed vendors must be used when designing such commercial items.
      ◆ All logos and symbols associated with the University are registered trademarks.
      ◆ Refer to [brand.colostate.edu](http://brand.colostate.edu) for university logo guidelines and downloadable logos.
      ◆ Review the “student organizations” section on the left more information.
    • **CSU Logo/Word Marks/Ram’s Head NOT used**
      ◆ RSOs may creatively design their items for distribution (i.e. shirts, hats, etc.).
      ◆ Independent club logos may be used.
      ◆ Licensed vendors are not required for use.
    • **Licensed Vendors:** Colorado State University is the sole owner of its name, symbols, graphics and marks. *Only officially licensed vendors may apply the university name, symbols, graphics and/or marks to products.* CSU stands by its goal of being a responsible global citizen by ensuring that CSU apparel is not produced through abusive labor practices. To ensure all products inscribed with CSU’s name and trademarks are manufactured under fair labor conditions, CSU has adopted a code of conduct for all manufacturers licensed to use the University name and marks on apparel and other goods. *A list of licensed vendors is available at the Graphic Standards website at [http://licensing.colostate.edu/](http://licensing.colostate.edu/).

• Rocky Mountain Student Media Corporation (RMSMC)
  ▪ **CONTACT:** LSC 118, [http://collegian.com/](http://collegian.com/)
  ▪ **OVERVIEW:** RMSMC supports the CSU mission by enhancing the undergraduate experience through education, training, and hands-on experience, in media methods, management, ethics, responsibilities, and community service. *4 student-run programs* and services are offered, which could benefit RSO marketing, especially the *Rocky Mountain Collegian*, and KCSU, though others include the *College Avenue Student Magazine* and *CTV*.
    • **90.5 FM KCSU** is the radio voice of CSU students. KCSU broadcasts alternative, rock, indie, and Fort Collins local music as well as talk, news, and sports. The station allows listeners to stay connected to the Fort Collins campus and music communities from afar, while teaching student broadcasters and DJs the fundamentals of radio programming and hosting. KCSU is live 24/7, features new music, and is commercial free. The station can assist RSOs by publicizing or covering events or information of note to the CSU and surrounding communities. KCSU is located within the Student Media Complex in LSC 118.
      ◆ RSO Announcement Rate: **20 announcements/$200**
      ◆ For more information, visit [http://kcsufm.com/](http://kcsufm.com/) or **CONTACT:** 970-491-7611
    • **The Rocky Mountain Collegian:** Since 1891, the Collegian’s purpose has been threefold: serve as a news source, create a platform for discourse, and provide skill development opportunity for student staff. The Collegian strives to cover and explain the relevance of
issues impacting the CSU community, primarily students, by providing a broad scope of perspectives. As Colorado’s only daily student-run newspaper, the Collegian relies upon news tips from its readers for much of its coverage. The student editors make all decisions about editorial content and try to work with campus groups and organizations believing they have newsworthy story ideas.

- CONTACT: 970-491-6834 – advertising@collegian.com
- Special RSO Ad Rates/Process: [discount rates for RSOs = full page – $180, half page – $90, quarter page - $45] For other sizes and rates, visit http://advertising.collegian.com/print-publications/, and then contact the Collegian Staff to place an ad: http://advertising.collegian.com/contact-us/. The **deadline is 4:00PM, 2 business days** prior to publications. Earlier deadlines apply for special promotions and before holidays.

### FINANCIAL RESOURCES, SOFA, + ACCOUNTING SUPPORT

#### (SLiCE) ACCOUNTING TEAM
- **CONTACT:**
  - Michele Frick, Head Accountant, michele.frick@colostate.edu
  - Lea Martin*, Accountant Tech, lea.martin@colostate.edu
  - Accounting Team, SLiCE_Accounting@mail.colostate.edu

- **OVERVIEW:** There are **2 professional accountants** in SLiCE who oversee the Front Desk Coordinators and Accounting Team student coordinators. If questions arise about financial management/forms, PCard training, and/or SOFAs, they can be directed to this staff.
  - *FYI* –Lea Martin has a service dog named Ginny. If you are afraid of dogs, please let the Front Desk know when arriving for a meeting with Lea, or let Lea know ahead of time via email. If you love dogs, please ask Lea first, if you may “play” with Ginny.

#### CONTRACTS
- **CONTACT:** Lea Martin, Accountant Tech, lea.martin@colostate.edu
- **OVERVIEW:** Do not sign or verbally agree to a contractual agreement, as you could be held personally liable for the payment. No contracts are considered binding to CSU until the authorized University signature has signed them. All lodging, airfare, ground transportation, and meals are paid through an honorarium. SLiCE will NOT arrange travel for incoming speakers/performers; they must make their own arrangements and are compensated through the honorarium payment. RSOs requesting to pay performers for entertainment, speaking engagements, or other services, from a SOFA, are required to use the authorized **CSU Performance Event Contract**. To access the most current contracts, visit http://www.contracting.colostate.edu/forms.aspx
  - **Honorarium:** is a payment given for a nominally free service typically by a speaker or performer. It is like a tip/thank you for speakers/performers after they have come to speak or perform. It often includes a speaker/performer fee, transportation, hotel, and/or per diem (meals).
  - **FYI:** SLiCE reserves the right to require a performance/event contract for any dollar amount or vendor/performance.
  - **Event Venue Contracts:** If venues require agreements to be signed to confirm reservation of venue for an event, please make an appointment with, SLiCE Accountant, Lea Martin at lea.martin@colostate.edu. It is recommended to book a venue and to have agreements signed
by the CSU Purchasing Department at least 8 weeks in advance of the date of event. Do NOT sign any forms - only the CSU Purchasing Department signs these forms!! If you do sign any form, it will make you liable for the event, financial, or otherwise.

• For the Lincoln Center as a venue, visit their website here to learn more: http://www.lctix.com/ckeditor/userfiles/images/1493838813_LINCOLN%20CENTER%20-%20CSU%20Student%20Org%20Request%20Form.pdf. For Lincoln Center rental documents, reference: http://www.lctix.com/rental-information

• Foreign Nationals Payment: CSU will not issue a payment to a resident of another country (a “foreign national”) until the University’s Foreign Tax Administrator is contacted and the required paperwork is completed. Once the Foreign National Information Form is completed and submitted, it will be determined if the individual will be required to meet with the CSU Foreign Tax Administrator. Do not submit a Performance Event Contract or make a verbal agreement with a foreign individual without consulting the Foreign Tax Administrator for any potential income tax withholding requirements. Once approved, the payment may take up to 6 months.

• A Foreign National Information Form needs to be completed online. Completing and submitting the form prior to the visit can help speed up the payment process. The CSU Tax Office staff will determine if the person is a resident of the United States for tax purposes or not. If they are not a resident, income tax will be withheld from the payment to the individual. Treaty benefits may apply, depending on where the individual resides. The University’s Foreign Tax Administrator is Haitao Cao, to contact call 970-491-3538 or email bfs_foreigntax@mail.colostate.edu. To access the form, visit http://www.bursar.colostate.edu/Depts/ForeignNationalForm.aspx.

HANDLING OF MONEY + TAX

• Change Fund: SLiCE has a change fund often used to make monetary change for an event or fundraising activity. RSOs must order the change fund 10 days in advance of their event. If the change funds issued are not returned to SLiCE within 24 hours, the student who signed for the funds will be held personally liable. The charge will be made to the student’s CSU account and could be subject to a 1.5% late charge. Change funds may be issued over a weekend if the event is in the LSC and appropriate security has been arranged to keep secured funds safe.

• Credit Card Readers: Credit cards cannot be used or accepted for any RSOs regardless if your RSO has a SOFA or an off-campus account. RSOs are not set up to be run as businesses and CSU dictates that these are restricted transactions for these accounts. If you have questions about these regulations please contact the SLiCE accountants – either Michele Frick at Michele.Frick@colostate.edu or Lea Martin at Lea.Martin@colostate.edu for more information.

• Sales Tax: University policy states that sales tax needs to be collected on tangible merchandise sold. The current sales tax rate is 7.4%. RSOs need to collect tax on the sales of goods they either purchase outright for resale or produces for resale (i.e. T-shirts, bake sales, plants, bumper stickers, hats, shirts, etc.). Sales tax does not need to be collected on dues, ticket sales, entrance fees, and services. If RSOs have an off-campus account, RSOs must do all tax reporting on their own.

• SOFA Tax Exemption: CSU claims tax-exempt status as a political subdivision of the State by virtue of Section 115 of the Internal Revenue Code of 1986. RSOs with a SOFA may use the tax-exempt number
when making purchases with University documents and PCards. Any other use of this number must be approved by the Division of University Advancement prior to the purchase.

**STUDENT ORGANIZATION FINANCIAL ACCOUNT (SOFA)**
RSOs may apply for an on-campus account, maintained in SLiCE, known as a SOFA.

- **BASICS of a SOFA**
  - **OPENING A SOFA:** The RSO must meet with SLiCE accountant, Lea Martin (lea.martin@colostate.edu) before an account can be created. *A SOFA cannot be created until the RSO is recognized for the current academic year, being recognized the year before does not qualify even if it is before September 30.* The account application form is submitted by SLiCE to CSU’s Business and Financial Services for approval. *This process can take up to 3 weeks.* SOFAs are available for transactions supporting and enhancing the educational, cultural, and communal nature of the University.

  - **CLOSING A SOFA:** Account closures will be processed only if the RSO does not complete the annual registration process and has no activity in their SOFA for *2 consecutive fiscal years.* Any funds remaining in the account will be transferred to the SOC account for supplies to be purchased and used by all RSOs. At this time, the funds cannot be transferred to an off-campus checking account.

  - **LEARNING OF A SOFA’s EXISTENCE/ACCOUNT #/SOFA BALANCE:** If you are unsure if your RSO has set up a SOFA in the past, you do not know what your SOFA # is, or you want to learn of the current balance in your SOFA, email the SLiCE Accounting Team at SLiCE_Accounting@mail.colostate.edu. Be prepared to share your RSO’s full name, not any acronyms, and realize you **must** be listed on RamLink as an officer to request such information.

  - **ON-CAMPUS GRANTS, FUNDRAISERS, and DEPARTMENT FUNDS + SOFAs:** RSOs’ funds obtained from most on-campus grants and fundraisers and/or any other State monies must be maintained in a SOFA. Under no circumstances may any state-budgeted monies reside outside of a University assigned account.

  - **NEW** - CSU Departments Cannot Transfer Funds to SOFAs: SOFAs will no longer be able to accept CSU department transfer of funds for “support of programs.” If a CSU college or department is helping fund/co-sponsor a program/event, the expense should reflect directly to the sponsoring department. Additionally, all expenses related to graduations, senior projects, academic expenses related to a grade, recruiting or job assistance, or any expenses related to getting your degree and departmental expenses, must be taken from the college and/or department it relates to and not from a SOFA.

  - **OTHER CONDITIONS PERTINENT TO SOFAs**:
    1. SLiCE is prohibited from processing financial transactions for entrepreneurial business or for-profit businesses or commercial enterprises.
    2. SOFAs should be used for day-to-day expenses such as food for meetings, T-shirts, speaker fees, room charges for meetings, or gatherings and small dollar purchases.
    3. If a RSO is working with a CSU department to fund programs, activities and/or travel, please make an appointment to meet with SLiCE accountants in advance before any monies are
spent to ensure the proper financial procedures with these funds according to the State of Colorado guidelines. Most departmental accounts have restrictions pertaining to expenses coming from their financial accounts. Any expenditure that a department is covering must be processed with the department. Departments cannot transfer funds into the SOFA as expenses should be taken directly from the account it is covering.

**EXEMPTIONS/RESTRICTIONS TO SOFA SPENDING:**

- **CSU Employee Payments:** University employees, including CSU student employees, cannot be paid for services by your SOFA. Please ensure individuals are not employees before agreements are made. If your organization wants to pay a CSU employee for any services they have provided to the RSO, please know only CSU departments can pay CSU employees, or a RSO’s off-campus account can pay a CSU employee.

- **Federal/State Law:** It is expressly prohibited to use funds for any activities prohibited by Federal or State law, including, but not limited to, the following:
  - Colorado Revised Statute 1-45-117 provides, among other things, that state money cannot be used to fund political campaigns involving the nomination, retention, or election of any person to any public office. The statute also prohibits the use of state money to urge electors to vote in favor of or against any state-wide or local ballot issue, referred measure or measure for recall.
  - The Constitution of Colorado, Article IX, Section 7, prohibits the expenditure of State funds for any sectarian purpose. An activity with a sectarian purpose would include, for example, the activities of worship, devotion, prayer, meditation, or a religious service.

- **Making Donations from a SOFA:** State rules and regulations do not allow any State monies to be used for donations to outside entities. If a RSO wants to conduct a fundraiser for an outside entity, individuals donating should make checks payable to the benefiting organization or RSOs must deposit any raised funds into a non-university financial account.

- **Prizes and Awards:** are payments made to individuals in recognition of some past accomplishments or activity, including academic achievements in educational, literary, artistic, or scientific fields. Prizes and awards are not distributed with the intent to finance any future activities of an individual and no conditions are imposed on the manner the recipient may expend the prize or award. All prizes/awards require a written statement signed by the appropriate college dean or vice president, including documentation of the purpose of the award, criteria for eligibility, and selection process.

- **Purchasing Gifts:** Per State rules and regulations, purchasing prizes, gifts, gift certificates, gift cards, and flowers is not allowed. When you want to thank or recognize someone, the following are allowable expenditures: make a certificate of appreciation; purchase a reasonably priced engraved plaque; or take a collection of money from RSO members to use for the purchase or gift.

- **Restricted Purchases:** The following purchases have restrictions placed on them due to state rules and regulations for spending money. Some items are prohibited from being purchased, while others have guidelines limiting the purchase. For questions regarding the following list, please contact the SLiCE Accountants.
  - Alcohol
  - All types of cards such as Hallmark
  - Banners (must use Colab, CSU Creative Services, or a licensed vendor)
  - Bulk Printing (must use FastPrint, CoLab, or CSU Creative Services)
  - Capital Expenditures (one-time use items, i.e. ping pong table) – anything over $100*
- Computers (CSU has a contract with Hewlett Packard)
- Deposits or prepayments are not paid by the University
- Gifts, Gift certificates, & Gift Cards
- Flowers (centerpieces are allowed if clearly marked on invoice)
- Furniture
- Office supplies (must utilize CSU Bookstore or Office Max)
- Payments to employees of CSU for services are restricted
- Postage/Freight charges (cannot exceed $250, unless a purchase order has been requested in advance
- Prizes

*If there is a capital expenditure over $100 that your RSO is interested in purchasing, please see a SLiCE Accountant first to discuss what is being purchased and if the item can or cannot be purchased.

**SOFA EXEMPTION FOR SPORT CLUBS:** Sport Clubs are recognized as RSOs by SLiCE; however, they are financially advised and their financial accounts are maintained by Campus Recreation staff. Thus, Sport Club financial policies may differ from general RSO financial policies. RSOs seeking Sport Club status must be approved by the Assistant Director of Sport Clubs, Cindy Tse (Cindy.Tse@colostate.edu), and the Sport Clubs Governing Board. Sport Clubs do not have access to ASCSU controlled funds; however, they are eligible for funding through the Sport Club Budget Committee. Sport Clubs may also request money from the Sport Club Association’s supplemental fund for travel to national or regional tournaments/events.

**USING YOUR SOFA**

- **DEPOSITS TO A SOFA:** Be sure to deposit funds in a timely manner. Deposits can be made in SLiCE by working with a Front Desk employee, who will provide a deposit receipt thereafter. Amounts over $500 must be deposited immediately upon receipt. Endorse checks (sign the back of the check) as soon as they are received with the RSO’s name to ensure the check will only be deposited to the RSO’s account. Deposits into SOFAs can be made Monday through Friday, 8:00AM to 4:30PM. Checks received over 90 days will be returned to the RSO and not deposited.

- **REQUEST FOR FINANCIAL DOCUMENT FORMS (MAKING PURCHASES):** To make a purchase with funds from a SOFA, a Request for Financial Document (RFD) Form is required to request funding, and with appropriate documentation to justify any purchases.
  - **General Tips for Completing a RFD Directly:**
    - Two different authorized signatures (either from 2 officers or from 1 advisor and 1 officer) are required in the bottom right corner.
    - Do not use highlighters to mark documents or receipts.
    - Be as specific as possible with funding requests - “food” or “supplies” is too vague, instead breakdown the category for what is to be purchased – this helps the SLiCE Accounting Team be sure your future purchases meet SOFA standards.
    - Remember to date and stamp your request.
    - FYI: cash withdrawals from a SOFA are not allowed.
  - **Where to Find a RFD:**
    - In SLiCE, on the back left counter where financial documents are filed.
    - In the SOC, in the back left near the sink and mailbox.

### TYPES OF DOCUMENTS

- **Quick Financial Document Definitions:**
  - Found on the upper left of a RFD
  - **Internal Orders (IO):** on-campus purchase (Collegian, Bookstore, LSC, etc.)
  - **Disbursement Voucher (DV):** under $5,000 off-campus purchase
    - Must have an invoice, a contract, or paid detailed receipt to request a DV
    - **Personal Reimbursement:** students can be reimbursed from their SOFA for items purchased with their own money, as long as the amount is not over $1,000, and items needing to be reimbursed are not restricted purchases for a SOFA.
  - **Purchasing Card (PCard):** a University authorized credit card available to trained RSO officers to make purchases related to organizational business
  - **Travel:** processing of travel expenses (i.e. airfare, hotel, mileage, per diem)

- **In-Depth Clarification of Each Financial Document**
  1. **Internal Orders (IO):** Purchases made by RSOs with SOFAs to CSU entities require Internal Orders. An IO is used to pay on-campus vendors such as Event Planning Services, Facilities Management, The Ramskellar (for pizza), etc.
    - After completing a RFD, and attaching all of the required documentation, date and stamp the request form while in SLiCE.
    - Request will be processed and approved within 10 business days.
    - The CSU Bookstore and FastPrint require a “red stamped” authorized RFD from SLiCE before purchase.
      - The RFD Form will be stamped for approval by the Accounting Team after the RSO’s account has been verified for sufficient funds.
      - RSOs may no longer directly charge their SOFAs at these locations.
    - For RSOs without SOFAs, on-campus entities will accept direct payment.
      - FYI: RSOs with SOFAs get 25% off for MotorPool vehicle rentals!
  2. **Disbursement Vouchers (DV):** Purchases made by RSOs with SOFAs to non-CSU entities, including on-campus business partners (i.e. Spoons), require a DV (aka check).
    - For purchases under $5,000, RSOs must complete and submit a RFD, along with an invoice or contract to SLiCE at least 10 business days before the purchase will be made.
      - After completing a RFD, and attaching all of the required documentation, date and stamp the request form while in SLiCE.
      - Request will be processed and approved within 10 business days.
      - The DV will be available within 10 days after it was submitted. Therefore, plan accordingly if the vendor needs to be paid the same day as items are collected.
      - Always ask the vendor for an invoice for goods being purchased.
    - For purchases of $5,000 or more, requests must be submitted at least 4 weeks before purchase.
      - These purchases must be routed from SLiCE through CSU’s Purchasing Department.
      - 3 bids must be obtained in writing (no invoices) from 3 companies and submitted with a RFD.
        - If only 1 company can supply the RSO’s needs, a sole source justification is needed.
        - If a RSO does not select the lowest bid, reasoning is needed in writing to SLiCE.
      - This process takes a minimum of 30 days. No order, written or verbal, may be placed until a purchase order is received from the CSU’s Purchasing Department.
Do not sign/verbally agree to a contract – you could be held liable for payment.

No advertising of event is permitted, until a purchase order (PO) is in place.

**Personal Reimbursement, under $1,000 for one single line item CAN occur.** Before spending your personal funds, please check with SLiCE accountants to see if the item you are purchasing is an allowable expense for reimbursement. Once the item is considered allowable, please be aware of the following.

- **Original receipts, clearly marked “paid” must be turned in for reimbursements.** If not clearly marked “paid” by vendor, a copy of the cancelled check or credit card statement will be needed.
- **No third-party reimbursements are allowed.** (Payments to others for services rendered, honorariums, DJ payments, catering, etc.). The University must pay for all services directly to the payee, due to strict IRS regulations.
- **When filling out a RFD, be sure to do the following:**
  - Check the Disbursement Voucher box.
  - Verify if as a student officer, you are an employee of the University, as a special process must be followed to reimburse them. Check the box CSU Employee on the RFD, if so.
- Food and drinks served must be detailed on all restaurant receipts – **tips cannot exceed 20%.**
- If payment is made by credit card: detailed receipt and the credit card receipt are required. Some establishments may have this information on one receipt.

**Personal Reimbursement, exceeding $1,000 CANNOT happen for one single line item.** Please do not spend personal funds unless approved by SLiCE accountants, and realize that reimbursement will not be covered up to $1,000, instead the whole cost is not covered.

3. **Procurement Card (PCard):** SLiCE offers a credit card option for making purchases in-store and limited online purchases. The PCard Policy is as follows:

- Only currently registered RSOs with a SOFA containing sufficient funds to cover purchases will be authorized to use a PCard.

**Authorized PCard Users:**

- Only 1 authorized user (must be a student officer) may be PCard trained/RSO.
- 2 authorized signatures are required from authorized users on the RFD Form (mark PCard check box) before a purchase can be made.
- Authorized users cannot check out the card, then share the card with anyone else.

**Damaged Items:** If items purchased are damaged or did not meet expectations, please see the SLiCE Accounting to work on refunding your account and completing proper documentation.

**Online Purchases:** See SLiCE accountants for special instructions for online purchases. RSOs are asked to buy items locally, rather than purchasing online when they could be bought in person.

**PCard Violations:** Users who receive a PCard use violation may lose their privilege to use the card. For a RSO with only 1 PCard trained user, this can be detrimental to a RSO. All violations will be handled with SLiCE and the Procurement Services and Contracting Services. When the receipt is returned to SLiCE, it must be detailed and correct with all charges listed.

- **CARD NOT RETURNED SAME DAY**: The PCard and receipts must be returned to SLiCE before the end of business. *If the card is not returned to SLiCE by 4:30PM of the same day it was checked out, it will be reported lost or stolen,* unless prior approval has been given for an extension.
- **NO ITEMIZED RECEIPT:** If a receipt does not contain complete detail of all purchases (itemized), it is considered a PCard policy violation.
The RSO may lose its PCard privilege based on this violation.

- PERSONAL USE: The personal use of the PCard is a violation of the State of Colorado law. Unauthorized purchases may be prosecuted by proper authorities.
  - The University will take any recovery action deemed appropriate and permitted by law (demand for reimbursement, disciplinary action, etc.).

- RESTRICTED PURCHASES ARE MADE: including alcohol, flowers, furniture, gifts, gift certificates, gift cards, gas, Hallmark cards, office supplies, prizes, and any other items restricted SOFA purchases.
  - PCards may not be used for purchases related to travel. Examples include: airline tickets, car rental, gas, and hotel room reservations.
    - A PCard may be used to pay for rooms only at the Hilton of Fort Collins for visiting speakers. Special paperwork must be completed. Contact the Accounting Team for further information.
  - *Food purchases must be handled on a Hospitality PCard; only 4 in SLiCE.

- SALES TAX IS CHARGED ON RECEIPTS: PCard users must ask for the purchase to be tax-exempt in advance, best to share before items are scanned/processed. If tax is accidentally left on, PCard user will have to work with the vendor to have tax removed before SLiCE accepts the receipt.

- TIPS EXCEEDING 20%: tips can be no more than 20%, if you feel so inclined to pay more, consider splitting the check and using money from your off-campus account to pay the tip instead.

4. Travel Expenses: Traveler(s) wishing to spend money from a SOFA must complete a SLiCE Traveler Information Form at least 4 weeks (8 weeks for airfare) prior the trip to authorize the travel and be eligible for travel reimbursement. Travel authorization must be conducted with SLiCE Accountant, Lea Martin (Lea.Martin@colostate.edu) before the trip starts. Travel expenses must be submitted within 7 days of the trip’s completion with a Post Travel Form.
  - Purchasing Airfare: If using funds from a University account, airline tickets must be purchased in advance through a state-approved travel agency. Approved agencies include Frosch Travel or New Horizons Travel. It is recommended to book at least 8 weeks in advance.
    - AIRFARE CANNOT BE REIMBURSED!
      2. Complete the form and email it to SLiCE Accountant, Lea Martin, at Lea.Martin@colostate.edu.
      3. You can contact an approved travel agent and determine an itinerary for the trip (i.e. cost and availability), but you cannot book a flight.
        - New Horizons Travel (970-223-7400) or Frosh (970-223-0442)
      4. Have the travel agent email the itinerary to Lea.
      5. Make an appointment with Lea.
      6. After approval, a travel authorization is created and the travel agent is contacted to ticket airfare.
      7. Upon ticketing completion, travelers will receive an email confirmation with ticket information.
  - To Spend SOFA Funds for Other Forms of Travel:
    2. Complete the form and email it to SLiCE Accountant, Lea Martin, at Lea.Martin@colostate.edu. Do not leave information blank, as CSU’S travel system requires this information.
    3. Download and complete a RFD with the specific expenses to be covered.
    4. Drop off Traveler Information Form to SLiCE or email it to
Lea.Martin@colostate.edu. Set up an appointment with Lea Martin afterward.

a. During your trip, **obtain, and keep receipts of all expenses**, such as hotel, airline stub, shuttle, parking, meals, etc.

b. **Mileage is reimbursed, not gas**; maintain a miles log if applicable.

c. **You must have the original receipts to be reimbursed – no copies!**


   a. Complete the form in its entirety.
   b. Attach original receipts to the form.
   c. Submit the Post Travel Form and original receipts to SLiCE.

   ♦ **FYI: this must be completed within 7 days of returning from a trip.** In accordance with Travel Office policy, paperwork not completely routed through the Travel Office within **30 days** of the date of travel or it will not be paid. If the traveler is an employee of the University, they will be contacted by email to approve the travel reimbursement document after it has been entered into the system.

   ♦ Reimbursements for travel-related expenses (tolls, parking, mileage, etc.) can take **30 days** or longer to be paid.

**USING AN OFF-CAMPUS ACCOUNT**

- **OFF-CAMPUS ACCOUNTS**: RSOs may maintain both a SOFA and an account with a non-university financial institution (i.e. First National Bank in the LSC). Any monies deposited into a SOFA are considered State money (regardless of where the money originated) and must be spent per State rules and regulations. No University allocated funds may reside in a non-university financial account.

- **TAX-EXEMPTION PROCESS FOR NON-UNIVERSITY FINANCIAL ACCOUNTS**: RSOs with a non-university financial account must apply for tax-exempt status with the Tax Division of the State of Colorado. To seek out a tax exemption number, visit the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)) and select the application for exemption. University employees are not allowed to give out any tax advice. Please refer to the IRS website's frequently asked questions and instructions for more information.

  - SLiCE staff members and CSU accept no liability for non-university financial accounts. The staff cannot monitor or enforce State rules and regulations on non-university financial accounts. Please be aware that off-campus banking institutions will require a tax I.D. #, 501(c)(3), or an individual’s social security number to open an account.

- **TIPS FOR MAINTAINING A NON-UNIVERSITY ACCOUNT**: Non-university financial accounts would be used for self-generated monies. RSOs are not allowed to use Colorado State University’s name in the title of the account or CSU’s tax ID number to open off-campus accounts. It is strongly recommended RSOs communicate with vendors that their RSO is not acting on behalf of CSU. Additionally, because funds in SOFAs are overseen by University employees, it is less likely for financial mismanagement to occur. Therefore, the following are recommendations for RSOs choosing to maintain a non-university financial account:
  1. Require **2 signatures** for each check written.
  2. Determine, in advance, who will be responsible for any insufficient checks written.
  3. Ask your RSO’s CSU advisor to be one of the authorized signers on the account.
  4. Require RSO members to complete a **Request to Spend Funds Form**, and keep these requests on file for any questions regarding funds being spent.
  5. Change signatures on the account immediately after the new officers are elected. (This will ensure these officers have access to the RSO’s funds.)
  6. Make sure if a personal social security number was used, the tax identification on the account is changed when the person leaves the RSO.
  7. Balance and transfer the account when new officers take term.
ADDITIONAL TRAVEL INFORMATION

**General Travel Policy:** All students are permitted to travel in association with the business of their RSO. As CSU representatives/ambassadors, students are expected to behave in an appropriate manner at all times. Drivers and passengers are expected to follow University policy and federal, state, and local laws. Both the State of Colorado and the University place many stringent regulations on the use of RSO money for travel and expenses related to travel. RSOs planning a trip are encouraged to consult with SLiCE at least 8 weeks in advance to prepare to purchase airfare.

**Personal Vehicle Mileage Reimbursement:** Students are discouraged from taking personal vehicles on University-related trips. If a RSO chooses to travel in personal vehicles, a **Traveler Information Form** must be completed and approved by SLiCE or Campus Recreation BEFORE TRAVELING. If travel is out-of-state, RSOs and/or students need to meet with Lea Martin (Lea.Martin@colostate.edu) a minimum of 4 weeks before the travel; if in-state travel, reaching out to Lea a minimum of 2 weeks before travel is needed. Also, a printed map will need to be turned in, indicating the miles traveled. *Please be aware if you are using a personal vehicle for any CSU travel, your personal insurance will be used for any financial responsibilities related to an accident, if an accident were to occur.*

ON-CAMPUS GRANTS + FUNDING OPPORTUNITIES

As defined by CSU’s Constituent and Gift Information office, fundraising is the process of gathering voluntary contributions of money or other non-cash resources, by requesting donations from individuals and businesses.

When completing required paperwork for selective fundraising opportunities, please note if using the CSU tax I.D. #, your RSO must have a SOFA and the check will be made payable to CSU, and thus must be deposited into your SOFA. Additional information usually required is liability insurance. Therefore, if your RSO is required to have insurance, please realize SLiCE cannot assist with purchasing or providing insurance for your fundraiser. **FYI:** if doing more than a one-time fundraiser/semester, please check with SLiCE to ensure all required paperwork is complete.

Finding funding to support the numerous programs, events, conferences, and other activities designed by student groups can be a challenge, unless you know where to look. The following pages give various funding options. SLiCE works with ASCSU and other campus entities to provide financial support to RSOs.

**ON-CAMPUS GRANTS**

- **(ASCSU’s) Board of Student Organization Funding (BSOF)**
  - **CONTACT:**
    - Associated Students of Colorado State University (ASCSU), LSC 206, 970-491-5931
    - Director of Finance, ASCSU_finance@mail.colostate.edu
  - **SOFA Required?** YES.
  - **OVERVIEW:** BSOF’s primary purpose is to allocate a portion of the ASCSU student fee to RSOs for educational and cultural student events. Often and in the past, BSOF covers the cost of speaker/performer fees, venue/rental costs, event insurance, and marketing. Events must be open to all CSU students. Food expenses are not covered. Up to $15,000 total for the academic year can be requested, and requests can be for numerous events or just 1 event. For the 2017-2018 year, BSOF was allocated $200,000. Before starting your application, reach out to the Director of Finance first. **FYI:** DO NOT ADVERTISE YOUR EVENT BEFORE COMING TO BSOF, it will break a BSOF Bylaw and cause your RSO to lose any chance of funding!!
  - **BSOF Board:** BSOF is comprised of 10 CSU students who oversee the allocation of funds to RSOs. These 10 members are composed of 5 ASCSU Senators, 1 ASCSU Executive member appointed by the
current ASCSU President, and 4 at-large (non-ASCSU) members appointed through an application by the Director of Finance. The BSOF Advisor is a SLiCE professional staff member; this advisor is not a voting member. If you are interested in participating on the BSOF Board, applications are made available in the beginning weeks of the fall semester. If interested in joining the BSOF Board, contact the Director of Finance at ASCSU_finance@mail.colostate.edu.

• **Funding Timeline:**
  - If a single line item (i.e. one single purchase/fee) is greater than $5,000 the RSO needs to present to the BSOF Board a minimum of **35 business days (7 weeks)** before the event date. If all line items are less than $5,000 the RSO needs to present to the board a minimum of **27 days (4 weeks)** prior to the event.
  - RSOs must submit the BSOF Application by Monday at 5:00PM to the Director of Finance at ASCSU_Finance@mail.colostate.edu to present to BSOF on the following Thursday at 5:00PM. Presentations the following Thursday are not guaranteed, but the chances are higher.
  - The RSO must set up a meeting with the Director of Finance AND complete a RamLink Event Form no later 5:00PM on the following Monday after receiving funding. The RamLink Event Form must show an effort that it was completed accurately and fully to be approved by SLiCE.

• **Funding Requirements:**
  - The student organization applying must be a RSO recognized by SLiCE for the academic year in which you are applying, **even if before the September 30 deadline**.
  - The event must be open to all CSU-enrolled students.*
  - Co-Sponsorship is needed for all funding requests:
    - Event total is **under $3,000** - need 10% (of total event cost) as proof of co-sponsorship.
    - Event total is **between $3,001 to $7,000** - need 20% (of total event cost) as co-sponsorship.
    - Event total is **over $7,001** - need 30% (of total event cost) as co-sponsorship.
    - *If the event is not free - need 50% (of total event cost) as co-sponsorship is required.
  - **Exempt RSOs:** Sport Clubs and Residence Life-based RSOs are exempt from requesting BSOF funding, as they have their own specific funding sources through either Campus Recreation or Residence Life.
  - **For more information about BSOF and to access the BSOF Bylaws and BSOF Application** visit http://ascsu.colostate.edu/branches/executive-branch/department-of-finance/.

• **Coca-Cola Campus of Character Beverage Grant**
  - **CONTACT:** RamCard Office, LSC 271
  - **SOFA Required?** NO.
  - **OVERVIEW:** Each year as a part of the agreement between CSU and Coca-Cola, soft drinks are designated for support of events held by University organizations. RSO events are eligible for this grant upon approval of the evaluation committee. Eligible events include those supporting CSU’s cultural and diversity efforts, and/or promoting a sense of student involvement and community life at CSU or a University service. Fundraisers for the RSO itself are ineligible for this grant. However, if the RSO is raising funds for an off-campus outside entity (i.e. Children’s Hospital), the application could be approved if all other requirements are met. Approvals come more easily when the application is placed **no less than 4 weeks** before the event. For more information or to complete an application, visit http://housing.colostate.edu/beverage-grant-application.

• **Lilla B. Morgan Memorial Endowment**
  - **WEBSITE:** http://www.president.colostate.edu/lillabmorgan/
  - **SOFA Required?** YES, or another on-campus financial account.
  - **OVERVIEW:** Created by family and friends of CSU’s late President Emeritus William Morgan and his wife, Lilla, the Lilla B. Morgan Memorial Endowment provides funds to support projects in art, music, humanities, literature, and the performing arts, including:
    - visiting/guest lecturers and artists;
• purchase of art, rare books, or landscaping;
• exhibits and performances;
• scholarships and awards; or
• any use showcasing the breadth of human cultural endeavor and enhance the cultural awareness of
  the CSU community.

Funds are available during 2 awards cycles, with deadlines on September 30 and April 1. Projects must
occur at least 30 days after each deadline; applicants are encouraged to apply at least a semester ahead, if
possible. Applications are evaluated on their significance, originality, and potential impact on the campus
community. Projects/programs of major impact, smaller projects, multi-year projects, and art acquisitions
may all be considered for funding. All proposals are reviewed for demonstrated responsibility and
thoughtfulness in project planning, budget development, and potential for successful implementation.
Priority may be given to proposals demonstrating strong departmental or unit support and a variety of
funding sources. Incomplete applications (including those missing required signatures from a Department
Head and a Dean/Vice President) are not considered.

• Residence Hall Association (RHA) Bill
  ▪ CONTACT: Residence Hall Association President: HDS_rha_president@mail.colostate.edu
  ▪ SOFA Required? YES.
  ▪ OVERVIEW: The purpose of the Residence Hall Association (RHA) is to improve the residential experience of
each on-campus student through advocating for their voices, providing opportunities for leadership
development and personal growth, and building a community where all students can feel at home. RHA’s
budget comes from an allocation from the cost of living in the residence halls, but a significant source of
funding for this organization is their partnership with the Residence Hall Linens program, which offers
affordable linens and care packages for students.
  ▪ Quick Facts:
    ♦ Your event must be open to all students living in the residence halls. A concerted effort to get
      students living in the halls to come to your event is a must.
    ♦ For non-residential-based RSOs, up to $1,500 may be requested at one time/event. With
      residential-based RSOs, i.e. hall councils, up to $2,000 may be requested at one time/event.
    ♦ The RHA Bill can cover the cost of food!
  ▪ Bill Requests: All requests for RHA funding must come in the form of a bill. To access the bill template
    and timeline of the submission process, visit http://rha.colostate.edu/submitting-a-bill/. Bills should
    be drafted and then submitted to the RHA President at HDS_rha_president@mail.colostate.edu.
    Reach out to RHA no later than 1 month in advance of your event, especially when transportation and
    contracts are involved. For all other expenses, bills must be submitted no later than 2 weeks before
    the event. All bills must be submitted by noon on the Thursday before the meeting in which RHA
    senators are to undergo their first reading of the application (plan to wait at least 1 week for this to
    occur).
  ▪ Bill Evaluation: RHA will evaluate bill proposals by the following criteria, in no specific order. The
    inability to adhere to the below criteria could potentially impact the amount of funding received.
    1. The services and programs relation to the organization’s mission and purpose.
    2. The organization’s ability to effectively use their allocated funds.
    3. The organization’s adherence to its planned budget and accountability for its expenses through
       the past fiscal year, including previous RHA allocations.
    4. The ability of the organization to plan and effectively deliver their services.
    5. The program’s direct residential or community involvement.
    6. The effort and thought evident by the budget request.
    7. The justification and clarity of the budget presentation by the organization.
    8. The activities and programs are open to all those who live in the Residence Halls.
  ▪ Follow Up: After the bill is submitted, the RHA President will work with you to make sure all forms are
    completed accurately. If you gain approval, the RHA President will send a confirmation email with a
day, time, and place to present your bill to RHA. If your bill passes, then you will be contacted with information on how to receive funding for your RSO.

- **Student Travel Grant**
  - **CONTACT:** Committee Chair, Sarah Stephens, sarah.stephens@colostate.edu
  - It is HIGHLY RECOMMENDED for those interested in the Student Travel Grant to meet with the Student Travel Grant Chair before applying or attending a funding session.
  - **SOFA Required?** NO.
  - **OVERVIEW:** ASCSU, the Vice President for Student Affairs Office, and the University President’s Office have combined efforts to provide financial contributions for the Student Travel Grant in the past. The 2017-2018 Travel Grant was allotted $25,000 to distribute to students requesting funding. FYI: this amount can change every year depending on the ASCSU Administration and other grant funding. Half of the funding is reserved for spring travel, though requests for spring travel can occur in the fall.
  - **Quick Facts:** this is nowhere near a complete list, thus referring to the beginning pages of the Travel Grant Application is a must to learn more and be informed before applying.
    - Supports RSOs and/or individual students to attend educational (academic subjects, contemporary educational issues, to present a professional paper) and leadership conferences and competitions.
    - Covers travel – including airfare, Motorpool, rental car, or personal mileage; hotel; registration
    - Does not fund international travel, summer travel, internships, or externships.
    - Does not reimburse previously purchased airfare (airfare purchases must be handled by the University, never led and purchased by the individual or RSO).
    - Does not transfer funds to a RSO’s SOFA (bills are paid directly from the Travel Grant account)
    - Distributes funding to both individuals and groups:
      - Individuals: considered 1 person, and up to 3 people going to the same destination may receive up to $300/individual.
      - Groups: considered 4 or more people going to the same destination, whether they know each other or not. The 4 or more people can only be awarded up to $1,000 split evenly amongst the number of individuals requesting funding and attending the same event.
      - Only current, fee-paying students, with a minimum of a 2.25 GPA are eligible to apply.
    - Has a monthly application deadline with an associated funding session always occurring the first Thursday of each month, which entails a presentation given to the Travel Grant Committee.
    - Requires consent forms from all students traveling to the conference who wish to receive a portion of funding. The consent form MUST be submitted by the application deadline, or the student does not receive funding if granted. Be sure people click “submit!” No exceptions.
    - Travel cannot occur earlier than 2 weeks after the funding session students are to present to the committee. Therefore, plan accordingly!
  - **MONTHLY DUE DATE:** Please review timelines carefully to be eligible to utilize Travel Grant funds. 2017-2018 funding will be awarded for travel occurring between September 21, 2017 and June 1, 2017 only. All 2017-2018 Travel Grant Applications and 2017-2018 Travel Grant Consent Forms must be submitted by the respective deadline (TOGETHER) for travel occurring by the monthly eligibility deadline.

<table>
<thead>
<tr>
<th>ELIGIBILITY</th>
<th>APPLICATION DEADLINE</th>
<th>FUNDING SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>If your travel/conference occurs after:</td>
<td>Submit your application by 11:59pm on:</td>
<td>Plan to attend + present at the funding session</td>
</tr>
<tr>
<td>Thursday, Feb. 15, 2018</td>
<td>Thursday, Jan. 25, 2018</td>
<td>Thursday, Feb. 1, 2018 – LSC 140/SOC</td>
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FOR MORE INFORMATION/TO APPLY: on funding criteria, what constitutes a “group,” important monthly deadlines, or to, refer to the application on RamLink, and read the beginning pages closely before applying, visit SLiCE’s RamLink page under “Forms:”

- 2017-2018 Travel Grant Consent Form: https://ramlink.campuslabs.com/engage/submitter/form/start/134485

ON-CAMPUS FUNDRAISERS

• Bake + Coffee Sales
  - CONTACT: Facilities Management + Environmental Health Services (EHS)
  - SOFA Required? NO?
  - OVERVIEW: These rules apply to all RSOs interested in utilizing a bake sale or coffee sale to generate funds for their club. These rules have been developed to ensure compliance with health regulations, and to minimize potential liability. These rules are subject to review and modifications as necessary.
  - Only foods approved by EHS may be offered for sale.
  - RSOs conducting bake sales or coffee sales must agree to hold the University harmless in the event of any legal action resulting from the bake sale or coffee sale.

For a complete list of the rules, to book your event through Facilities Management, or visit Environmental Health’s website, visit http://www.ehs.colostate.edu/DV.aspx?ID=106.

• CSU Football/Landmark Parking
  - CONTACT: Landmark Event Staffing, Fort Collins Branch Manager, Cody Clem
  - SOFA Required? NO?
  - OVERVIEW: This is a fundraiser organized by Landmark Event Staffing, which partners with CSU departments for large-scale events on-campus, as well as the City of Fort Collins for large-scale, off-campus events. Events that RSOs (and individuals) can volunteer for include all home CSU football games, as well as other community events. Volunteers serve as parking attendants, and trade their time for funds.

  - On-Campus Stadium Parking: For football games, shifts start either 5 hours or 7 hours prior to kickoff. Your RSO will be paid $10/hour for each member of your group. Landmark is looking for 150+ volunteers for each of CSU’s football games. A 10 or more size group is ideal, though Landmark will take smaller groups. If interested, contact Cody Clem, at 210-842-8202 with any questions, or send questions and schedule volunteer shifts by emailing Cody at codyc@landmarkeventstaff.com.

  - Home football games are on the following Saturdays: August 26, September 9, October 14 (Homecoming), October 28, November 11, and November 18

  - Payment Timeline: After volunteering, a check will be issued to the provided group bank account sent via the mail – payment usually comes within 30 days.

  - Required Tax I.D. #:
    - If an on-campus account (i.e. SOFA): it is necessary to speak with a SLiCE accountant, before contacting Cody. CSU’s tax I.D. # can be issued by SLiCE, but an understanding of the process associated with using CSU’s tax I.D. # is first required. When CSU’s tax I.D. # is used, the check from Landmark must be addressed to “Colorado State University” and all funds must be deposited into a SOFA.
    - If an off-campus account: a tax I.D. # must be provided to Landmark, in addition to the bank account #. If a personal social security # was used to open the bank account, Landmark will...
receive that personal information. Be cautious sharing another person’s social security # so freely, instead ask for their permission, and if not granted, realize you cannot move forward with this fundraiser. If a tax I.D. # was used to open the off-campus account, provide that information to Landmark.

• Be prepared to respond with the following information:
  • RSO name (no acronyms)
  • RSO bank account number (tax ID # required)
    ♦ The tax I.D. # that is linked to the account to which the funds are to be deposited.
  • Your name, as a student officer
  • Your phone number
  • Your email address
  • The game(s)/event(s) your RSO wants to work
  • Number of people from your group who will be working (please only commit to a number you can guarantee will be there)
  • If you are able to work the early (7 hour) – availability to work early does not guarantee you will be assigned to the early shift

• CSU Serves
  ▪ CONTACT: SLiCE, CSU Serves Coordinator, LSC 210, 970-491-1682, SLiCE_CSUServes@mail.colostate.edu
  ▪ SOFA Required? YES.
  ▪ OVERVIEW: CSU Serves is a weekend service opportunity managed by SLiCE providing RSOs up to 2 times to participate/semester. CSU Serves occurs on both Saturdays and Sundays. RSOs provide service in exchange for funding their RSO ($10/student volunteer/event, not per hour). For more information, visit http://lsc.colostate.edu/slice/slice-engagement/csu-serves-service-saturdays/. The 2017 fall semester dates are: Saturday 9/23, Saturday 10/7, Sunday 10/22, Saturday 11/4, Sunday 11/12, and Saturday 12/2. Spring dates may be available if funding still exists at that time.
  ▪ CSU Serves Cancellation Policy: All groups are expected to fulfill every service date they have registered their RSO. In the case of extenuating circumstances, a RSO may cancel their registration more than 1 week in advance without penalty. If cancelled within 1 week of the service date, a RSO will be evaluated regarding further program participation. RSOs will be evaluated on a case-by-case basis. If cancelled within 48 hours of their service date, the RSO will be pulled from all future service dates and banned from participating in CSU Serves until re-evaluated the following fall semester.

• LSC Flea Market
  ▪ CONTACT: Campus Activities, LSC 130, 970-491-1114
  ▪ SOFA Required? YES.
  ▪ OVERVIEW: The Flea Market is located on the 2nd floor of the LSC across from the Bookstore. Its primary function is to support RSOs while providing a designated area for CSU and the outside community to promote, inform, and conduct business. Flea Market vendors (including RSOs) will refrain from selling or promoting goods or services competing with services provide in the LSC, unless permission is granted by the Director of Campus Activities, Lance Wright.
  ▪ The Flea Market supports RSOs in 2 ways.
    1. RSOs may use the Flea Market for free up to 15 days/academic year.
       ♦ There is no limit for table rentals over the summer, when space is available.
    2. RSOs may be on the receiving end of an off-campus vendor who “Sponsored a Student Organization.”
       ♦ Off-campus vendors can choose a particular RSO to receive 50% of their vendor fee to use the Flea Market. If a RSO is not elected, funding will go to Campus Activities.
       ♦ Non-CSU vendors may reserve a table up to 15x/academic year.
       ♦ For more information and/or to place a reservation, http://lsc.colostate.edu/campus-activities/flea-market/
• **RamRide**
  - **CONTACT:** Off-Campus Life, ramride@colostate.edu, 970-491-3550
  - **SOFA Required?** YES.
  - **OVERVIEW:** Since 2003, RamRide has been offering free, safe, non-judgmental rides home for CSU students. All driver, navigator, and dispatcher positions are filled by volunteers, which includes RSOs wishing to fundraise with RamRide. New volunteer dates are opened every month and fill up quickly. Please visit ramride.colostate.edu to see when the next round of dates opens. See our guide for more details about how to sign up to volunteer as a group. All volunteers must submit documentation at least 24 hours before their night of volunteering. Specific requirements for documentation can be found at ramride.colostate.edu/documentation.
    - **Nights + Payment:** RSOs can take advantage of the 15-for-$500 deal on Thursday nights, the 30-for-$1,000 deal on Friday and Saturday nights, or the sliding scale where they can earn $10/$12/$15 per volunteer, depending on how many times the RSO has volunteered during the academic year. Check out RamRide’s homepage for more details.
    - **To volunteer, sign up here:** ramride.colostate.edu/signup

**OFF-CAMPUS FUNDRAISERS**

• **Alcohol/Tobacco Sponsorships, Donations, & Advertising**
  - **CONTACT:** CSU Creative Services, ccs_receptionist@mail.colostate.edu, 970-491-4907
  - **OVERVIEW:** When seeking sponsorships, donations, distribution of products, and/or advertising, RSOs must remember marketing/promotional materials and events are reflective of CSU. RSOs and their members are asked to promote positive messages and make every effort to conduct themselves as appropriate representatives of the University and Fort Collins community. College students are a primary target for advertising and promotion by the alcohol and tobacco industry. Therefore, a policy statement and set of guidelines were developed for you to follow before soliciting and accepting sponsorship.
    1. Sponsorships, donations, distribution of product, or advertising of alcohol and/or tobacco must be reviewed and approved in advance by CSU Creative Services. All requests are subject to review by the Director of Development for the Division of Student Affairs.
    2. On all promotional materials (which include, but are not limited to, posters, brochures, cups, and T-shirts) the RSO name will be dominant in size compared to the name of any establishment or product. The content of banners must be limited to name and logo.
    3. All RSOs must utilize the University logo on printed materials to identify the RSO’s affiliation with the University. The University has official and/or registered trademarks, which makes it illegal to use them in a commercial way without the University’s permission.
    4. No marketing/promotional activities or events will include the distribution of alcohol and/or tobacco related products

• **Crowdfunding – “RamFunder”**
  - **CONTACT:**
    - The Office of Annual Giving, https://giving.colostate.edu
    - Assistant Director of Annual Giving, Doug Patmore, dpatmore@colostate.edu, 970-491-6539
  - **SOFA Required?** YES.
  - **OVERVIEW:** CSU’s Office of Annual Giving solicits financial support from donors throughout the year. Their crowdfunding tool for the University is utilized by students, faculty, and staff to raise funds from donors for their projects and organizations. As a student-led fundraising endeavor, it is a great resource for RSOs to supplement their yearly budgets or help fund a larger initiative by being drivers of their own outreach. It is an easy way to ask for a little, and get a lot. Organizations typically ask for and often receive between $1,000 and $5,000, though others have seen higher donation amounts.
    - **Quick Facts:**
      1. All gifts/donations are made charitable, all funds raised belong to the RSO (with the exception of 5% gift fee), and students are in charge of orchestrating their own campaign.
Doug Patmore supports students through this process.

Student leaders are required to make a short 90-second informational video, and articulate a clear and descriptive summary of their funding request. Easy to use video software is made available to students.

Students drive their own outreach by spreading news of their campaign to family, friends, the local community, and by using social media.

It generally takes 30 days to plan the fundraiser, and staff will help ensure it moves forward.

Your RamFunder is typically public for 4 weeks. The month timespan adds urgency to potential donors and increases the enthusiasm for the project.

- Reach out to Doug Patmore to start your RamFunder campaign at dpatmore@colostate.edu, and to learn more visit https://giving.colostate.edu/ramfunder/.

**Donations + Solicitations**

- CONTACT: Sarah Stephens, Program Coordinator of Involvement, sarah.stephens@colostate.edu
- SOFA Required? Depends.
- OVERVIEW: Receiving donations are a great fundraising opportunity, when handled correctly. If you want to receive non-monetary donations (in-kind donations), or if you want to collect donations separate from the RamFunder option, you will want to go this route instead. To go about the process of seeking out and mindfully working with donors, and carefully handling donations, please refer to the following steps.

1. Complete a Donation Request Form on SLiCE’s RamLink under Forms. To access, visit: https://ramlink.collegiatelink.net/form/start/106283. Do not forget to click “submit!”
   a. Submit the Donation Request Form at least 2 weeks before you wish to solicit.
   b. Please email SLiCE’s Program Coordinator of Involvement, Sarah Stephens, at sarah.stephens@colostate.edu after submitting the form, so Sarah may review the list of donors to make sure you can solicit them.
      - Sarah will request a short meeting where processes about tax/gift receipts, online payments; cash, check, and in-kind donations are discussed. Suggestions for how you can request donations from donors is shared as well.
   c. Please do not solicit before receiving approval from SLiCE.
   d. Need some tips for reaching out to donors? Refer to the Donation Request Form.

2. Does your donor want a tax or gift receipt? Please be aware of the following:
   a. Share with the donor that a tax/gift receipt is not guaranteed by CSU.
   b. If the donor wants CSU to issue a tax or gift receipt, your RSO must deposit the funds donated into your SOFA. Donations should be submitted online on CSU Advancement’s website, found here: https://advancing.colostate.edu/slice

3. A 3-part Donation Form may be requested for vendors who are donating in-kind items (non-monetary donations) or services to your RSO if you hold an account within SLiCE.

**Local Business Hosting a Percentage % of Sales:**

- CONTACT: any business in town offering such a fundraiser
- SOFA Required? YES.
- OVERVIEW: This is a fundraiser managed by off-campus entities but intended to be donated to an on-campus account (i.e. a SOFA). It is when businesses are willing to give a portion of their sales to your RSO, after a night where you can recruit more people to come through their doors for your fundraiser. Many places around town seem to be open to a fundraiser with some sort of negotiation for a percentage of sales. Often these businesses are seeking out CSU’s tax ID # for their donation. If that is the case, please know all of your funds raised must be deposited into a SOFA for these businesses to issue payment. It is best to reach out to a SLiCE Accountant before considering this fundraiser option. Each of these businesses and their fundraising options are different. Best to check with them before pursuing, to learn more.
- Local Businesses to Consider: this is certainly not a complete list, but it is a start for further exploration.
  - RSO would gain **20%** of sales from Barnes and Noble.
  - Reach out to Barnes + Noble no less than **60 days** before your preferred fundraiser date.
  - RSO would gain **20%** of sales from Beau Jo’s.
  - Reach out to Beau Jo’s with ample time before your preferred fundraiser date.
• **Chipotle** (College + Laurel) – [https://www.chipotle.com/fundraisers](https://www.chipotle.com/fundraisers)
  - RSO would gain **50%** of sales from Chipotle.
  - Reach out to Chipotle no less than **6 weeks** before your preferred fundraiser date.
• **Café Mexicali** – [http://www.cafemexicali.com/fundraising.html](http://www.cafemexicali.com/fundraising.html)
  - RSO would gain **20%** of sales from Café Mexicali.
  - Reach out to Café Mexicali no less than **3 weeks** before your preferred fundraiser date.
  - RSO would gain **any tips** received during the window of time set for fundraiser. % of sales range depending on location.
  - Reach out to Cold Stone Creamery no less than **2 weeks** before your preferred fundraiser date.
• **Panda Express** (S. Mason) – [https://www.pandaexpress.com/fundraiser-landing](https://www.pandaexpress.com/fundraiser-landing)
  - RSO would gain **20%** of sales from Panda Express.
  - Reach out to Panda Express no less than **2 weeks** before your preferred fundraiser date, though fundraisers can be coordinated up to **3 months** before.
  - RSO would gain **20%** of sales from Silver Grill Café.
  - Reach out to Silver Grill Café no less than **3 weeks** before your preferred fundraiser date.
• **Wells Fargo Grant** – [https://www.wellsfargo.com/about/corporate-responsibility/community-giving/](https://www.wellsfargo.com/about/corporate-responsibility/community-giving/)
  - Grants range from **$1,000 - $2,500**.
  - Reach out to Wells Fargo no less than **90 days** before your preferred fundraiser date.
  - Other banks may have similar grants, too, so check around town!

• **Raffle Licenses**
  - **CONTACT:** State of Colorado, Secretary of State’s Office
  - **SOFA Required?** NO.
  - **OVERVIEW:** Raffle Licenses cannot be issued through the University, but instead through the Secretary of State’s Office. They are required by the State of Colorado to have when conducting a raffle at any event hosted by your RSO. To apply for a new raffle license, renew a license, find the application, review the associated fees, or get help with the registration, visit: [http://www.sos.state.co.us/pubs/bingo_raffles/apply.html](http://www.sos.state.co.us/pubs/bingo_raffles/apply.html).

**FREEDOM of SPEECH & PEACEFUL ASSEMBLY POLICY**

The First Amendment to the Constitution of the United States assures that “Congress shall make no law ... abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble ...”. These rights to free speech and peaceful assembly are to be afforded and protected by the University. The University acknowledges the right of students and others to assemble in groups on the University campus for peaceful rallies, demonstrations, and gatherings. The University may, consistent with the Constitution, establish reasonable regulations regarding the time, place, and manner in which persons exercise their free speech rights to the extent necessary to assure the safety of the campus community and the orderly operations of the institution. At such gatherings, the University expects the rights and privileges of all persons to be respected and that there will be no endangerments to health or safety. Such gatherings must in no way...
disrupt the normal conduct of University affairs or endanger University property. This policy both facilitates the exercise of these rights of free speech and assembly, and protects the University community.

Commercial speech may be regulated by the University to a greater extent than noncommercial speech and expressive activities. The University is under no obligation to make the LSC Plaza or any other areas or facilities available for commercial activities. When permitted, commercial speech should promote an educational, rather than commercial atmosphere on campus, prevent commercial exploitation of students, and preserve the tranquility of the campus. In order to promote these objectives, the Campus Activities Director shall act as, or may designate, a coordinator for commercial events held on campus, including (but not limited to) events at the Lory Student Center Plaza. The coordinator shall be responsible for working with student organizations, other sponsors, and vendors to assure that events are in accordance with University regulations.

The University reserves the right to designate the time, place, and manner of activities such as demonstrations, gatherings, use of amplified sound, and displays of signage or other materials, in order to protect the safety of persons and property and avoid unwarranted disruptions of University operations. Any action by the University that restricts speech or assembly under this Policy shall be content-neutral, i.e. shall not be based upon the content or subject matter presented, but the University may consider the effect of such activities on the safety and orderly operations of the campus when taking such action. Nothing in this Policy is intended to authorize or permit any activity which is otherwise unlawful.

For full review of the policy please visit: http://policylibrary.colostate.edu/policy.aspx?id=696

FYI: all policies and procedures are subject to change. Check back for updates at the start of each semester, and check your email regularly to learn of policy change notifications throughout the year.

Last Updated: 08/21/2017