



STUDENT LEADERSHIP, INVOLVEMENT,  
AND COMMUNITY ENGAGEMENT  
COLORADO STATE UNIVERSITY

# REGISTERED STUDENT ORGANIZATIONS

EST. 1890

*handbook*

Resource Guide for  
Registered Student Organizations (RSOs)  
2019-2020

# Table of Contents

<b>PREFACE</b>	<b>6</b>
<b>STUDENT LEADERSHIP, INVOLVEMENT, AND COMMUNITY ENGAGEMENT</b>	<b>6</b>
(SL) CO-CURRICULAR LEADERSHIP	6
(SL) CURRICULAR LEADERSHIP	6
(I) INVOLVEMENT	7
(CE) COMMUNITY ENGAGEMENT	7
<b>SLICE PROFESSIONAL STAFF</b>	<b>9</b>
<b>TO CONTACT SLICE</b>	<b>9</b>
<b>OVERVIEW OF CAMPUS ACTIVITIES</b>	<b>10</b>
ADVISEMENT	10
CAMPUS INFORMATION AND BOX OFFICE	10
THE FLEA MARKET	10
LSC ARTS PROGRAM	10
RAMEVENTS	10
<b>OVERVIEW OF REGISTERED STUDENT ORGANIZATIONS (RSOS)</b>	<b>11</b>
CURRENT RSO CATEGORIES	11
OVERVIEW OF HOW SLICE SERVES REGISTERED STUDENT ORGANIZATIONS	11
• ANNUAL REGISTRATION AND RECOGNITION	12
• ADVISOR SUPPORT	12
• RSO ADVISOR HANDBOOK	12
• BOOKKEEPING/FINANCIAL MANAGEMENT	12
• FINDING AN ADVISOR:	12
• RSO TEAM	12
• STARTING A NEW STUDENT ORGANIZATION	12
• TRAVEL	12
RSO EVENTS AND PROGRAMS	12
• INVOLVEMENT EXPOS	12
• RSO OFFICER RETREAT	12
• RSO WORKSHOPS	13
• STUDENT LEADERSHIP AWARDS	13
• STUDENT ORGANIZATION CENTER (SOC) OPEN HOUSES	13
RSO RESOURCES AND SUPPORT	13
• FUNDRAISING	13
• PROGRAMMING + EVENT PLANNING	13
• RAMLINK	13
• THE RSO HANDBOOK	14
• RSO NEWSLETTER	14
• STUDENT ORGANIZATION CENTER (SOC) [LSC 141]	14
<b>ANNUAL RSO REGISTRATION PROCESS</b>	<b>15</b>

<b>BENEFITS OF REGISTRATION</b>	<b>16</b>
<b>MINIMUM STANDARDS FOR RECOGNITION</b>	<b>16</b>
<b>THE 3-STEP PROCESS FOR BECOMING A RSO</b>	<b>16</b>
<b>ALWAYS USE CSU EMAILS</b>	<b>17</b>
• <b>ONLINE OFFICER ORIENTATION</b>	<b>17</b>
• <b>CONSTITUTION</b>	<b>18</b>
• <b>RAMLINK REGISTRATION</b>	<b>18</b>
<b>DEVELOPING A CONSTITUTION</b>	<b>20</b>
• <b>HOW TO UPLOAD CONSTITUTION ON RAMLINK</b>	<b>20</b>
<b>"MODEL" CONSTITUTION</b>	<b>20</b>
<b>NAVIGATING RAMLINK + SLICE'S RSO WEBSITE</b>	<b>23</b>
<b>RAMLINK 101</b>	<b>25</b>
• <b>HOW DO I GENERALLY NAVIGATE RamLINK?</b>	<b>25</b>
• <b>HOW DO I EDIT MY PERSONAL SETTINGS?</b>	<b>25</b>
• <b>HOW DO I EDIT OUR ORGANIZATION'S RAMLINK PAGE?</b>	<b>25</b>
<b>HOW TO CHECK A RAMLINK FORM IS SUBMITTED/PENDING</b>	<b>25</b>
1. <b>TO FIND AN ONLINE OFFICER ORIENTATION QUIZ THAT YOU STARTED/COMPLETED</b>	<b>25</b>
2. <b>TO EDIT A RAMLINK REGISTRATION FORM</b>	<b>25</b>
<b>SLICE'S RSO WEBSITE 101</b>	<b>25</b>
<b>RSO PROGRAMMING + EVENTS</b>	<b>26</b>
<b>CAMPUS BOX OFFICE:</b>	<b>26</b>
<b>GAME DAY ON-CAMPUS SPACE RESERVATIONS</b>	<b>26</b>
<b>RAMLINK EVENT FORM</b>	<b>26</b>
○ <b>FEATURES ON RAMLINK EVENT FORM</b>	<b>27</b>
○ <b>10 WAYS TO FILL OUT THE <i>RAMLINK EVENT FORM</i> CORRECTLY</b>	<b>27</b>
<b>CSU RESERVATION SPACES + RESOURCES</b>	<b>27</b>
• <b>CAMPUS RECREATION - FACILITY SCHEDULING AND EVENT MANAGEMENT</b>	<b>28</b>
• <b>CLASSROOM EQUIPMENT SERVICES</b>	<b>28</b>
• <b>CLASSROOM FACILITIES</b>	<b>28</b>
• <b>FACILITIES MANAGEMENT</b>	<b>29</b>
• <b>LSC CATERING</b>	<b>29</b>
• <b>LSC EVENT PLANNING SERVICES (EPS)</b>	<b>29</b>
<b>EVENT INSURANCE + LIABILITY</b>	<b>30</b>
• <b>RSO CHAPTERS OF NATIONAL ORGANIZATIONS</b>	<b>30</b>
• <b>ON-CAMPUS INSURANCE COVERAGE FOR RSOS - TULIP POLICY</b>	<b>30</b>
• <b>GENERAL LIABILITY INSURANCE (FOR PERFORMERS):</b>	<b>30</b>
• <b>WORKER'S COMPENSATION INSURANCE (FOR PERFORMERS):</b>	<b>30</b>
• <b>RSO LIABILITY RELEASE FORM:</b>	<b>31</b>
• <b>RSOS + REGULARLY OCCURRING HIGH-RISK ACTIVITIES</b>	<b>31</b>
<b>IMPORTANT POLICIES + PROCEDURES</b>	<b>32</b>
<b>COLORADO STATE UNIVERSITY STUDENT CONDUCT CODE:</b>	<b>32</b>
<b>EXPECTATIONS OF ALL CSU STUDENTS</b>	<b>32</b>
<b>JURISDICTION – ORGANIZATIONS</b>	<b>32</b>
<b>STUDENT ORGANIZATION CONDUCT RECORDS</b>	<b>33</b>
<b>HAZING PREVENTION RESOURCES</b>	<b>33</b>
• <b>ALTERNATIVES TO HAZING</b>	<b>34</b>
• <b>ASK YOURSELF THESE 8 QUESTIONS</b>	<b>34</b>

• STUDENTS: BE TRUE TO YOU, CHOOSE YOUR GROUP AT CSU	35
PRINCIPLES OF COMMUNITY	36
PROTECTION OF MINORS POLICY	36
TELL SOMEONE	37
UNIVERSITY ALCOHOL AND DRUG POLICY	37
CONDITIONS FOR PERMISSIBLE ACTIVITIES THAT MAY INCLUDE ALCOHOLIC BEVERAGES:	37
REQUESTS FOR PERMISSION TO SERVE ALCOHOL AT EVENTS	38
IF YOU ARE AN RSO ADVISOR, BE AWARE OF THE FOLLOWING 3 POLICIES AND REQUIREMENTS OF YOU:	38
• CAMPUS SECURITY AUTHORITIES	38
• HAZING REPORTING	38
• RESPONSIBLE EMPLOYEES	38
<b>PUBLICITY RESOURCES + MARKETING</b>	<b>38</b>
BUILDING-SPECIFIC ADVERTISING	38
• LORY STUDENT CENTER ADVERTISING	39
• RESIDENCE LIFE + DINING SERVICES ADVERTISING	39
UNIVERSITY-WIDE ADVERTISING	41
• ACADEMIC + ADMINISTRATIVE BUILDINGS POSTINGS	41
• CAMPUS POSTER RUN	41
• CHALKING	42
• CSU SOCIAL MEDIA - @PROUDTOBEACSURAM INSTAGRAM AND COLOSTATEU SNAPCHAT ACCOUNTS	42
• GRAPHIC STANDARDS AND LICENSED VENDORS	42
• LED (OUTDOOR) CAMPUS DISPLAY SIGNS	42
• ROCKY MOUNTAIN STUDENT MEDIA CORPORATION (RMSMC)	43
• STUDENT ORGANIZATION CENTER (SOC) COMMUNITY POSTING BOARD	43
• SOURCE	43
• UNIVERSITY EVENTS CALENDAR	43
<b>FINANCIAL RESOURCES, SOFA, + ACCOUNTING SUPPORT</b>	<b>44</b>
(SLICE) ACCOUNTING TEAM	44
CONTRACTS	44
▪ HONORARIUM	44
▪ EVENT VENUE CONTRACTS	45
▪ FOREIGN NATIONALS PAYMENT	45
HANDLING OF MONEY + TAX	45
• CHANGE FUND	45
• CREDIT CARD READERS	45
• SALES TAX	45
• SOFA TAX EXEMPTION:	45
STUDENT ORGANIZATION FINANCIAL ACCOUNT (SOFA)	45
• BASICS OF A SOFA	45
• USING YOUR SOFA	45
USING AN OFF-CAMPUS ACCOUNT	51
• TAX-EXEMPTION PROCESS FOR NON-UNIVERSITY FINANCIAL ACCOUNTS	51
• TIPS FOR MAINTAINING A NON-UNIVERSITY ACCOUNT	51
<b>ADDITIONAL TRAVEL INFORMATION</b>	<b>52</b>
GENERAL TRAVEL POLICY	52
INTERNATIONAL TRAVEL FOR RSOS	52

<b>PERSONAL VEHICLE MILEAGE REIMBURSEMENT</b>	<b>52</b>
<b>ON-CAMPUS GRANTS + FUNDING OPPORTUNITIES</b>	<b>52</b>
<b>ON-CAMPUS FUNDRAISERS</b>	<b>52</b>
• BAKE + COFFEE SALES	52
• Ram\$ For Change	53
• LSC FLEA MARKET	54
• RAMRIDE	54
<b>ON-CAMPUS GRANTS</b>	<b>55</b>
• (ASCSU'S) BOARD OF STUDENT ORGANIZATION FUNDING (BSOF)	55
• COCA-COLA CAMPUS OF CHARACTER BEVERAGE GRANT/"COKE GRANT"	56
• LILLA B. MORGAN MEMORIAL ENDOWMENT	56
• RESIDENCE HALL ASSOCIATION (RHA) BILL	57
• STUDENT TRAVEL GRANT	58
<b>ON-CAMPUS PROCESSES FOR RECEIVING DONATIONS/SOLITICIATIONS</b>	<b>59</b>
• ALCOHOL/TOBACCO SPONSORSHIPS, DONATIONS, & ADVERTISING	59
• CROWDFUNDING – "RAMFUNDER" (LIKE GOFUNDME)	59
• DONATIONS + SOLICITATIONS	60
<b>OFF-CAMPUS FUNDRAISERS</b>	<b>60</b>
• LANDMARK/FOOTBALL PARKING	63
• LOCAL BUSINESS HOSTING A PERCENTAGE % OF SALES:	62
• RAFFLE LICENSES	62
<b>FREEDOM OF SPEECH &amp; PEACEFUL ASSEMBLY POLICY</b>	<b>63</b>

## PREFACE

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.

## STUDENT LEADERSHIP, INVOLVEMENT, and COMMUNITY ENGAGEMENT

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's 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 others can be a yearlong experience. The following are descriptions of the programs SLiCE currently 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/>.
- **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/>.

### (SL) Curricular Leadership

SLiCE offers curricular (classes for academic credit) in addition to the co-curricular 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 comes to mind is student organizations. Though there were 480 student organizations at CSU as of May 2018, 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. 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](http://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](http://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 for 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:** C.A.N.S. Around the Oval is a Colorado State University tradition where students, faculty, and staff partner with local community members, schools, and organizations to raise awareness about hunger by collecting food goods and raising monetary donations for the Food Bank for Larimer County. Cans Around the Oval started as a canned food drive. Today, C.A.N.S. Around the Oval has evolved into a fund and food drive asking donors for C.A.N.S. "cash and nutritious staples" (including online monetary donations and healthy non-perishable food items) to enhance the quality and quantity of food better meeting community needs. For more information, visit [cans.colostate.edu](http://cans.colostate.edu). **Save the dates: C.A.N.S. Around the Oval Kickoff Week: September 16 – 20, 2019. C.A.N.S. Around the Oval Collection Day: Wednesday, October 16, 2019**
- ☐ **Ram\$ for Change (formerly CSU Serves):** is a fundraiser specifically engineered for RSOs to complete "volunteering" projects for community agencies on designated service weekends throughout the academic year in exchange for funding for their RSO, at \$20/student for the project to the RSO's student organization financial account. For more information visit [ramsforchange.colostate.edu](http://ramsforchange.colostate.edu).
- ☐ **CSUnity:** Each spring, nearly two thousand volunteers from the CSU community gather for a day of service in and around Fort Collins. Service sites tend to be coordinated by local neighbors and non-profits organizations, as well as the City of Fort Collins, and other county, state, and federal agencies. A variety of community engagement opportunities are available on this one-day service plunge. For more information, visit [csunity.colostate.edu](http://csunity.colostate.edu) Save the dates: Saturday April 18, 2020 and the \*new\* required make-up date on Saturday April 25, 2020 (you would only volunteer for one of the two Saturdays should the official date be canceled due to inclement spring weather.)
- ☐ **Service Happenings (Newsletter/Calendar):** For individual students, or those organizing service projects for students. This is a service provided to help folks find volunteering opportunities with local community agencies and non-profits. They can sign up for our monthly newsletter or review our volunteer calendar for up-to-date opportunities. For more information, visit [servicehappenings.colostate.edu](http://servicehappenings.colostate.edu).
- ☐ **CSU 150 Service Challenge:** in celebration of CSU's Sesquicentennial/150-year-old anniversary, SLiCE challenges the greater campus community to together meet the following service challenges this year, being that one of the University's values is service.
  - ☐ 150 distinct service programs/projects/offerings for students, faculty, staff, and alumni throughout the year

- 150,000 volunteer hours from the CSU community (students, faculty, staff, alumni) throughout the year

To recognize your efforts made, time spent, and volunteer commitments this year, we ask all RSOs to track their service hours as part of CSU's sesquicentennial. Click to track your service hours, here:

<https://ramlink.campuslabs.com/engage/submitter/form/start/333696>

- **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/>. **Save the date for Friday, April 10, 2020.**
- **Rams Against Hunger:** aims to serve as emergency food relief for CSU undergraduate students experiencing food insecurity. The program has several components including a meal swipe program, a mobile food pantry, pocket pantry, RamFood Recovery, and support in accessing federal benefits (SNAP, etc.) To learn how it works, who is eligible, the criteria, and how to donate/or volunteer, 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 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/>.
- **T.G.I.F.:** 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.

**Values:** Creating Community \* Growth + Development \* Integrity \* Social Justice \* We Do What We Love!

### SLiCE PROFESSIONAL STAFF

#### Co-Curricular Leadership

Emily Ambrose, *Assistant Director of Training & Development*

Rachel Kiemele, *Program Coordinator of Co-Curricular Leadership*

#### Curricular Leadership – President’s Leadership Program

Stephanie “Mo” Moreira, *Assistant Director of Curricular Leadership*

Denise Diaz, *Senior Program Coordinator for Leadership Development*

Emily Seems Allen, *Interim Program Coordinator for Leadership Networking*

#### Involvement + Marketing

Ali Raza, *Interim Assistant Director of Involvement*

Jess Dyrdaahl, *Assistant Director of Student Government*

Larisa Wardlaw, *Program Coordinator of Involvement*

Nick Eppey, *Communications Coordinator*

#### Community Engagement

Jen Johnson, *Assistant Director of Community Engagement*

Sarah Stephens, *Senior Program Coordinator*

Michael Buttram, *Program Coordinator of Community Engagement*

Sydney Shackelford, *Volunteer Programs Graduate Assistant*

#### Accounting + Administrative Staff

Lea Martin, *Accountant Tech*

Keith Lippwe, *Accountant Tech*

Kim Grubbs, *ASCSU Administrative Assistant*

#### Pamela 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.)

## OVERVIEW of CAMPUS ACTIVITIES

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 *Dr. Martin Luther King, Jr. March & Celebration* and the annual *César Chávez Community Celebration*. The Campus Activities office is 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](mailto:lsc_campusinfomanager@colostate.edu).

**The Flea Market:** is a resource for RSOs to promote activities and sell items, and is 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 or to reserve your spot, contact the Flea Market Manager at 970-491-1114, email [LSC\\_FleaMarket@mail.colostate.edu](mailto: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, email [LSC\\_artsprogram@mail.colostate.edu](mailto:LSC_artsprogram@mail.colostate.edu) or visit [www.curfman.colostate.edu](http://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, call 970-491-2727, email [ramevents\\_erpr@mail.colostate.edu](mailto:ramevents_erpr@mail.colostate.edu), or visit [www.ramevents.colostate.edu](http://www.ramevents.colostate.edu).

# OVERVIEW of REGISTERED STUDENT ORGANIZATIONS (RSOs)

SLiCE's RSO-Specific Website: [rso.colostate.edu](https://rso.colostate.edu)

RamLink: [ramlink.colostate.edu](https://ramlink.colostate.edu)

## Current RSO Categories

During the annual registration process, student organizations are to choose only ONE category best representing their organization. To not oversaturate the category search, we only ask for one— though, at times, deciding between categories can be difficult. Nonetheless, please realize that categories are chosen by student officers, not SLiCE. However, if student organizations choose more than one category, SLiCE will make an executive decision to eliminate one category – by keeping the category seemingly best aligning with the student organization's mission and/or summary. The categories include:

- **Academic (Pre-Professional):** centers within an academic college, department or program; provides an opportunity to explore major(s) in a more pre-professional context (i.e. First Generation Scholars, oSTEM, Pottery Guild, Student Occupational Therapy Association).
- **Competitive Sport Club (recognized by Campus Recreation):** involves regularly-scheduled competition in a sport with regional or national affiliation, a schedule of league play, may culminate in a regional or national tournament, and are indicated as approved by Campus Recreation (i.e. Alpine Ski Team, Colorado State Rock Climbing Team, Swimming Club at CSU).
- **Diversity/International:** promotes either a diverse perspective and/or a specific culture and gathers to provide support for involved students (i.e. CSU Brain Injury Community, Council of International Student Affairs, Student Veterans Organization, United Women of Color).
- **Fraternity and Sorority Life (FSL) Community:** fosters scholarship, leadership, service, and social development. Must be affiliated with the Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, or Multicultural Greek Council (i.e. Delta Delta Delta, Omega Psi Phi, Sigma Lambda Beta International Fraternity Incorporated, Theta Chi).
- **Honorary:** recognizes outstanding academic achievement and/or outstanding leadership (i.e. Mortar Board, National Residence Hall Honorary, Order of Omega, Pinnacle Honor Society).
- **Political:** supports or opposes any political party; a ballot measure or a drive to put an issue on the ballot; or a candidate or group of candidates formally running in an election for county, state, local, national and/or campus office (i.e. College Republicans at CSU, Students for Reproductive Justice).
- **Programming/Service:** provides learning opportunities to the campus community through a wide array of programs addressing specific topics, issues, and concerns (i.e. Active Minds, Collegiate 4-H at CSU, Silver Wings Columbine Chapter, Zero Waste Team @ CSU).
- **Religious/Spiritual:** involves worship, devotion, prayer, meditation, or study of religious concepts; or requires membership affiliation or shared beliefs with a group generally recognized as a religion, or to further or oppose a religious ideology (i.e. CSU Hillel, Christian Students at CSU, Multi-Faith and Belief Student Council, Zen Club).
- **Representative:** involves governing, overseeing, coordinating and/or representing other entities, student groups and/or individuals (i.e. college/dean's leadership/ FSL councils, hall councils).
- **Social/Recreational (sport):** promotes social interactions and/or offers recreational athletic fun (i.e. Capoeira at CSU, D2 Hockey, English Riding Club, The RAMblings, SheJumps CSU).

## Overview of How SLiCE Serves Registered Student Organizations

- **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, 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, knowledge, and on-campus resources to lead their organizations more successfully throughout the year.

- **Advisor Support:** RSO Advisor Handbook, a Spring Advisor Luncheon, and 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 and to access the RSO Advisor Handbook, visit <http://lsc.colostate.edu/slice/student-involvement/advising-resources/>.
  - **RSO Advisor Handbook:** this handbook focuses more on advising best practices and requirements, 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 (SOFAs) 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 successful RSO experiences.
- **Finding an Advisor:** If you are in need an RSO advisor or are seeking a change in an advisor, consider the following. Some organizations find an advisor through personal connections with a faculty/staff member, while others find an advisor who has a particular interest in the RSO's mission/activities. There is not a list of people who want to be advisors, but the RSO Team can help brainstorm possibilities for finding a future advisor. *The advisor you find should be able to (at the very least) meet with the executive board a minimum of 1 time/semester, meet with the general membership a minimum of 1 time/semester, and attend at least 1 organization event/semester. However, we would recommend someone who can attend executive board meetings regularly, and increase participation elsewhere.*
  - For more information, RSO Advisor Resources can be found here: <http://lsc.colostate.edu/slice/student-involvement/advising-resources/>
  - **Advisors must be:** a CSU-employed faculty or staff member, or graduate student who has received approval from their academic advisor to serve in an RSO advisor role. The advisor's full name and CSU email must appear in the CSU Directory.
- **RSO Team:** This is a group of 3-4 student coordinators that help support RSO's through registration, RamLink, and various CSU policies and procedures, as well as other campus resources and opportunities. To contact the RSO Team, please call SLiCE at 970-491-1628, [SLiCE\\_studentorgs@colostate.edu](mailto:SLiCE_studentorgs@colostate.edu) or stop by LSC 210!
- **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) support. Additionally, SLiCE provides the resources and personnel necessary to support the organization's development. **The RSO Team has a 3-page cheat sheet for new student organizations that is easily obtained by emailing them at [SLiCE\\_studentorgs@colostate.edu](mailto:SLiCE_studentorgs@colostate.edu).**
- **Travel:** SLiCE processes documents for RSO travel; much more detail about travel can be found below. 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, competitions, and activities.

## **RSO Events and Programs**

- **Involvement Expos:** Held at the beginning of each semester, these expos promote involvement opportunities for students to get more involved on campus and the Fort Collins community. The expos are a venue for RSOs to recruit new members, promote their organization and connect with other RSOs. Check your email for event RSVPs to participate in the fall and spring expos as they are competitive and first come first serve. Please refer to RamLink for more information! For more information, visit <http://lsc.colostate.edu/slice/slice-engagement/involvement-expo/>.
- **RSO Officer/Member Retreat:** A one-day leadership development experience occurring early in fall and spring semesters. This retreat is designed to bring support and encourage opportunities that build relationships, foster group collaborations, and inspire creativity. Meals are provided at the retreat.
  - Topics can include:

- Community building
  - Successful collaboration
  - Mindful facilitation
  - Membership recruitment and retention
  - Resume building
  - Event Planning
- **Fall RSO Officer Retreat:** Saturday, October 12, 2019 (10:00AM – 3:00PM)
  - **Last Year's fall retreat topics included:** community building, successful collaboration, retreating planning, mindful facilitation, and thoughtful + effective meeting planning/implementation, membership recruitment and retention,
- **Spring RSO Officer Retreat:** Saturday, February 22, 2020 (10:00AM – 3:00PM)
  - **Last Year's spring retreat topics included:** officer transition and on-boarding, membership morale/recognition RSOs + summer break, RSOs + resume building, and event planning/project management 101
- **RSO Workshops:** Occur monthly and cover a range of topics relevant to RSOs from leadership skills development to campus/community knowledge. These workshops are facilitated by SLiCE staff and other professionals.
  - Topics can include:
    - Transferrable skills developed through RSO participation
    - Branding, marketing, and design
    - Conflict resolution
    - Financial literacy and budgets
    - Facilitation and team building
- **Student Leadership Awards:** This end of the year celebration honors students who have chosen leadership as their vehicle for involvement! Whether they were in a RSO or Cans Around the Oval or Alternative Break, this event celebrates all of those who have participated in SLiCE programs and have positively impacted the CSU and Fort Collins community. This event includes dinner, awards, activities, recognition and entertainment. The awards are presented based on nominations received from student organization members, officers, advisors, and programs. There are several RSO Awards distributed at the event.
- **Student Organization Center (SOC) Open Houses:** occur at least once a semester and are intended to bring together RSO members, officers, advisors and the RSO team to the SOC in a more formalized way to orient people to the space. Open houses have free food and giveaways, and can offer trainings to educate and familiarize people to the SOC, its materials, and equipment.

## **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](mailto:SLiCE_studentorgs@colostate.edu) to schedule one-on-one consultation and/or event planning support.
- **RamLink:** ([ramlink.colostate.edu](http://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.



- **RSO Handbook:** 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 academic year, as a newly updated version is created after each summer.
- **RSO Newsletter:** is an electronic newsletter sent every other week 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, new fundraising updates, and changes popping up every few weeks that could benefit their RSO, if known. The RSO Newsletter is sent out to members, too, when the information would best inform those likely to become RSO officers in the future, i.e. around transitional periods.
- **Student Organization Center (SOC) [LSC 141]:** Is available to RSOs offering free resources including chalk, die cut and Cricut machine, butcher paper, general craft supplies, button maker, laminator, etc. This multipurpose space is equipped with a ping pong table, lounge area with couches, tables and easy access to the meeting room! **RSO Lockers and Mail** are also located in the SOC.
  - **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.
  - **Computers + Printers:** Computers can be brought into the space, either as your own, or rented from the computer rental resource around the corner. 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>
      - **Print on Colorful Paper:** Feel free to utilize the colorful printer paper supplies in the SOC to have more eye-catching marketing. Take the number of sheets needed from the SOC, and place in this PaperCut printer tray when ready to print. Remove colored paper from tray when finished printing, and return any unused paper back to the SOC.
      - **1 black & white page = \$0.03.**
    - **FastPrint:** (<http://fastprint.colostate.edu/>) FastPrint provides quick and professional high quality digital copying, finishing, and faxing services. It is a convenient printing service located in the LSC 175M (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. Please contact them for pricing. Orders can be placed online at [fastprint.colostate.edu](http://fastprint.colostate.edu), or dropped off in-person with a flash drive or paper copy. Emailed orders are also accepted at [fastprint\\_orders@mail.colostate.edu](mailto:fastprint_orders@mail.colostate.edu). Both locations are open Monday through Friday 7:30AM to 4:30PM.
  - **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 apply for a locker throughout the year, (1) indicate on your RSO's RamLink Registration form 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](mailto:SLiCE_studentorgs@colostate.edu), or stop by the SLiCE office (LSC 210).
    - The following items are not permitted to be stored inside of the SOC lockers:
      - Alcohol
      - Animals

- Biohazardous or infectious materials
  - Corrosives
  - Drugs
  - Explosives and incendiary materials
  - Flammable items
  - Gasses and pressure containers
  - Infectious materials
  - Lab chemicals
  - Matches
  - Oxidizers and organic peroxides
  - Poisons
  - Radioactive materials
  - Smoking devices, lighters, matches and/or e-cigarettes
  - Weapons
- **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 personal 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.**
- **SOC Conference Room:** [LSC 140] attached to 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.
  - **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. Organizations not registered with SLiCE are limited in their access to the services and resources of the University. New organizations

can register 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, the deadline.

**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 organization resources
- 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.
  - If a student officer's GPA does not meet the criteria, they may receive contact from the SLICE to discuss ways the officer can prioritize academics while remaining a student officer. These officers will be contacted with their RSO advisors cc'd through email requesting an action plan meeting.
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](mailto: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.*

### **The 3-Step Process for Becoming a RSO:**

This is the recommended order to follow:

1. **Officer Orientation** (President and Financial Officer must watch the Online Officer Orientation and individually pass the Online Officer Orientation Quiz with a 100%)
2. **Constitution** (create or update annually)
  - a. FYI: if your organization's constitution has not changed prior to the 2019-2020 academic year, updates will need to occur per SLICE's revised requirements.
3. **RamLink Registration** (must be completed by a student officer – we encourage the president or financial officer who completed officer orientation to submit the registration because of what they learned about the registration process in the orientation videos)



# SEPTEMBER 30<sup>th</sup>\* (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 an Elevation/Officer Election Cycle on the calendar year, refer to the FSL website here: <https://fsl.colostate.edu/about/recognized-chapters/>.*

**ALWAYS USE CSU EMAILS:** FOR ALL RSO PROCESSES, WE ASK RSO MEMBERS, OFFICERS, and ADVISORS TO USE THEIR CSU EMAILS WHENEVER ASKED. This request allows the RSO Team to verify that a majority of members in an RSO are in fact CSU students and allows easy access to RamLink – since the online involvement portal is linked to CSU accounts.

- **Online Officer Orientation:** Officer Orientation covers important details and practices in a manageable manner to assist in student organization success. This orientation covers content in this handbook but delivers the most important details in a more manageable way. The video is meant to be more timeless and broader. 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, vice presidents, or any co-presidents/financial officers 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. **FYI - if you are not a president or financial officer – do not take the Online Officer Orientation Quiz!**

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

- **Required:**
  - **Watch** all Online Officer Orientation **modules**
  - **Individually pass** the Online Officer Orientation **Quiz** with a **100%**
- **Access:**
  - **All Modules:** <https://www.youtube.com/playlist?list=PLvv6t7jiavwW6P-3zLXJMk1RenNaQb2J>
  - **Quiz:** <https://ramlink.campuslabs.com/engage/submitter/form/start/135813>
- **Timing:**
  - **Online Officer Orientation** is comprised of 9 module videos. The Online Officer Orientation Quiz typically takes 15-20 minutes.
  - 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 Officer Orientation:** there is a **Competitive Sport Clubs Officer Orientation** and **Competitive Sport Clubs Officer Orientation Quiz** that is specifically engineered for RSOs recognized by Campus Recreation. This additional step of registration with SLiCE is in addition to the Sport Club Registration process led by Assistant Director of Sport Clubs, Cindy Tse, and the Sport Club Student Advisors. **Campus**

**Recreation now requires all Competitive Sport Clubs to complete SLiCE's registration steps no later than the first day of the fall semester each year).**

- **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
  - **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.*
  - **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.** (All removal procedures should follow due process, including adequate written/email notice at least 7 days prior to the next RSO meeting/activity. This process should be handled sensitively for all involved.)
- **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](http://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, if a green “Available” is seen below you are able to register. Click on the blue “Re-Register” button on the right. If a gray “Not Available” is seen, the registration period is not open yet or has closed).
- **Cannot find your organization on RamLink? You are likely a LOCKED or INACTIVE organization.**
  - **LOCKED** means you missed registering with SLiCE in the last academic year (2019-2020), thus your organization’s page cannot be found publicly on RamLink.
  - **INACTIVE** means not being registered with SLiCE in the last **2 academic years** (pre-dating fall 2017 semester), your organization’s page cannot be found publically on RamLink. **FYI** - if your RSO becomes INACTIVE, and you had funds in a SOFA, those funds are moved into the Student Organization Center’s account, and the SOFA is closed.
  - **TO REGISTER A LOCKED/INACTIVE RSO:** you must first contact the RSO Team at [SLiCE\\_studentorgs@colostate.edu](mailto:SLiCE_studentorgs@colostate.edu) to learn more about your current status and gain access to your registration form. The RSO Team will ask you to determine a week day night or a weekend that best works for you to register the organization, as they will activate your RamLink page to allow access to a registration form starting at 5:00PM on a weekday until 8:00AM the next morning, or 5:00PM on a Friday until 8:00AM the following Monday, if a weekend is preferred. These off-hours windows of time ensure RamLink is as accurate and dependable as possible for University departments during working business days.
- **How to Not Get Denied:** It typically takes 30 minutes to an hour to create/edit and submit your registration form – especially if you are well-prepared. **To be sure you are prepared, have the following ahead of time (at the very least):**
  - A clear understanding of how your organization functions/**your goals/values – to make a strong summary that is required.**
    - If part of a national organization, do not include your mission statement in the summary, but instead mention specifics about your local chapter instead. Incorporate who and what are your RSO, and try to capture the essence of the organization in less than 300 characters.
  - **CSU emails** for all student officers, and your CSU-employed advisor (**use the CSU Directory if need be. Be sure to have people’s first and last names and emails spelled correctly**).
    - Ideally, CSU emails for all student members – a minimum of 4 CSU student members need CSU emails; and more than ½ of your roster needs to be CSU students.
  - Your updated constitution **that has SLiCE’s 6 requirements written into it.**
  - **If your Registration is Denied:** please have the officer who initially submitted the registration form make the necessary changes before SLiCE staff review the new submission. Or, have another officer start a new registration form again. **FYI: it usually takes no more than 10 minutes to fix a denied form. Also, “denied” means the form was released to allow for edits.**
- **RamLink Roster Troubleshooting**
  - **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. CSU members may choose 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
      - ☐ **FYI:** the email invitation they receive looks like spam/junk mail! When accepting the invitation, you will be taken to RamLink, if you have not been on RamLink before you will be asked to set up an account using your ename and CSU password and then your CSU email. Be sure to accept the invitation and leave the grayed-out box checked reading “Show Membership on Public Roster” – to show your name visibly on the page.

2 To check/edit your personal membership settings, learn how here:  
<https://engagesupport.campuslabs.com/hc/en-us/articles/204033014-Changing-your-Privacy-Settings>

- **Not receiving an invitation to RamLink?** Likely the email you have listed with your RamLink profile is not the email used to invite you to the page. Fix the email in one location and request the invitation to be resent. (Note: [cam.ram@colostate.edu](mailto:cam.ram@colostate.edu) vs. [Cam4Life@rams.colostate.edu](mailto:Cam4Life@rams.colostate.edu) might technically be the same at CSU – but RamLink sees them as two separate emails).

## 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 "they/them/their" instead of "he/him/his" or "she/her/hers" to be mindful of the gender, gender identity, and/or gender expression of others. 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](mailto:SLiCE_studentorgs@colostate.edu)

- **How to 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** (hamburger symbol) 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.

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## "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](mailto: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 Interim Assistant Director of Involvement, Ali Raza, 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 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. (All removal procedures should follow due process, including adequate written/email notice at least a minimum of 7 days prior to the next RSO meeting/activity, the right to speak on one's behalf, and the right to an appeal. This process should be handled sensitively for all involved.)**

## 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/email notice at least a minimum of 7 days prior to the next RSO meeting/activity, the right to speak on one's behalf, and the right to an appeal. This process should be handled sensitively for all involved.)** 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.**

### *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 6 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.

## NAVIGATING RAMLINK + SLICE’S RSO WEBSITE



Check out Module 9 of Online Officer Orientation for a Video Overview of this section.

**RamLink 101:** ([ramlink.colostate.edu](http://ramlink.colostate.edu)) is CSU’s online involvement portal. It is the best way for RSOs to market and manage themselves! RamLink provides tools to completely manage any RSO via membership lists, communications, registration, documents and forms, event planning, elections, advertising/publicity, and much more! The following are tips for navigating the website.


- **How do I generally navigate RamLink?**
  - **Tabs Up Left (no page access needed)**
    - **HOME:** the dashboard to your organizations, RSO events, news, and campus links
    - **EVENTS:** a glimpse of student organization events; where RSOs can choose to market to the entirety of campus and the public (if interested)
    - **ORGANIZATIONS:** can search for RSOs and some department pages through categories or type into search bar; where to find the 1-2 sentence summaries of each RSO
    - **NEWS:** where RSOs can feature a newsworthy story – publically on RamLink.
  - **Rubik’s Cube Symbol Up Right/Action Center**
    - **EXPLORE:** your public access to RamLink
    - **MANAGE:** your administrative portal to view the behind-the-scene operations of your RSO(s)
- **How do I edit my personal settings?**
  - **RamLink Profile in Upper Right (no page access needed)**
    - **ACCOUNT** - where to set notifications, change name, add photo, etc.
    - **MEMBERSHIP HISTORY** – a broad glimpse of your involvement (type, length, position) through departments/RSOs utilizing RamLink
    - **SUBMISSIONS** – where to check the status of quizzes, registration forms, applications
      - **In Progress** – form was not submitted, maybe just completed, or not. See below for more information on how to edit and submit a pending form!
      - **Pending** – form has been submitted, now waiting for those managing the form to process (i.e. approve/deny)
      - **Approved** – recognizing the form was received, though does not necessarily mean approved to receive funding for a grant (i.e. Travel Grant, Board of Student Organization Funding – BSOF). For quizzes and registration forms – approved does mean approved. Best to read the comment to learn what “approve” means each time.
      - **Denied** – sometimes this means denied and the form cannot be resubmitted, other times it just means a form has been released (it has to get “denied” to be released) and more edits can be made and be resubmitted. Best to read the comment to learn what “deny” means each time.
- **How do I edit our organization’s RamLink page?** A student officer with full access (defaulted to be the President, Vice President, Financial Officer, and the Primary Contact) is able to edit the page. These positions can grant other officers or advisors limited or full access by following the instructions in the latter

half of Module 3 of Online Officer Orientation. If you have full access, you can explore around and follow these tips below.


- Click on **“Manage Organization”** in upper right > Click three stacked horizontal lines (hamburger symbol) in upper right > side menu will emerge from left
- **ROSTER** – where people can be added/removed, and positions can be added/removed, where all members can be messaged
  - **Manage Positions** – where new positions can be made, where full/partial/or no access can be applied to different positions
  - **Current** (those who accepted an invitation or asked to join and were accepted)
  - **Pending** (people who have been invited to page)
  - **Prospective** (people requesting to join organization): best to reference, otherwise new members could be missed for weeks, months, or years!! Approve new members here.
- **ABOUT** – where to edit summary, description, websites, Facebook page, logo, etc.
- **EVENTS** – where to create an event promotion; can choose to make public, just for CSU community, just for club membership, or by invitation only; includes RSVP; needed for events that are awarded BSOF funding through ASCSU
- **NEWS** – where to write updates/articles for club, CSU community, and/or public
- **GALLERY** – where pictures can be uploaded and downloaded without being compressed
- **DOCUMENTS** – best place for newly edited and approved constitution to be stored; helps greatly in transition between officers; easiest to access for all
- **FORMS** – great for applications, quizzes, attendance, collecting data; easy to create and navigate ○
- **ELECTIONS** – an electronic platform to handle elections objectively
- **SERVICE HOURS** – used to log individual and group service hours; calculates quickly

### **How to Check a RamLink Form is Submitted/Pending**

#### **1. To find an Online Officer Orientation Quiz that you started/completed:**

- a. Go to RamLink ([ramlink.colostate.edu](http://ramlink.colostate.edu)) and sign in.
- b. Click on your profile in the upper right corner.
- c. Click on “Submissions.”
- d. Look below at the forms, and find “Online Officer Orientation Quiz.”
- e. If it reads “In Progress” it was not actually submitted, if it reads “Pending” it was submitted.
  - i. If “Pending,” and SLiCE claims the form was not received– please email the RSO Team ([SLiCE\\_studentorgs@colostate.edu](mailto:SLiCE_studentorgs@colostate.edu)) to inform them of the technology error to together work to fix it.
- f. Click on the “eye ball” (  ) symbol to the right, to get into the form.
- g. Make any necessary edits, if needed.
- h. Be sure to click the blue “Submit” button.

#### **2. To edit a RamLink Registration Form:**

- a. Go to RamLink ([ramlink.colostate.edu](http://ramlink.colostate.edu)) and sign in.
- b. Click on your profile in the upper right corner.
- c. Click on “Submissions.”
- d. Click on the tab on the left reading “Organization Registrations” a little above the list of forms possibly found below.
- e. Click on the “eye ball” (  ) symbol to the right, to get into the form.
- f. If it reads “In Progress” it was not actually submitted, if it reads “Pending” it was submitted.
  - i. If “Pending,” and SLiCE claims the form was not received– please email the RSO Team ([SLiCE\\_studentorgs@colostate.edu](mailto:SLiCE_studentorgs@colostate.edu)) to inform them of the technology error to together work to fix it.
- g. Locate “your organization’s name” below.
- h. Make any necessary edits, if needed.
- i. Be sure to click the blue “Submit” button.

If you end up submitting any forms, after these submission processes shared above, contact the RSO Team at [slice\\_studentorgs@colostate.edu](mailto:slice_studentorgs@colostate.edu) so they are prompted to look for your submission and expedite your process.



## RSO PROGRAMMING + EVENTS

**SLiCE's RSO Website 101:** ([rso.colostate.edu](http://rso.colostate.edu)) is the fastest way to SLiCE's RSO online resources. It contains the most current information related to RSOs, just shy of emails/newsletters you receive from the RSO Team.

- **STUDENT ORGANIZATION REGISTRATION** – one-stop shop to access elements of the annual registration process, and learn of suggested order of steps for registration.
- **CREATE CONSTITUTION** – where to find a model/template constitution, with direction for how to create.
- **STUDENT ORGANIZATION RESOURCES:**
  - **FUNDING + ACCOUNTS:** basic overview of Student Organization Financial Accounts (SOFAs) and on-campus grants/fundraisers (more depth and breadth found in RSO Handbook)
  - **RSO HANDBOOK:** where the most current version of RSO Handbook can be found
  - **RETREATS + WORKSHOPS:** where information on upcoming RSO Officer Retreat and RSO Workshops information can be found
  - **DOCUMENTS + FORMS:** where much needed RSO financial and risk management processes are found (i.e. PCard Training, Guidelines to Spending Money, Request for Financial Document Form, Sales Tax Memo, Donation Request Form, Liability Release Form, W-9 for New Vendors)
  - **BE TRUE TO YOURSELF:** an excellent resource for RSOs to check how healthy of an organization they are, and for students seeking out healthy organizations, what to look for. Serves as an overview and resource for hazing alternatives and prevention.
  - **TRAVEL INFORMATION:** a quick overview of the Student Travel Grant, Airfare Travel, and Motorpool reservations for RSOs and student officers
  - **ADVISING RESOURCES:** where the most current version of the RSO Advisor Handbook is housed; upcoming Advisor Luncheon information is featured, and any other advisor resources are located
  - **INVOLVEMENT EXPO:** where the most current overview of the upcoming Involvement Expo can be found, and the registration form is located – look at in early August and January
- **STUDENT LEADERSHIP AWARDS:** where the most current overview of SLiCE's end-of-the-year celebration and award ceremony is found, with nomination forms and RSVP included.

## RSO PROGRAMMING + EVENTS

### Campus Box Office:


- **CONTACT:**
  - Box Office Manager, Julia Monterosso, [lsc\\_cbomanager@mail.colostate.edu](mailto: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.

**Game Day On-Campus Space Reservations:** 6 days each year, CSU hosts home football games in the on-campus stadium. On these weekends, special restrictions are in place impacting a variety of aspects across campus, i.e. parking, traffic flow, pedestrian/bike/ADA/vehicle access, and availability of certain services including custodial and campus police services. A website has been developed to better coordinate game-weekend events and activity requests, at [www.fm.colostate.edu/gameDays](http://www.fm.colostate.edu/gameDays). This website includes the game-day schedule, guidelines for holding events associated with or not associated with games, and a form to request serving alcohol at events that are outside of the tailgate area (such as at a reception in an academic building). The review process helps ensure the event or activity organizers have the support and information needed. It also helps make sure university entities supporting operations across campus have the information they need to provide a safe and hospitable experience for all guests. **It is encouraged to submit information about your event or activity as early as possible.**

- **Quick Facts About the Process:**
  - The timeframe of a game weekend is considered to be from 4:00PM on the day before the game, through the end of the day following game day.
  - Documents explaining the special guidelines in place for events on game day weekends, along Frequently Asked Questions, can be found on the website
  - Clear instructions about which form to fill out based on the nature of your event is found.
- **Home football games are on the following Saturdays:** September 7, September 21, October 5 (Homecoming), November 2, November 16, November 29 (Friday)

**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, Financial Officer, or Primary Contact must do so – or any other officers who has been manually granted access to “Events.”
- **Features on RamLink Event Form:**
  - More than 1 RSO can promote an event – now your collaboration with other RSOs can be apparent!
  - Event Forms can now be made public – they can be sent to people without CSU emails to view!
- **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 “hamburger” (menu) on the upper left. The left side bar will emerge, click on “Events”.
  3. Click on the **blue button** marked “Create Event.”
  4. Fill in the information as detailed and accurately as possible. The form is highly detailed and walks you through each step.
  5. Have the wording of the description sound like your sales pitch, not an application form. This is your opportunity to convince people to come to your event!!
  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!

**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](mailto: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 lifeguard 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. Contact the Assistant Director of Member Services, Natasha Davila for equipment reservations and availability at [Natasha.davila@colostate.edu](mailto:Natasha.davila@colostate.edu) or 970-491-1462.
- **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:**

<ul style="list-style-type: none"> <li>• Alcohol consumption</li> <li>• Amplified music</li> <li>• Childcare</li> <li>• Dances</li> <li>• Dinners or Parties</li> </ul>	<ul style="list-style-type: none"> <li>• Performances</li> <li>• Refurnishing of rooms</li> <li>• Removal of equipment</li> <li>• Stage events</li> <li>• Theater</li> </ul>
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  - **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>
  - **For more information,** visit <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](mailto:Kirsten.Smith@colostate.edu), 970-491-0331
    - Lori Meyers, [Lori.Meyers@colostate.edu](mailto: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+ 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, [lscatering@colostate.edu](mailto:lscatering@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-serving, factory sealed, individually wrapped, non-perishable items are also allowed as long as prior approval has been granted by LSC Catering.** 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
  - **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 a 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 able to commit funds and are listed on RamLink. They will be required to 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 of 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:**
  - **CONTACT:** Joyce Pratt, Risk Management and Insurance, email [joyce.pratt@colostate.edu](mailto:joyce.pratt@colostate.edu) or call 970-491-1432.
  - **OVERVIEW:** 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.
    - **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, Ali Raza, the Interim Assistant Director of Involvement, will connect you with Joyce Pratt in Risk Management to process your request and obtain the quote. Your RSO could pay for the quote via 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 Ali at [ali.raza@colostate.edu](mailto:ali.raza@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, or reaching out to Fort Collins Events Planner, Jan Sawyer (at [jasawyer@fcgov.com](mailto: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 (be very specific and clear here), 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 Interim Assistant Director of Involvement, Ali Raza, 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 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 Competitive 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.
    - **To access the Liability Release Form**, visit <http://lsc.colostate.edu/slice/student-involvement/documents-forms/>.

3. Please have 2 student officers (one being the president) arrange a meeting with the Interim Assistant Director of Involvement, Ali Raza (email [Ali.Raza@colostate.edu](mailto:Ali.Raza@colostate.edu)), 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.* Do not be surprised if SLiCE reaches out to your RSO, if you seem to regularly partake/host high-risk activities) to hold this meeting. Be prepared to answer the following questions in this conversation:
  - What types of risk/injury can people face while participating in RSO activities?
  - In what ways do you foresee managing these types of risk?
  - How are emergency personnel/EMTs/athletic trainers available for your RSO 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>.

### Colorado State University Student Conduct Code:

#### **Expectations of All CSU Students:**

The Student Conduct Code exists to notify students, faculty, and staff of the specific expectations Colorado State University holds related to student behavior and the rights and responsibilities that accompany being a student and participating in student organizations.

Colorado State University expects students to maintain standards of personal integrity in harmony with its educational goals; to be responsible for their actions; to observe national, state, local laws, and University regulations; and to respect the rights, privileges, and property of other people.

The student conduct process is intended to be a learning experience which can yield growth, behavioral changes, and personal understanding of one's responsibilities and the consequences and impacts of one's actions. This process balances the needs and rights of students with the needs and expectations of the University and larger community. It supports and values Colorado State University's Principles of Community and offers a continuum of responses, many of which are educational and restorative in nature. Students are treated with care and respect while being afforded the opportunity to receive a fair hearing. Sanctions and interventions are designed to promote the University's educational mission.

The Student Conduct Code defines University intervention, resolution options and possible disciplinary action related to the behavior of both individual students and student organizations.

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](http://resolutioncenter.colostate.edu).

### **Jurisdiction – Organizations:**

#### • **Student Clubs and Organizations**

Student clubs and organizations enjoy rights and privileges associated with official recognition by the University. The University seeks to help students and organizations learn to become conscientious members of their community and students are expected to conduct themselves in a responsible manner at all times, whether on or off campus. Colorado State University's Student Conduct Code applies to behavior that occurs on University premises and at University-sponsored programs and activities. It also applies to off-campus behavior that adversely affects the University community's health, safety or welfare, poses a threat to persons or property, or may damage the institution's reputation or relationship with the greater community (including behavior occurring in a foreign country or in another state, and behavior at all University activities, regardless of location). Student Conduct Services staff decides whether to exercise off-campus jurisdiction on a case-by-case basis. 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. Additionally, fraternities and sororities are responsible for knowing and abiding by fraternity and sorority community policies, including but not limited to recruitment, risk management, event registration, and alcohol policies. Lastly, all fraternities and sororities are responsible for knowing and following policies that apply to recognized student organizations through the 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 of the Student Conduct Code 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 decisions of the AUHB may be reviewed by the Director of the Student Resolution Center and/or the Vice President for Student Affairs. In more serious cases or when pervasive patterns of problem behaviors exist, these offices may take action in lieu of an AUHB hearing.
5. 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.

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/>

### **Student Organization Conduct Records**

Disciplinary records related to student organizations are maintained by Student Conduct Services. Personally identifiable information is considered part of a student's educational record. However, the University believes students seeking to gain membership within a student organization should have the opportunity to review the organization's conduct record. These records are maintained for four years from the academic year the decision was made for the last finding of responsibility. Student conduct cases involving a Loss of Recognition will be permanently maintained on the website. As such, a student organization's student conduct records can be found online at: <https://resolutioncenter.colostate.edu/discipline-record-orgs/>

### **Hazing Prevention Resources**

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.

- *Hazing, which includes any action that endangers the mental, physical, 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, or participating in, condoning, encouraging, requiring, or allowing an opportunity for hazing. A hazing violation may occur even when the victim expressed or implied consent.*

**Alternatives to Hazing:** In addition to the many resources, questions, and considerations below, please know SLiCE's welcomes a **meeting to brainstorm other ways in which similar outcomes can be reached without hazing your members.**

#### • **Ask Yourself These 8 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 not an educational experience?
  2. Does the activity fail to promote or confirm the values of the organization?
  3. Will active/current members of the group refuse to do what they are asking the new members to do?
  4. Is alcohol involved?

5. Does the activity risk emotional or physical abuse?
  6. Is there risk of injury or a question of safety?
  7. Would you feel uncomfortable describing the activity to your parents, to a professor, or to University faculty?
  8. 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.**

## Principles of Community

The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service, and engagement. A collaborative, and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

- **INCLUSION:** We create and nurture inclusive environments and welcome, value and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions.
- **INTEGRITY:** We are accountable for our actions and will act ethically and honestly in all our interactions.
- **RESPECT:** We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.
- **SERVICE:** We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.
- **SOCIAL JUSTICE:** We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

## 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>, 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.

### **Tell Someone**

- o **ACCESS:** Online Referral Form: <http://supportandsafety.colostate.edu/tellsomeone>, or call 970.491.1350
- o **OVERVIEW:** RSOs seeking to hold special events on university property may purchase special event liability insurance Concerned about someone's mental health and safety? If you are concerned about a student or employee, "Tell Someone." This CSU resource can be accessed online or via phone. Referrals will be made to campus resources that can develop strategies and use resources to discreetly help students and employees who may be in distress. There may be times when you become concerned about a CSU student or university employee. People who may be experiencing an emotional difficulty or mental health illness may show specific signs that they need help. Or, odd behavior that seems unsettling or out of context, should be something also considered worth reporting – by doing so it keeps you and the campus community safer. **If you believe a member of the campus community is in imminent danger to themselves or others, immediately contact CSU police by calling 911 or the department's non-emergency number at 970-491-6425.**

To learn of the signs (i.e. references to violence, academic performance, change in behavior, change of mood, and/or personal appearance) indicating that a student or an employee may need help, you can visit the Campus Support and Safety's Tell Someone website. Also, the *Five Dos and Don'ts for Helping Someone in Distress* there.

### **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 designee**, Director of SLiCE, Pamela Norris. 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 Pamela Norris, the Director of SLiCE, at [pamela.norris@colostate.edu](mailto:pamela.norris@colostate.edu) to request a meeting if desiring more clarity around this policy while planning your events, both on- and off-campus.

### If You Are an RSO Advisor, be aware of the following 3 Policies and Requirements of You:

Please be aware of the following University policies and procedures important for you as the advisor and the organization(s) you advise to be aware of in how you all operate and with your events. **For detailed information and instructions about the requirements related to your role and each of these three responsibilities, refer to the RSO Advisor Handbook found here: <https://lsc.colostate.edu/slice/student-involvement/advising-resources/>.** It is pivotal to understand these responsibilities if a faculty/staff/graduate RSO advisor.

- **Campus Security Authorities**
- **Hazing Reporting**
- **Responsible Employees**

## PUBLICITY RESOURCES + MARKETING

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 code or you are simply granted a discount by being a RSO recognized by SLiCE.

### Building-Specific Advertising

- **LORY STUDENT CENTER ADVERTISING – Colab, Lory Student Center Marketing, LSC 276B**
  - **LSC VIP Discount Code + Packet**



- **Use the code GETYOURGREENON** to receive discounts of up to 50% off on Colab: Lory Student Center Marketing’s advertising avenues year-round. If you forget to use this discount code, you will not receive a discount. Save money, and remember to use this code! This packet also includes plenty of information about what is available to RSOs through Colab. For a hard copy of the LSC VIP Packet, stop by the Colab office (LSC 267B).

#### ▪ **LSC Display Cases**

- **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/>.

#### ▪ **LSC Digital Screens**

- **OVERVIEW:** Another way to reach traffic in the LSC is through the digital, indoor LCD screens. These ads run Friday-to-Friday, and RSOs receive a discounted price of \$45/week. Discounted rates are only guaranteed with the LSC VIP Discount Code. For more information, policies, and specifications, visit <http://lsc.colostate.edu/services/colab/advertise-lsc/digital-media/indoor-display-ads/>.

#### ▪ **LSC Table Tents**

- **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 Discount Code. For more information, visit <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

#### ▪ **LSC Center Premium Table Tents**

- **OVERVIEW:** Exclusive, three-dimensional Table Tents offer superior exposure with only 1 advertising spot/week. These premium table tents are 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. They are printed and assembled by Colab. With the LSC VIP Discount Code, RSOs pay \$40/2 **weeks**. For more information, visit <http://lsc.colostate.edu/services/colab/advertise-lsc/>.

#### ▪ **LSC Social Shout Outs**

- **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/>

#### ▪ **LSC Web Ads**

- **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:** Nicole Guild, Residential Dining Services, 111 Palmer Center, email [Nicole.Guild@colostate.edu](mailto:Nicole.Guild@colostate.edu), or call 970-491-4754
- **OVERVIEW:** to enhance communication with students, Residential Dining Services has made table caddies available at all dining center tables with a slot that permits the distribution of notices and announcements. Non-CSU groups are not permitted to utilize the program. CSU affiliated groups (Residential Dining Services partners, departments, and RSOs) who wish to use this program are required to follow these guidelines, below:
  - **Quick Facts:**

CSU – affiliated groups must make a table card reservation through the Residential Dining Services main office.

Reservations are made on a first-come, first-serve basis. Up to four separate table cards per week are designated for CSU-affiliates. There is no cost for reservations or distribution. Table card content must be appropriate and align with the University and Department’s vision, values, and Principles of Community.

Table card content must be submitted and approved electronically before final approval is given to print.

Reservations are available only during the academic year, and run Sunday – Saturday.

Table cards must be printed on a quarter sheet (4.25” x 5.5”) recyclable CARD STOCK paper; (standard weight copy paper is not rigid enough). Duplex printing is permitted.

Table cards must be printed, sorted per dining center, and delivered to the Palmer Center 108 by the Thursday before your reservation. Residential Dining Services will deliver and distribute all table cards.

Distributing table cards in the dining centers is not allowed, and any distributed and found without a reservation will be immediately removed and recycled.
- **Table Card Quantities to deliver to the Palmer Center the Thursday prior to Reservation:**

Allison Dining Center: 50  
 Braiden Dining Center: 90  
 Durrell Dining Center: 20  
 Ram’s Horn (Academic Village) Dining Center: 150  
 The Foundry (Corbett) Dining Center: 150
- **Posting Fliers in Residence Halls**
  - **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 wishing to utilize/send mail to residents in residence halls must send their materials through the U.S. Postal Service or campus mail services (Central Receiving Services – [cr.colostate.edu/receiving.html](http://cr.colostate.edu/receiving.html) or 200 W. Lake Street). Each item (advertisements, post cards, fliers, etc.) must be individually addressed to the student resident, including correct names and room number. Hand delivering mail to the residence halls is not allowed. 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 Assistant Director of Involvement, Ali Raza, at [Ali.Raza@colostate.edu](mailto:Ali.Raza@colostate.edu), to start. Be prepared to share a proof of the front and back of the item you wish to mail for review – and be sure the RSO's full name is clearly on the item, as is the reference to being a “registered student organization.” 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/administrative buildings or outside you must comply with these guidelines:
  - 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 <https://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 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>

### • Campus Poster Run

- **CONTACT:** Campus Information, 970-491-5402 or [lsc\\_campusinfomanager@mail.colostate.edu](mailto: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/>
- **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/>, 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/>, “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 of buildings). **Chalking in unauthorized zones 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 or paint may be used.
- **CSU Social Media - @ProudToBeACSURam Instagram and ColoStateU Snapchat Accounts**
  - **OVERVIEW:** Takeover CSU’s Instagram @ProudToBeACSURam for a week or CSU’s Snapchat ColoStateU for #TakeoverTuesday to show off your ram pride and showcase your organization or event. To reserve your takeover time, click on the links below.
    - **Instagram Application:** [https://docs.google.com/forms/d/e/1FAIpQLSfhgWncILH\\_3b4lzj7-x2MecA8jOfuSCPICKyK4rtxxEy7Ntw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfhgWncILH_3b4lzj7-x2MecA8jOfuSCPICKyK4rtxxEy7Ntw/viewform)
    - **Snapchat Application:** <https://docs.google.com/forms/d/e/1FAIpQLSeCFLPQjllwwsaMJksyCu9cs94HwrBhauKeJXURxj2Cq92vWA/viewform>
- **Graphic Standards and Licensed Vendors**
  - **CONTACT:** 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 <https://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/>.*
- **LED (Outdoor) Campus Display Signs**
  - **CONTACT:** Creative Services [advertising@colostate.edu](mailto:advertising@colostate.edu) to reserve a spot, Lindsay Connors [Lindsay.connors@colostate.edu](mailto:Lindsay.connors@colostate.edu) for pricing inquiries.

- **OVERVIEW:** There are 8 outdoor electronic signs across campus that display upcoming events and deadlines that are open to RSOs as well as on and off-campus organizations. Spaces fill quickly, but RSOs can advertise by either submitting a 224 x 240 pixel bitmap file artwork or work with Creative Services to design an ad. Art runs Monday – Sunday and art must be submitted by the Wednesday before posting. However, spaces fill quickly, so please book in some advance.
- **Rocky Mountain Student Media Corporation (RMSMC)**
  - **CONTACT:** LSC 118, Student Media Complex, <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, and community service. 6 student-run programs and services are offered, which benefit RSO marketing, including *The Rocky Mountain Collegian*, and KCSU. Other RMSMC outlets include *College Avenue Student Magazine*, *CTV*, *Student Video Productions* and *OnSpec video*.
    - **90.5 FM KCSU** is the voice of CSU students. KCSU is genre inclusive, broadcasting indie, EDM, hip hop, alternative, and more, including news and sports. The station allows listeners to stay connected to the Fort Collins campus and music communities from afar, while teaching student journalists and DJs the fundamentals of radio programming and hosting. KCSU is live 24/7, features local 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.
      - **RSO Announcement Rate:** 20 announcements/\$160
      - **For more information, CONTACT:** email [kcsufm.com](mailto:kcsufm.com) or call 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. The student editors make all decisions about editorial content and work with campus groups and organizations to cover CSU news.
      - **CONTACT:** email [advertising@collegian.com](mailto:advertising@collegian.com) or call 970-491-6834
      - **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. Online rates for Collegian.com are \$320 per month with a guarantee of at least 50,000 page views (300 x 250 and 728 x 90 ad sizes are available).
  - **Student Video Productions Services:** the RSO rate is 20% off.
- **Student Organization Center (SOC) Community Posting Board**
  - **OVERVIEW:** In the Student Organization Center (LSC 141), is a community posting board found in the main space. Only RSOs and CSU Departments may leave postings on the board. The board promotes upcoming RSO events and/or serves RSO recruitment purposes. After an event has passed, the promotional fliers will be removed from the wall.
- **SOURCE**
  - **OVERVIEW:** The SOURCE is a primary source for critical news and information related to CSU. Students, faculty, and staff are automatically subscribed to the twice-weekly SOURCE email. To post in SOURCE, RSOs are welcome to create content advertising for upcoming events. RSOs may submit at least 48 hours before closest scheduled SOURCE before the event through their website here: <https://source.colostate.edu/submit-a-story/>. Any events posted to SOURCE must also be listed on the University Events Calendar, so do that first. Photos, along with your listing of the event are encouraged.
- **University Events Calendar**

- **CONTACT:** <http://www.calendar.colostate.edu/event-submission-form.aspx>
- **OVERVIEW:** Overall calendar of upcoming University events and deadlines. Submissions for events are welcome at the University Events Calendar UNLESS the event is:
  - A regularly scheduled meetings/workshops/classes
  - Volunteer request
  - Invitation-Only event
  - Event to celebrate an employee (ex: your RSO advisor's retirement/graduation/etc.)
  - Advertising for companies/products
    - Is not sponsored by a department/college/CSU center/institute/RSO
  - A solicitation
  - Religious/Political in nature
- **Format and guidelines:** In submissions, please include the topic of the event excluding any unlawful, slanderous, or obscene language (e.g., you cannot have a "run red lights" driving event).
  - Give a brief description of the content of the event including information like the date/time/location, any fees to the event, and of course, a description.
  - Please do not use any formatting, but please proofread before submitting, and you can feel free to include images. If you have any questions, please contact the Calendar Administrator at [web\\_calendar@mail.colostate.edu](mailto:web_calendar@mail.colostate.edu).
  - It may take up to 72 hours for your approved event to be added to the calendar.

## FINANCIAL RESOURCES, SOFA, + ACCOUNTING SUPPORT

### (SLiCE) ACCOUNTING TEAM

- **CONTACT:**
  - Lea Martin\*, Accountant Tech, [lea.martin@colostate.edu](mailto:lea.martin@colostate.edu)
  - Kieth Lippwe, Accountant Tech, [keith.lippwe@colostate.edu](mailto:keith.lippwe@colostate.edu)
  - Accounting Team, [SLiCE\\_Accounting@mail.colostate.edu](mailto:SLiCE_Accounting@mail.colostate.edu)
- **OVERVIEW:** If questions arise about financial management/forms, PCard training, and/or SOFAs, they can be directed to the SLiCE Accounting Team.
  - **\*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

- **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 speaker lodging, speaker airfare, speaker ground transportation, and speaker 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 a SLiCE accountant. 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.
- **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 Liz Tetrault, to contact call 970-491-3538 or email [bfs\\_foreign tax@mail.colostate.edu](mailto:bfs_foreign tax@mail.colostate.edu). To access the form, visit <http://www.bursar.colostate.edu/Depts/ForeignNationalForm.aspx>.

## **HANDLING OF MONEY + TAX**

- **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 a SLiCE accountant.
- **Sales Tax:** University policy states that sales tax needs to be collected on tangible merchandise sold. The current sales tax rate is 7.3%. 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 bank account, maintained in SLiCE, known as a SOFA.

- **BASICS of a SOFA**
  - **OPENING A SOFA:** The RSO must meet with a SLiCE accountant 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. **FYI** – RSOs cannot have their names be “Colorado State University Crafting Club” but instead have CSU named at the end, like “Crafting Club at CSU” to be able to open a SOFA.
  - **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.



- **CSU DEPARTMENTS CANNOT TRANSFER FUNDS TO SOFAs:** SOFAs are not 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.
- **LEARNING OF A SOFA’S EXISTENCE/ACCOUNT #/SOFA BALANCE:** If you are unsure if your RSO has a SOFA, you do not know your SOFA #, or you want to learn the current balance in your SOFA, email the SLiCE Accounting Team at [SLiCE\\_Accounting@mail.colostate.edu](mailto: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.
- **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 a SLiCE accountant in advance before any monies are spent to ensure of 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 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.
  4. **INDEPENDENT CONTRACTORS: Approval for hiring Independent Contractors/New Vendors is required BEFORE any work is to begin.** Independent Contractors are vendors who are individuals/sole proprietor or single-member LLC. Please contact a SLiCE accountant to have the vendor complete the required documents below:
    - Independent Contractor Questionnaire:**  
<http://busfin.colostate.edu/Forms/AP/fmIndependCont.pdf#zoom=100>.
    - W9 (Request for Taxpayer Identification Number and Certification)**
    - Vendor Size Self-Certification** (scroll down to the last 2 pages):  
<http://busfin.colostate.edu/Forms/AP/fmw9.pdf#zoom=100>

**FYI: If this approval is not given before services are rendered, vendor payments may not be processed for their services or goods with the SOFAs.**
- **EXEMPTIONS/RESTRICTIONS TO SOFA SPENDING:**
  - **CSU Employee Payments:** University employees, including student employees, cannot be paid for services by your SOFA. Please ensure individuals are not employees before agreements are made.
  - **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 SLiCE.
  - 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
    - 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.
  - 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 Depot)
  - Payments to employees of CSU for services are restricted
  - Postage/Freight charges (cannot exceed \$250, unless a purchase order has been requested in advance)
- **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](mailto: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. 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 SLiCE 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.
    - On SLiCE’s website under “Student Organizations” and “Documents and Forms”
- **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):** is 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 the *RFD*, and attaching all of the required documentation, date and stamp the request form while in SLiCE.
      - Request will be processed and approved within 7-10 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 check.
      - For **purchases under \$5,000**, RSOs must complete and submit a *RFD*, along with an invoice or contract to SLiCE within 7-10 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 7-10 business days.
    - The DV will be available within 7-10 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 completing 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 non-alcoholic 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 a SLiCE accountant, 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 (for the academic year) 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 Accountant 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, food\*, 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.
      - Exception: 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.
  - **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 may not exceed 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 a SLiCE Accountant 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!**
    1. Download a *Traveler Information Form* at: <http://lsc.colostate.edu/wp-content/uploads/2017/08/Traveler-Info-Form-2017-2018-USE.pdf>
    2. Complete the form and email it to a SLiCE Accountant.
    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 a SLiCE accountant.
- 5. Make an appointment with a SLiCE accountant.
- 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:**
  1. Download and complete *Traveler Information Form* at: <http://lsc.colostate.edu/wp-content/uploads/2017/08/Traveler-Info-Form-2017-2018-USE.pdf>
  2. Complete the RFD, document can be located in the SLiCE office. Do not leave information blank, as CSU's travel system requires this information.
  3. Submit completed and signed Traveler Info Form and RFD to a SLiCE accountant through email or in person.
    - 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!**
  5. Upon trip completion, download *Post Travel Form*:
    - 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 the reimbursement process will be delayed and subjected to income tax.

## 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 or Canvas 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.

**International Travel for RSOs:** SLiCE does not coordinate international travel for RSOs.

**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 a SLiCE accountant 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 FUNDRAISERS

- **Bake + Coffee Sales**
  - ▲ **CONTACT:**



- Kirsten Smith, [Kirsten.Smith@colostate.edu](mailto:Kirsten.Smith@colostate.edu), 970-491-0331
- Brandee Keslar, [Brandee.Keslar@colostate.edu](mailto:Brandee.Keslar@colostate.edu), 970-491-0108
- Environmental Health Services: [EHS\\_public\\_health\\_events@mail.colostate.edu](mailto:EHS_public_health_events@mail.colostate.edu)

♠ **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. It is the RSO's responsibility to ensure all of their members understand and adhere to the rules governing bake sales and coffee sales. Failure to do so may result in EHS requiring corrective action and can result in the closing of the operation. Failure to adhere to these policies could result in loss of privileges to host bake sale events in the future. 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>.

## • Rams for Change

♠ **CONTACT:** SLiCE, Service Liaison Staff, 970-491-1682, [SLiCE\\_serviceliaisns@colostate.edu](mailto:SLiCE_serviceliaisns@colostate.edu)

♠ **SOFA Required?** YES.

♠ **OVERVIEW:** Ram\$ for Change (formerly known as CSU Serves) is a fundraiser for Registered Student Organizations (RSOs) coordinated by SLiCE. Ram\$ for Change involves spending up to 4 hours of your time to help local community agencies with their much-needed projects on Ram\$ for Change weekends (Friday Evenings to Sunday Evenings). RSOs provide their time and energy to complete "volunteer" projects for local non-profits and governmental agencies in exchange for funding to their RSO's SOFA.

### Below is new and helpful information related to this fundraiser.

- For 2019-2020, **RSOs will receive \$20 per CSU student** who "volunteers"
- **Projects will be filled on a first-come, first-serve basis and are built around community need.** Some RSOs may not be matched with projects if there is not enough community agency need on that particular weekend.
- **RSOs must be registered with SLiCE in the current academic year.**
- **RSOs must have a SOFA to receive payment.** Yet, any RSO could use Ram\$ for Change as a service project for their organization, waive the funding, and consider their time spent as volunteering.
- RSOs are allowed to participate as many times as they would like, however they **may only receive the financial incentive two times a semester.**
- **RSOs must sign up for an upcoming Ram\$ for Change weekend at least 3 weeks before it occurs.**

### To receive the fundraising money:

- Each student who participates in the RSO's Ram\$ for Change project, must complete a Liability Waiver form on RamLink no later than midnight on the Sunday night before their Ram\$ for Change weekend.
- **AND** those same names need to correspond with what the community agency lists as those who participated in the project.
- Expect the funding to take 2 weeks to reach your SOFA after that Ram\$ For Change weekend concludes.

**2019-2020 Ram\$ for Change Weekends:** Funding is provided on a first-come, first-serve basis. If funding is exhausted early, certain spring dates will likely be canceled. Signing up for weekends can happen early on and at one time, or it can be spread out and occur before each weekend. Commit to the weekends you sign up for and share with members/volunteers as early as possible.

- **Weekend #1: Friday 9/27/2019 – Sunday 9/29/2019**
  - Sign Up Deadline: Sunday 9/8/2019 at midnight
  - Waiver Deadline: Sunday 9/22/2019 at midnight
- **Weekend #2: Friday 11/8/2019 – Sunday 11/10/2019**
  - Sign Up Deadline: Sunday 10/20/2019
  - Waiver Deadline: Sunday 11/3/2019
- **Weekend #3: Friday 12/6/2019 – Sunday 12/8/2019**

- Sign Up Deadline: Sunday 11/17/2019
- Waiver Deadline: Sunday 12/1/2019
- **Weekend #4: Friday 2/14/2020 – Sunday 2/16/2020**
  - Sign Up Deadline: Wednesday 1/29/2020 (adjusted due to winter break)
  - Waiver Deadline: Sunday 2/2/2020
- **Weekend #5: Friday 2/28/2020 – Sunday 3/1/2020**
  - Sign Up Deadline: Sunday 2/9/2020
  - Waiver Deadline: Sunday 2/23/2020
- **Weekend #6: Friday 3/27/2020 – Sunday 3/29/2020**
  - Sign Up Deadline: Sunday 3/8/2020
  - Waiver Deadline: Sunday 3/22/2020

**Ram\$ for Change Cancellation Policy:** Once an RSO is assigned a Ram\$ for Change project, the RSO is expected to complete the project by ensuring the number of students they signed up participate in the project on their assigned date and time. In extreme circumstances:

- An RSO may cancel more than 1 week in advance of the assigned project, without penalty.
- If an RSO cancels within 1 week of the assigned project, the RSO will be evaluated regarding further participation on a case-by-case basis.
- If an RSO cancels within 48 hours of their assigned project, the RSO will be removed from all future Ram\$ for Change weekends in the current academic year and suspended from being able to participate in Ram\$ for Change and will be re-evaluated the following fall semester.
- If a community agency cancels a project within 48 hours, the RSO will receive half of their anticipated funding despite not completing the project to make up for the inconvenience

For more information and to sign up, visit [ramsforchange.colostate.edu](https://ramsforchange.colostate.edu)

- **LSC Flea Market**
  - **CONTACT:** Campus Activities, LSC 130, 970-491-1114
  - **SOFA Required?** YES.
  - **OVERVIEW:** The Flea Market is located on the 2<sup>nd</sup> 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.
  - **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](mailto: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](https://ramride.colostate.edu) to see when the next round of dates opens. See their 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](http://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 and learn of when reservation dates open, visit: [ramride.colostate.edu/signup](http://ramride.colostate.edu/signup)

## **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](mailto: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 programming (including but not limited to academic, cultural, co-curricular, etc.). Often and in the past, BSOF covers the cost of speaker/performer fees, venue/rental costs, event insurance, and marketing. Food expenses are not covered. Events must be open to all CSU students. 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 2019-2020 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 members from Senate or Judicial, 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 August. **If interested in joining the BSOF Board, contact the Director of Finance at [ASCSU\\_finance@mail.colostate.edu](mailto:ASCSU_finance@mail.colostate.edu).**
  - **Funding Timeline:**
    - SUMMER BSOF BOARD PROCESS:** If any RSO wishes to request funds for events occurring prior to **October 31** the following summer application process must be followed. To learn more about the process, review the BSOF Bylaws.
    - If the event occurs in the fall semester and is prior to October 31 and has a contract over \$4,999.99 and is requesting over \$13,999.99 from BSOF – the event cannot be funded by BSOF because of firm Senate timelines and contract deadlines.

### **TIMELINE CHANGES**

If all line items are less than \$5,000 the RSO needs to present to the board a minimum of 28 calendar days (4 weeks) *prior* to the event. This means the BSOF application must be submitted 5 weeks before your event, because the application must be in 6 days or 2 Mondays before the Tuesday you would present to the BSOF Board.

If a single line item (i.e. one single purchase/fee) is equal to or greater than \$5,000 the RSO needs to present to the BSOF Board a minimum of 42 calendar days (6 weeks) before the event date. This means the BSOF application must be submitted 7 weeks before your event, because the application must be in 6 days or 2 Mondays before the Tuesday you would present to the BSOF Board.

If the total financial request for the event is more than \$13,999, then no less than 49 calendar days or 7 weeks must remain between presenting to the BSOF Board and the event – as it is required to receive Senate approval the week after receiving approval from the Board. This means the BSOF application must be submitted 8 weeks before your event, because the

application must be in 6 days or 2 Mondays before the Tuesday you would present to the BSOF Board.

**This means for events asking for the full \$15,000 and having a venue fee or speaker/performer honorarium over \$5,000 you should come to BSOF 2 months before your event (at a minimum!)**

**BSOF MEETING:** Starting in the 2019-2020 academic year, BSOF Board meetings occur on Thursday nights from 5:30PM to 7:30PM, and the applications are due 6 days or 2 Mondays before by 5:30PM on RamLink. The first BSOF meeting of the academic year occurs after the BSOF Bylaws and the academic year BSOF Board members are ratified, and training Board members has occurred. Typically the first BSOF Board meeting is between the 3<sup>rd</sup> to 5<sup>th</sup> weeks of the fall semester.

**SUBMITTING BSOF APPLICATION:** After finalizing the RSO's budget and electronic application with the Director of Finance, it is the responsibility of the RSO to complete the application on RamLink by 5:30PM 2 Mondays (or 6 business days) prior to the scheduled BSOF meeting they wish to present.

**RSOs requesting BSOF funding should first contact the ASCSU Director of Finance. This should occur at least 1 week prior to the submission of their application.**

- **Funding Requirements (includes but not limited to):**

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 – this allows the RSO to access their SOFA, which is required for BSOF.

The event must be open to all CSU students – and they must be the majority of attendees.

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.

- **Coca-Cola Campus of Character Beverage Grant/"Coke Grant"**

- **CONTACT:** Crystal Garcia, 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. 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](mailto: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 On Campus Market, 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](mailto:HDS_rha_president@mail.colostate.edu). Reach out to RHA no later than 1 month in advance of your event, especially for transportation and contracts. 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 authors will present their bill to either the Funding Board (bills under \$800, and meets at 6:00PM on Mondays) or to the general Senate body (bills over \$800, and meets at 7:00PM on Mondays).
- **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.

- **RHA Resolutions** are a way to create change on campus, these resolution do not involve money but instead changes for the campus community. RHA focuses on resolution themes that include, but are not limited to: community development, diversity/social justice/inclusion, sustainability, and residence hall improvements. Resolutions can be simple, like keeping the waffle makers in dining halls open all day, or more complex, such as a recent resolution aimed at reducing light pollution on campus. To access the resolution template and timeline of the submission process, visit
  - <https://rha.colostate.edu/funding-requests/resolution/>. Resolutions should be drafted and then submitted to the RHA President at [HDS\\_rha\\_president@mail.colostate.edu](mailto:HDS_rha_president@mail.colostate.edu).
- **Student Travel Grant**
  - **CONTACT:**
    - Director of Finance within ASCSU, [ascsu\\_finance@Colostate.edu](mailto:ascsu_finance@Colostate.edu)
    - Kim Grubbs, ASCSU Administrative Assistant, [Kim.Grubbs@Colostate.edu](mailto:Kim.Grubbs@Colostate.edu)
  - **SOFA Required?** NO.
  - **OVERVIEW:** ASCSU provides financial contributions for the Student Travel Grant in the past. The 2019-2020 Travel Grant was allotted \$20,000 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/competitions/activities
      - Covers travel – including airfare, Motorpool, rental car, or personal mileage; hotel; registration
      - Does not fund international travel, summer travel, internships, or externships
      - Does not fund alternative break trips
      - 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)
      - Only current, fee-paying undergraduate 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.
      - Travel cannot occur earlier than 2 weeks after the funding session students are to present to the committee. Therefore, plan accordingly!
      - 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.
      - Travel cannot occur earlier than 2 weeks after the funding session students are to present to the committee. Therefore, plan accordingly!
      - 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.



- The first week of each semester has only a week turnaround between application deadline and presentations to accommodate most students being away before the start of the semester.\*
- **MONTHLY DUE DATE:** Please review timelines carefully to be eligible to utilize Travel Grant funds. 2019-2020 funding will be awarded for travel occurring between September 20, 2019 and June 1, 2020 only.
- All 2019-2020 **Travel Grant Applications** and 2019-2020 **Travel Grant Consent Forms** must be submitted by the respective deadline (TOGETHER) for travel occurring by the monthly eligibility deadline.
- **TENTATIVE SPRING SESSIONS:** Often funds are exhausted at the end of the fall semester. Yet, notice will be given if all funds are distributed. To learn of the status of the grant, contact the Travel Grant Chair.
- **FOR MORE INFORMATION/TO APPLY:** on funding criteria, important monthly deadlines, or read the beginning pages application closely before applying, visit SLiCE's RamLink page under "Forms:"
  - **2019-2020 Travel Grant Application** ([click here](#))
  - **2019-2020 Travel Grant Consent Form:**

## **ON-CAMPUS PROCESSES FOR RECEIVING DONATIONS/SOLITICIATIONS**

- **Alcohol/Tobacco Sponsorships, Donations, & Advertising**
  - **CONTACT:** CSU Creative Services, [ccs\\_receptionist@mail.colostate.edu](mailto:ccs_receptionist@mail.colostate.edu), 970-491-4907
  - **OVERVIEW for RSOs that ARE NOT Competitive Sport Clubs (recognized by Campus Recreation):**  
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
  - **OVERVIEW for RSOs that ARE Competitive Sport Clubs (recognized by Campus Recreation):**
    - **Fundraising, Sponsorships, Advertising, and Donor Contact Requests:** Because the University has a number of existing, and in some cases exclusive, contractual sponsorship and fundraising relationships with businesses, corporations, and individual donors, when Sport Club teams and their members wish to solicit or accept any sponsorships, donations, advertising, or agreements for product distribution, teams are required to request permission and receive documented approval from the Assistant Director, Sport Clubs prior to doing so.
    - **Alcohol/Tobacco/Marijuana Sponsorships, Donations, & Advertisements:** Sport Club team sponsorship by alcohol or tobacco-related businesses or marijuana dispensaries is prohibited. Sport Club team events or activities held either on or off campus may not advertise or include alcoholic beverages as part of the event. Sales and service of alcohol at CSU Sport Club team-hosted events is prohibited.
- **Crowdfunding – “Ramfunder” (like GoFundMe)**
  - **CONTACT:**

- The Office of Annual Giving, <https://giving.colostate.edu>
- Assistant Director of Annual Giving, Doug Patmore, [dpatmore@colostate.edu](mailto:dpatmore@colostate.edu), 970-491-6539

▪ **SOFA Required?** YES.

▪ **OVERVIEW:** If you need to generate support for your RSO, CSU's Office of Annual Giving can help! They solicit financial support from donors throughout the year. Their crowdfunding tool for the University, Ramfunder, 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:**

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 officers are required make a short informational video, and articulate a clear and descriptive summary of their funding request. Easy to use video software is 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](mailto:dpatmore@colostate.edu), and to learn more visit <https://giving.colostate.edu/ramfunder/>.
- **FYI - It can take 2-3 months for the donation money to reach your SOFA. It is highly recommended to let SLiCE (contact a SLiCE accountant) know you are planning to receive donations, to speed up your process and make it easier for all. SLiCE will not look for donations unless prompted by an RSO, as the funds from donations are not automatically deposited.**

- **Donations + Solicitations**

- **CONTACT:**

- **SOFA Required?** Depends.

▪ **OVERVIEW:** Receiving donations is a great fundraiser, 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 Ali Raza after submitting the form**, so the list of donors may be approved to make sure you can solicit them. A short meeting may be requested to discuss processes about tax/gift receipts, online payments; cash, check, and in-kind donations are discussed. Suggestions for how you can request donations from donors can be 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. **Need Use this Easy Online Donation Link (If You Have a SOFA):** CSU Advancement's website, found here: <https://advancing.colostate.edu/slice>, is the best link to provide your donors. The donor would simply add their donation amount under "Student Organization," click "next," fill out their contact information, click "next," and then type your RSO's name and preferably your SOFA # in the box (when asked which area does your gift benefit), click "next," and then "submit." Do not provide donors your RSO's acronym – but the RSO's SOFA name. Your donors will immediately receive an email with their

donation receipt from CSU. **There is a 5% processing fee removed from the donation. It can take 2-3 months for the donation money to reach your SOFA. It is highly recommended to let SLiCE (contact a SLiCE accountant) know you are planning to receive donations, to speed up your process and make it easier for all. SLiCE will not look for donations unless prompted by an RSO, as the funds from donations are not automatically deposited.**

3. **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 send the funds to CSU Foundation designated for the student organization. Checks are payable to "CSU Foundation". From there, CSU Foundation charges 5% processing fee and will issue a check for the net amount to be sent to SLiCE office for deposit into the designated student organization's SOFA. This can take 2 to 3 months before the RSO will have the use of these funds, even if submitted online through the link above.
4. A 3-part **Donation Form** may be requested from SLiCE for vendors who are donating in-kind items (non-monetary donations) or services to your RSO if you hold an account within SLiCE.

## **OFF-CAMPUS FUNDRAISERS**

- **Landmark/Football Parking**
  - **CONTACT:** Cody Clem, Branch Manager, email [codyc@landmarkeventstaff.com](mailto:codyc@landmarkeventstaff.com) or call 970-223-4553
  - **SOFA Required?** NO
  - **OVERVIEW:** *Landmark Event Staffing* has fundraising opportunities for RSOs to work during CSU home football games as well as other community events, off-campus. Group members work as parking attendants, ushers, ticket takers, bag checkers, etc. and are paid for their RSO. Hours worked are directly paid to each RSO, not the individual.
    - **Home football games are on the following Saturdays:** September 7, September 21, October 5 (Homecoming), November 2, November 16, November 29 (Friday)
    - **Payment Timeline:** Checks are issued approximately 30 days following an event.
    - **Required Tax I.D. #:**
      - **If an on-campus account (i.e. SOFA):** it is necessary to speak with a SLiCE accountant, before contacting Landmark Event Staffing. 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)
  - Tax ID #
  - 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)
  - Number of people from your group who will be working (please only commit to a number you can guarantee will be there)

- **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 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.
    - **Barnes and Noble Gift Wrapping and Bookfair** – <http://www.barnesandnobleinc.com/about-bn/sponsorships-charitable-donations/>  
*RSO would gain 15-20% of sales from Barnes and Noble.  
 Gift Wrapping is often done with a book fair. RSOs can earn donations from book fairs. Reach out to Barnes + Noble no less than 60 days before your preferred fundraiser date.*
    - **Beau Jo's** – <http://www.beaujos.com/about-us/fundraising/>  
*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>  
*RSO would gain 50% of sales from Chipotle.  
 Reach out to Chipotle no less than 4 weeks before your preferred fundraiser date.*
    - **Café Mexicali** – <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.*
    - **Cold Stone Creamery** – <http://www.coldstonecreamery.com/aboutus/community/>  
*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>  
*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.*
    - **Silver Grill Café** – <http://www.silvergrill.com/fort-collins-fundraising/>  
*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/>  
*Grants range from \$1,000 - \$2,500.  
 Reach out to Wells Fargo no less than 90 days before your preferred fundraiser date.  
 Requests are only received between January and October 15 of each year.  
 Other banks may have similar grants, too, so check around town, i.e. First National Bank!*
- **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 fall semester, and check your email regularly to learn of policy change notifications throughout the year. Last Updated: 09/11/2019***