Registered Student Organization Handbook

STUDENT LEADERSHIP, INVOLVEMENT, AND COMMUNITY ENGAGEMENT
COLORADO STATE UNIVERSITY

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PREFACE

The RSO Handbook is intended to be a summary of certain matters of interest to registered student organizations (RSOs), readers should note:

- It is not a complete statement of all procedures, rules, and regulations of Colorado State University (CSU).
- The University reserves the right to change without notice any procedure, policy, and/or program appearing in The RSO Handbook.
- 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

Overview

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.

Mission, Vision, and Values

In solidarity with students, faculty, staff, and community members, we are committed to – identify and critically reflect on oppressive systems that perpetuate harm in order to construct and foster belonging within purposeful communities.

We envision an equitable and just society.

Contact and Location
Student Leadership, Involvement, and Community Engagement
Lory Student Center, Room 210
Campus Delivery 8033
Fort Collins, CO 80523
SLiCE website: https://lsc.colostate.edu/slice/ | SLiCE email slice_reception@colosate.edu
RSO website | RSO email slice_studentorgs@colostate.edu
Ramlink ramlink.colostate.edu | phone (970) 491-1682 | Fax (970) 491-2826

Ali Raza | Assistant Director of Involvement | ali.raza@colostate.edu
Gilbert Falcon | Program Coordinator of Involvement |gilbert.falcon@colostate.edu

REGISTERED STUDENT ORGANIZATIONS (RSOs)

Student organizations often come to mind when thinking of involvement. Student organizations provide opportunities to enhance your collegiate experience. Through this vehicle of involvement, students learn to network, set and achieve goals, create lasting friendships, and develop leadership skills. As you advance in your involvement, your educational experiences will also benefit. Colorado State University is home to over 450 student organizations.

RSO Categories

During the annual registration process, student organizations choose one category best representing their organization. Categories are chosen by student officers, not SLiCE. 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

- **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
- **Diversity/International:** promotes either a diverse perspective and/or a specific culture and gathers to provide support for involved students
- **Fraternity and Sorority Life (FSL) Community**: fosters scholarship, leadership, service, and social development. Must be affiliated with the Professional Fraternity Council, Panhellenic Association, Interfraternity Council, National Pan-Hellenic Council, or Multicultural Greek Council
- **Graduate/Professional:** Dedicated to fostering success and enriching the collegiate experience of current and future graduate and professional students at Colorado State University.
- **Honorary**: recognizes outstanding academic achievement and/or outstanding leadership
- **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
- **Programming/Service**: provides learning opportunities to the campus community through a wide array of programs addressing specific topics, issues, and concerns
- **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
- **Representative**: involves governing, overseeing, coordinating and/or representing other entities, student groups and/or individuals
- **Social/Recreational:** promotes social interactions and/or offers recreational athletic fun
- **Sustainability:** aims to advance sustainable practices including economic, ethical principles, and cultural benefits attained through environmental responsibility.

SLiCE Support

- **Annual Registration and Recognition:** To maintain/earn recognition from CSU and SLiCE as a registered student organization, the registration process must be completed annually. The priority deadline for existing student organizations to register occurs during the spring semester (verify dates for this academic year on rso.colostate.edu).
- **Advisor Support:** RSO Advisor Handbook, Advisor Luncheons, and/or 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 RSO Advisor Resources visit rso.colostate.edu.
- **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.
- **Student Org Specialist Team:** This is a group of 3-4 student coordinators and two professional staff 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, call SLiCE at (970) 491-1628, slice_studentorgs@colostate.edu or stop by LSC 210.
- **Starting a New Student Organization:** If you're thinking about establishing a new student organization, take time to investigate other Registered Student Organizations (RSOs) on ramlink.colostate.edu first to prevent duplicative organizations. Ideally, a new organization will offer something original and different to interested students. If there's an organization that is comparable to the organization you're considering, discuss your idea with the existing RSO to see if you can combine forces.
- **Travel:** SLiCE processes documents for RSO travel; much more detail about travel can be found below. The Associated Students of Colorado State University ASCSU Student Travel Grant, which disseminates funds amongst RSOs and individual students requesting money for travel to educational and leadership conferences, competitions, and activities.

Leadership Opportunities/RSO Programming

- **Involvement Expo:** Held at the beginning of each semester, the Expo serves as a space for students to expand their Colorado State University experience and learn more about involvement opportunities on campus and the Fort Collins community. The Expo is a venue for RSOs to recruit new members, promote their organization and upcoming events, and connect with other RSOs. Expo participation is competitive and not guaranteed. Tables are assigned on a first-come, first-serve practice. For more information including dates, eligibility, and guidelines visit rso.colostate.edu.
- **New Organization Workshop:** Learn how to create, sustain, and grow a new student organization!

- **Student Org Officer Networking + Social:** An event offered to Student Org Officers. Officers can network with fellow peers presidents of active RSOs. The workshop includes a brief presentation by a former or current RSO president, networking activities, and refreshments. The speaker will provide insight and highlight tangible skills you can acquire in this leadership position.
- **Student Orgs Summit :** A one-day leadership development experience occurring early in fall and/or 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.
    - Fall RSO Officer Retreat (typically occurs in late September or early October)
- **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.
- **Student Orgs Awards Celebration:** This end of the year celebration honors students who have chosen leadership as their vehicle for involvement. This event includes heavy appetizers, awards, activities, and recognition. 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:** Hosted at least once a semester and 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 offers food, giveaways, and familiarize people to the SOC, its materials, and equipment.

ReSOurces

- **Event Planning Info Center (EPIC):** 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. EPIC infographics are found in the Documents section on SLiCE's RamLink webpage can help RSOs coordinate the planning process.
- **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 partnerships for RSOs with SOFAs and an increasing list of other on-campus and off-campus fundraising opportunities.
- **RamLink:** (ramlink.colostate.edu) 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 more. To learn how to best navigate or troubleshoot RamLink, visit the RamLink section on rso.colostate.edu.
    - The Documents section of the SLiCE's RamLink webpage is home to ReSOurces (RSO Resources) including the Model Constitution, Transition Toolkit, Event Planning Info Center (EPIC), the RSO Handbook, and more. Since you are involved in the CSU community, your eID credentials are required to view documents on SLiCE's RamLink.
    - How Use Ramlink: https://engagesupport.campuslabs.com/hc/en-us/categories/200246814-Using-Engage
- **RSO Handbook:** 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 this resource is updated each summer.
- **RSO Newsletter:** a digital newsletter sent monthly 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.
- **Student Organization Center (SOC)**: located in LSC 141 is available to RSOs offering communal 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.
    - **Lockers**: There are 70 available on a first come, first serve reservation. RSOs have access to long-term or short-term storage lockers located in the SOC. Lockers are free for the 2024-2025 academic year. To apply for a locker throughout the year, you will (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. Storage space is reserved for a period of one academic year. Organizations must reapply to be considered for the following 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, contact the RSO Team at 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/federal illegal substances
- 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 Mail Services: If your RSO tends to receive mail, consider having your mail delivered to the SOC instead of using a personal address. This address is not for individuals to use in place of their personal address. It is vital that whoever 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
    - If using the SOC mail services, student organizations should ensure that all student organizational mail is labeled as follows

      Organization Full Name
      210 Lory Student Center
      8040 Campus Delivery
      Fort Collins, CO 80523

    - How does RSO Mail Services Work?
      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, "Frisbee Club – You've Got Mail!"
      3. Mail will be ready for pick up at the designated mail location in LSC 141.
      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: The conference room is currently out of commission and will be available in fall 2023. It is located in LSC 141 and connected to the SOC. The room has a 60" + TV screen, a giant white board, 8 tables and 16 chairs. It can be reserved for regular use through Event Planning Services.
  - Stewardship: The SOC is student-fee funded, 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.

- Transition Toolkit: transition plan identifies responsibilities for a successful changeover – the tools, procedures, and policies can help a person in their new position. A transition plan can outline changes and feedback from the previous year and can include suggestions from an experienced person on how to navigate them successfully. An effective transition requires thorough preparation. Our Transition Toolkit found in the Documents section on SLiCE's RamLink webpage can help RSOs during the shift in leadership.

ANNUAL STUDENT ORGANIZATION REGISTRATION

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 the Student Leadership, Involvement, and Community Engagement (SLiCE) Office are limited in their access to the services and resources of the University.

The registration process must be completed annually to earn then maintain recognition from Colorado State University and the SLiCE Office as a registered student organization. The priority deadline for existing student organizations to register occurs during the spring semester for the upcoming academic year. Failure to submit all materials before the registration window closes results in the unregistered student organization becoming frozen. While frozen, the unregistered organization's RamLink page is hidden from public view, resulting in loss of privileges. The registration dates for the current academic year can be verified at rso.colostate.edu.

Benefits of Recognition

Colorado State University recognizes the impact of student organizations on campus and throughout the Fort Collins community. Student organizations are encouraged to register to access a variety of benefits and privileges. Below are some privileges offered to RSOs recognized by SLiCE.

- Access to informal advising from SLiCE through scheduled meetings and drop-in services
- Applying for various on-campus grants (e.g., ASCSU – Board of Student Organization Funding [BSOF], ASCSU Travel Grant, , Library Grant)
- Discounted advertising in the Rocky Mountain Collegian, Campus Activities' Poster Run, and Lory Student Center (LSC) marketing office options
- Utilizing RamLink, CSU's online involvement hub for the promotion of events, tracking membership, messaging members, and access to the other group resources
- Participating in and benefiting from on-campus fundraising (e.g., Football Parking, RamRide, CSU Serves, LSC Flea Market, etc.)
- Utilizing an on-campus and tax-exempt Student Organization Financial Account (SOFA)
- Free use of the LSC Flea Market
- Opportunity to participate in exclusive RSO retreats, leadership workshops, and programs including the Involvement Expos
- RSO rate for university meeting rooms and facilities
- Accessing the resources in the Student Organization Center (e.g., poster-making materials, conference room space, and lockers)

Organization Status

- ACTIVE – All registration requirements completed before the window is closed. The organization is fully functioning.
- FROZEN – Registration is not fully complete, and the window is closed.
    - The organization is not visible in the public view of RamLink but can be accessed by existing members or officers to edit roster and complete the remaining registration steps.
    - The organization does not receive resources and privileges afforded to registered student organizations.
    - Can register on their own when during the next registration window.
- LOCKED – Registration is not fully complete and the window is closed **or** the organization is pending disciplinary process.
    - The organization does not receive any resources and privileges afforded to registered student organizations.
    - The organization's page is not visible on RamLink nor can it be accessed by any members or officers.
    - To register a LOCKED student organization during the current academic year contact SLiCE at (970) 491-1682 or email SLiCE_studentorgs@colostate.edu
- INACTIVE – Registration is not fully complete, and the window is closed.
    - This may include organizations that have been locked for 2 consecutive academic years.
    - The organization's page cannot be found publicly on RamLink.
    - If your organization 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 an INACTIVE RSO you must contact the RSO Team at SLiCE_studentorgs@colostate.edu to learn more about your status and gain access to your registration form.

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 3 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. (Advisors are not members, though RamLink recognizes them as such).

7. Comply with all University policies and regulations pertaining to student organizations and be in "good standing" with the University, as seen through the Student Resolution Center.
8. Student organizations cannot be for-profit businesses. *If affiliated with a national organization (may not be a for-profit entity), a letter of affiliation must be submitted to SLiCE. The affiliate may not be a for-profit entity. A copy of 501(c)(3) status may be requested at the time of registration. The letter of affiliation must be sent to slice_studentorgs@colostate.edu when registering. Additionally, RSOs cannot sell items more than 2 times/semester and cannot invoice anyone, otherwise the RSO is acting as a vendor and thus a for-profit business.*

Recognition Process

New Student Organizations

If you're thinking about establishing a new student organization, take time to investigate other Registered Student Organizations (RSOs) on ramlink.colostate.edu first to prevent duplicative organizations. Ideally, a new organization will offer something original and different to interested students. If there's an organization that is comparable to the organization you're considering, discuss your idea with the existing RSO to see if you can combine forces.

1. Note the minimum standards for recognition
    - The SLiCE office recommends that you meet with a Registered Student Organization (RSO) team member for guidance. The RSO team can provide you with best practices on getting your student organization started, how to find an advisor, membership recruitment, and other valuable items essential to success.
2. Select an advisor
    - Some organizations find an advisor through personal connections with a faculty/staff member while others find an advisor who has interest in the RSO's mission/activities. 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.
    - An advisor 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.
3. Create 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, provides consistency, clarity, and accountability throughout the year. This should be revised once a year. Refer to the Model Constitution found in the Documents section on SLiCE's RamLink webpage for guidance on creating a constitution.
    - SLiCE does not require organizations to submit their constitution in the annual registration. 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 an RSO's member.
    - It is recommended constitutions are uploaded and stored within the organization's RamLink webpage. 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 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.)

4. Officer Orientation
    - Highlights significant details outlined in this Hanbok and practices in a manageable manner to assist in student organization success.
    - President and financial officer must complete the Online Officer Orientation and individually pass the Online Officer Quiz with an 80%. The quiz is immediately at the end of the module.
    - The Online Officer Orientation and quiz should take about 15-25 minutes to complete.
    - This orientation is mandatory and available on rso.colostate.edu.
5. Risk Management
    - Built into the RamLink registration form, prepare to answer questions and share your student org's plan for risk mitigation. To maintain your status as a student organization, Risk Management Protocol is mandatory for all registered student organizations.
6. RamLink Registration – must be completed by a student officer or member. We encourage the financial officer and president who completed officer orientation to submit the registration due to what was learned in the orientation.
    - 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 start a registration form:
        i. Have your organization's officer visit ramlink.colostate.edu
        ii. Sign in with your CSU eID credentials
        iii. Select Organizations
        iv. Click the blue 'Register a New Organization' button
        v. For additional questions regarding student organization registration, contact the RSO team.
    - **If this button isn't available, the registration window is closed.*
7. $5 Registration Fee
    - Registered Student Organizations can pay by online payment opiton or SOFA
    - Registration is not fully complete until payment is processed or if paying by SOFA with sufficient funds

Existing Student Organizations

Failure to complete requirements during the registration window may result in the loss of privileges such as the ability to make campus reservations, promote events on campus, receive allocated funding, etc. Organizations who have not submitted registration requirements before the window closes will be changed to a frozen status. If your organization is frozen and desires to achieve active status during the current academic year contact SLiCE at (970) 491-1682 or email slice_studentorgs@colostate.edu. Registration is only completed once all steps are fulfilled.

1. Update membership materials
    - Review your organization's mission, meeting time, financial commitments, transition documents, etc.
    - Update RamLink roster containing at least **3 members and their @colostate email address**. Remove members that are no longer affiliated or active.
    - Contact the organization's advisor confirming their ability to serve as the advisor for the upcoming year; update the advisor's contact information on the RamLink roster (if needed).

- Update the organization's constitution. See below for 6 requirements or refer to the Model Constitution on rso.colostate.edu for guidance on updating a constitution.

2. Constitution – update annually
    - This is the RSO's guiding document offering specific guidelines, structure, and ways for an organization to govern itself. It helps in hard times, provides consistency, clarity, and accountability throughout the year. This should be revised once a year. Refer to the Model Constitution found in the Documents section on SLiCE's RamLink webpage for guidance on creating a constitution.
    - SLiCE does not require organizations to submit their constitution in the annual registration. SLiCE and/or CSU may request a copy of the constitution at any point if the following **6 requirements** are not implemented by an RSO or an RSO's member.
    - It is recommended constitutions are uploaded and stored within the organization's RamLink webpage. 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 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.)

3. Officer Orientation
    - Highlights significant details outlined in this Hanbok and practices in a manageable manner to assist in student organization success.
    - President and financial officer must complete the Online Officer Orientation and individually pass the Online Officer Quiz with an 80%. The quiz is immediately at the end of the module.
    - The Online Officer Orientation and quiz should take about 15-25 minutes to complete.
    - This orientation is mandatory and available on rso.colostate.edu.

    * 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 and the Sport Club Student Advisors.

4. Risk Management

- Built into the RamLink registration form, prepare to answer questions and share your student org's plan for risk mitigation. To maintain your status as a student organization, Risk Management Protocol is mandatory for all registered student organizations.

5. RamLink Registration – must be completed by a student officer. We encourage the financial officer and president who completed officer orientation to submit the registration due to what was learned in the orientation
    - 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 start a registration form, have an officer on the RamLink roster complete the following,
        1. Log on to RamLink with your eID
        2. Click the rubik's cube
        3. Select MANAGE
        4. Officers will see all their organizations
        5. Click the org then select the blue 'Re-Register' button
    - **If this button is not available, the registration window is closed.*
6. $5 Registration Fee
    - Registered Student Organizations can pay by online payment system or SOFA
    - Registration is not fully complete until payment is processed or if paying by SOFA with sufficient funds

Registration Advice

- **Always use @colostate email addresse**s. For all RSO processes, we ask RSO members, officers, and advisors to use the colostate email whenever possible. This request allows the RSO Team to verify a majority of members in an RSO are CSU students and allows easy access to RamLink – since the online involvement portal is linked to CSU.
- Typically takes 30 minutes to an hour to create/edit and submit your registration form – especially if you are well prepared. Be sure to be prepared and have all the information mentioned above including
    - A clear understanding of how your organization functions/your goals/values – to make a strong summary 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.
    - Colostate email for all student officers and your CSU-employed advisor (use the CSU Directory if needed). Be sure to have 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 with SLiCE's 6 requirements included verbatim.
- **RamLink Troubleshooting**
    - Remind members to accept your invitation. 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 publicly on your club roster.
    - **The president, financial officer, and advisor** are required to check the box – "Show Membership on Public Roster" – as it allows them to be publicly seen on your roster's page for the needs of University Departments and their processes
        - The email invitation can look like spam/junk mail. When accepting the invitation, you will be directed 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.
        - Learn how to check/edit your personal membership settings here.
    - Visit the RamLink section on rso.colostate.edu for RamLink How To tutorials.
    - Not receiving an invitation to RamLink? Contact slice_studentorgs@colostate.edu. We can correct the issue.

NAVIGATING RAMLINK + SLiCE's RSO WEBSITE

RamLink

(ramlink.colostate.edu) This 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 more. Refer to the RamLink section on rso.colostate.edu for an overview, general navigation tips, and RamLink tutorials.

The Documents section of the SLiCE's RamLink webpage is home to ReSOurces (RSO Resources) including the Model Constitution, Transition Toolkit, Event Planning Info Center (EPIC), the RSO and Advisor Handbook, and more. Since you are involved in the CSU Community, your eID credentials are required to view all resources in the document library.

SLiCE's RSO Website

(rso.colostate.edu) Is the fastest way to SLiCE's RSO online resources. The website contains the most current information related to RSOs, just shy of emails and newsletters you receive from the RSO Team.

Existing Org Re-Registration	New Org Registration	RamLink	ReSOurces	Policies	Leadership Opportunities
Mandatory Steps for Recognition	Mandatory Steps for Recognition	Add/Remove members to roster	Advisor ReSOurces	Alcohol and Drugs	Involvement Expos (Fall & Spring)
Benefits of Recognition	Recruitment Tips	How to generally navigate Ramlink	Event Planning Info Center (EPIC)	Bias Incident Report	New Organization Workshop
Deadlines		How to edit personal settings	RSO Accounting and Funding	Hazing Prevention	Student Org Officer Networking + Social
Minimum Standard for Recognition		How to edit your organization's Ramlink Page	RSO Handbook	Licensing & Trademark	Student Orgs Summit
Organization Status		Messaging through RamLink	Student Organization Center	Student Code of Conduct	RSO Workshops
Risk Management		Update Individual display Name	Virtual Engagement	Tell Someone	SOC Open House
Transition Toolkit		Update Position Types		University Policies	Student Org Awards Celebration
		Upload constitution			
		How to check the Status of a form			

EVENT PLANNING PROCEDURES

The key to a successful event is thorough planning. Visit the Event Planning Info Center (EPIC) section on rso.colostate.edu to review many resources that can help you coordinate successful events. Remember your advisor should be part of the planning process for events hosted by your organization. Activities should be consistent with university policies, procedures and the mission/purpose of your student organization.

Campus Box Office

Box Office Manager | lsc_cbomanager@colostate.edu | 970-491-5402 | Website

- 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 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.

Game Day On-Campus Space Reservations

Facilities Management | (970) 491-0099| Website

- Six days per year, CSU hosts a home football game in the on-campus stadium. On these weekends, special restrictions are in place that impact a variety of aspects across campus. The university has implemented a campus-wide review process for events and activities taking place on home game weekends. Events and activities are broadly defined. Visit the website to understand the special guidelines that are in place for events taking place on game weekends. It is encouraged to submit information about your event or activity as early as possible.

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 the location.

Campus Recreation

Facility Scheduling and Event Management | Brooks Ford | brooks.ford@colostate.edu | (970) 491-5407| Website

- Facility Reservation Request:
    - A/B Meeting Room
    - Field space, Moby, and South College spaces
    - Outdoor Basketball and Sand Volleyball Courts
- Equipment Check Out –
    - Campus Recreation offers equipment for RSOs to check out, both inside and 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, Elizabeth Croft, for equipment reservations and availability at elizabeth.croft@colostate.edu or (970) 491-1462.

Classroom + Outdoor Reservations

Facilities Management | roomscheduling@colostate.edu | (970) 491-0099| Room Request Form | liz.luna@colostate.edu

- RSOs are eligible to reserve classrooms from Facilities Management for the current term. No reservations will be made on recognized University holidays.
- RSOs are required by the University to submit a Special Event 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.
- Contact Facilities Management to schedule sports facilities and outdoor areas like the Monfort Quad or Danforth Chapel. Reservations should be made at least 2 weeks before the proposed event. 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.
- Scheduling tips for classroom reservations:
    - Facilities Management Support Page
    - General Assignment Classroom Use Policy
    - Academic and Classroom Scheduling
    - Business hours are Monday-Friday from 9am – 5pm.
    - Weekend requests must be confirmed before end-of-day on Thursdays, and all M-F events starting at or after 3 pm must be confirmed prior to 3 pm for doors to be unlocked.

Health Network | 151 W Lake Street| Serena Henson |serena.henson@colostate.edu | Hours 7:00 AM-7:00 PM

- CSUHN Conference Rooms & Capacity
  - CSUHN 2012 (15);
  - CSUHN 3013 (15);
  - CSUHN 3404A (20);
  - 3404B (20); 3404A+3404B = 50

Conference & Events: https://ces.colostate.edu/contact-us/ |Assistant Director of Guest Services|Calvin.Boren@colostate.edu

Anyone wishing to book space, can begin the process online at https://ces.colostate.edu/contact-us/ and select the "Seeking a Venue for An Event" option

HDS Program Space - Student Orgs		
Building	*Program Space*	*Rate*
Durrell Center	Game Room	$ 45.00
Durrell Center	Lounge	$ 45.00
Durrell Center	Room 1	$ 20.00
Durrell Center	Room 2	$ 45.00
Durrell Center	Room 3	$ 20.00
Durrell Center	A & B, B & C	$ 160.00
Durrell Center	A, B or C	$ 120.00
Durrell Center	A/B/C	$ 180.00
Durrell Center	Courtyard	$ 45.00
Laurel Village	Amphitheatre w/ AV	$ 200.00
Laurel Village	Firepit	$ 60.00
Laurel Village	Pavilion Classroom	$ 45.00
Laurel Village	Pavilion Gallery	$ 120.00

Due to the heavy use of the Durrell Center and requests for reservations, it is not possible to hold an unconfirmed event date indefinitely. Reservations will be canceled if they are not confirmed within two weeks of making the reservation. Every effort will be made to notify a customer before canceling an event. If a group wants to cancel their reservation, please do so at the earliest date possible. Customers should contact Conference & Event Services (970-491-6222) to cancel their room reservation. If the event is canceled, customers will be charged according to the fee schedule below. If groups consistently do not show for reserved events/meetings, they risk losing future reservation privileges and may be charged set-up fees.

Durrell Meeting Rooms and/or Groups <10 participants:

- More than 14 days prior to event = No Cancellation Fee
- 3 - 14 days prior to event = $50 Cancellation Fee or Full Balance Due (if rental fee is less than $50)
- Less than 72 hours prior to event = Full Balance Due
- Groups that fail to show up for an event will be charged the full balance due

LSC Catering

Event Planning Services (EPS) | lsccatering@colostate.edu | (970) 491-5332 | Website

- 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. 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.
- **Single-serving, factory sealed, individually wrapped, non-perishable items** are allowed with approval from LSC Catering.

LSC Event Planning Services (EPS)

Event Planning Services | lsc_epo_staff@colostate.edu | (970) 491-0229 | Website

- 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. Rooms that require a charge can be paid for with a SOFA (Student Organization Financial Account) if sufficient funds are available.
- Per EPS guidelines, the current president, vice president, and financial officer must be listed on RamLink and are permitted to make reservations without issue. They are required to provide contact information for the president, vice president, or financial officer so they can be added to the reservation as the secondary contact (one of these 3 positions must always be on the reservation).

Event Insurance + Liability

RSOs, officers, members, and participants must consider insurance protections and/or coverages when bringing performers, hosting an athletic competition or race, or holding a high-risk event on-campus. Please review the descriptions below and be prepared to answer questions regarding your event and need for insurance.

RSO Chapters of National Organizations

- Some RSOs are local chapters of national organizations and may have certain insurance protections or coverages provided by the national organization. Requests for information regarding any possible insurance coverages for student organizations should be directed to the national office of the organization.

On-Campus Insurance Coverage for RSOs – TULIP Policy

Risk Management and Insurance | Joyce Pratt | joyce.pratt@colostate.edu | (970) 491-1432

- 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) policy. TULIP can be purchased by an RSO for their event, as long as the event occurs solely on CSU property, and that activity is not excluded by the insurance policy. 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. It is common for events with contracts and high-risk activities to obtain event insurance through your RSO.
- To **request an insurance quote**, please submit a *RamLink Event Form* on your RSO's RamLink page. From there, Assistant Director for Involvement Ali Raza, will connect you with Joyce Pratt in Risk Management to process your request and obtain a quote. If you have questions about filling out the *RamLink Event Form* or have submitted the form, please contact Ali at ali.raza@colostate.edu to help your process along.
    - The cost varies depending on the risk involved and the duration of such activities.
    - In the event that CSU's on-campus insurance does not cover your event because of the risk involved, or if your event is off-campus, SLiCE recommends working with your own insurance provider to obtain single-event insurance, or reaching out to Elodie Vigneron (Special Events Lead Specialist), at evigneron@fcgov.com or 970-221-6807 to help find a local insurance provider. More details on the City of Fort Collins Special Events website.

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 as additional insureds – then your RSO and CSU are also covered.

Worker's Compensation Insurance (for performers)

- **Definition**: Also known as "worker's comp," this is an insurance policy providing coverage for the performer(s)and any of their crew if they are injured while on the event site during the performance or event at CSU.
- **Example:** While setting up their sound system, one band member trips on a cable, falls, and hurts themselves. Worker's Compensation would cover the band's own members and employees in this case.

RSO Waiver Release Liability Form

- Access: Click Here | Risk Management Forms
- It is highly encouraged to use a ***Waiver Release / Liability Form*** for active, athletic, and/or competitive activities or events managed by RSOs where CSU faculty, staff, and/or students are present, and/or when coaches, facilitators, or participants from outside of the university are involved.
- General Best Practices
    1. An RSO officer should complete, in detail, all areas of the form on a computer to the best of their knowledge by typing directly into the form and saving it.
    2. Print enough copies of the form for participants, members, volunteers, and anyone else who will be involved.
    3. Those completing the form must fill it out in full.
    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 activity and/or event.
    6. If they choose not to sign the form, they should not participate in the activity/event as that increases your RSO's risk of more liability.
    7. Collect all release forms and bring them into SLiCE by the next business day for Assistant Director of Involvement Ali Raza to store, thus further reducing your RSO's liability for potentially misplaced release forms.
    8. Forms will be kept by SLiCE for up to three (3) years.
- One Time Event Best Practice
    - If the nature of your events regularly changes (i.e., location, activities, etc.), an RSO Liability Release Form should be completed each time by all participants and all steps above should be followed.
- Recurring Event Best Practice
    - If the nature of your event does not change (i.e., weekly or monthly event at same location with the same people), then an RSO Waiver Release Form can span more than one day as long as it is indicated in the form.
    - Individuals only need to sign the form once, as long as the 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***, etc.), the below procedures are highly encouraged. By doing so, risk management policies can be learned and adhered to, and best practices can be applied to have a successful and safe year.
    1. It is best for your **RSO to collect the full name and emergency contact information** for every member.
    2. It is best for your **RSO to have each member, participant, and/or coach complete and sign an RSO Waiver Release / Liability Form**. Collect all release forms and bring them into SLiCE by the next business day to digitize and store under your RSO profile within Ramlink , this furtreduces your RSO's liability for potentially misplaced release forms.
        i. You can access the form here: Click Here
    3. Please have two (2) student organization officers, one being the President, arrange a meeting with Assistant Director for Involvement Ali Raza via email at ali.raza@colostate.edu to discuss the possible risks associated with the types of activities the RSO is doing, the ways the RSO will manage risk throughout the year, and for further consultation and education. This meeting should occur as soon as possible at the beginning of each academic year. Do not be surprised if SLiCE reaches out to your RSO if you seem to regularly partake and/or host high-risk activities. Be prepared to answer the following questions in this conversation:
        i. What types of risk/injury can people face while participating in the activities planned by your RSO?
        ii. In what ways will you be managing these risks?
        iii. How are emergency personnel, EMTs, athletic trainers, or other first responders involved in your planning for this activity and/or event?

Student organizations, student officers of student organizations, and members and participants are separate from the University, and are not instantly (or free of charge) 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 descriptions below helping clarify what may be expected of your RSO.

UNIVERSITY POLICIES AND PROCEDURES

It is important to note the following university policies and procedures that are significant in how your organization operates. Refer to the CSU Policy Library for full text of university policies along with links to related procedures, documents and resources.

Graphic Standards and Licensed Vendors

Creative Services | (970) 491-4179 | Website

- 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.
- CSU Graphic Standards
    - 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.
        - CSU Logo/Word Marks/Ram's Head are used
            - CSU Graphic Standards must be followed with printed items.
            - Licensed vendors must be used when designing such commercial items.
            - All logos and symbols associated with the University are registered trademarks.
            - Refer to brand.colostate.edu for university logo guidelines and downloadable logos.
            - Review the "student organizations" section on the left for 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.

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.

Jurisdiction – 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:

- 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.
- 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.
- 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.
- 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.
- 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). The responsibilities and standards of Sport Clubs, fraternities and sororities, and other recognized student organizations may appear in their respective conduct codes or policies.
- 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.
- 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.
- 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
    - Fraternities and sororities are private, independently chartered organizations that may also be officially recognized as 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 Code of Conduct
    - 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

- 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
- 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
- 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

Student Organization Conduct Records

Disciplinary records related to student organizations are maintained by Student Conduct Services. Personal 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 Discipline Records – Orgs.

Visit Student Code of Conduct to review the entire document
To learn more about the Discipline Process specific to Student Organizations – All University Hearing Board (AUHB) click the link.

Hazing Prevention Resources

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.

To better conceptualize what is and is not hazing, it is recommended you and your RSO explore endhazing.colostate.edu to learn alternatives to hazing and how to be a healthy RSO.

- RSOs are **encouraged to think critically about the activities in which you ask your members to participate**. Look through the following questions to determine whether the activity could be defined as hazing
  - Is the activity not an educational experience?
  - Does the activity fail to promote or confirm the values of the organization?
  - Will active/current members of the group refuse to do what they are asking the new members to do?
  - Is alcohol involved?
  - Does the activity risk emotional or physical abuse?
  - Is there risk of injury or a question of safety?
  - Would you feel uncomfortable describing the activity to your parents, a professor, or university faculty?
  - Would you feel uncomfortable with the activity being photographed for a school newspaper or filmed by local TV news crew?
    - If the answers to ANY of the questions above are 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. Occasionally, the University becomes aware of unsafe group behaviors or hazing practices. These harmful behaviors not only impact our students who are directly involved, but our community. Not all groups provide a healthy, positive experience. Keep the following table in mind as you explore being a member or a leader of a group.

Look for/Create groups with these qualities	Avoid/Do Not 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.	Aggressive recruitment Persistently trying to engage in 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.
Democratic Shares decision making and encourages accountability and oversight.	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.
Develops its members Encourages critical thinking, autonomy, and builds skills and self-esteem.	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.
Encourages relationships Will encourage communication with family, community interaction and staying connected to existing friendships.	Hazing: Activities that are humiliating, controlling, degrading, abusive, or dangerous and expected of someone joining or participating in the group.
Membership is a choice You are able to leave the group and still remain in contact with leaders and members if you choose.	Invasiveness: Attempts to gain inappropriate personal, financial, relational, or emotional information about or from you.
Open to change Will admit failings and mistakes and accept constructive criticism and advice.	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.
Positive reputation You hear and read good things about the group and there is no negative media.	Negative reputation: There are first person accounts, records, books, news articles, websites or television programs that document abuses of the group or group leader.
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.	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.
- Support is available. Leaving an unsafe group can be challenging. If you or someone you know harmful experiences or questionable behaviors from a group, membership, or leaders.
  - 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 – non-emergency (970) 491-6425
  - 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 event(s) 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 at the CSU Policy: Protection of Minors 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 department(s).

Incidents of Bias

Online Referral Form | 226 Student Services Building | (970) 491-1350

Colorado State University takes great pride in its status as a land-grant institution, created to provide access to education to all who have a desire and will to learn. In alignment with this status and in pursuit of its goal to allow all University members to realize their full potential, CSU affirms and upholds the values of diversity, equity, and inclusion.

A bias incident is any conduct, speech, or expression, motivated in whole or in part by bias or prejudice that is meant to intimidate, demean, mock, degrade, marginalize, or threaten individuals or groups based on that individual or group's actual or perceived identities.

Examples of bias related incidents

- A wall is defaced with anti-Semitic graffiti
- An employee is denied employment due to their age
- A staff member is intentionally misgendering a student
- A faculty member makes a racist joke
- A student is ridiculed for having a disability
- An international student is harassed because of their nationality

Possible responses to bias incidents may include:

- A notice to the campus community about the incident to create awareness and influence change
- Removal of graffiti or flyers
- Support and assistance to affected individuals and communities
- Educational conversations, workshops, seminars, and training
- Referrals to relevant resources (e.g., Student Health Network)
- In some situations, a management plan may be developed with University partners.

If you experience or witness a bias incident, submit an online referral linked above to alert the university.

Tell Someone

Online Referral Form | 226 Student Services Building | (970) 491-1350
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.

Support and Safety Assessment

Support and Safety Assessment | 226 Student Services Building | (970) 491-7407
Rams Take Care of Rams. RSOs are not employees of Colorado State University, however, each member has a responsibility to report any violation or alleged violation of interpersonal violence. Reports should be made within 24 hours to Support and Safety Assessment.

Why you need to report

- Ensure the individual has access to all available resources
- Enable the University to take appropriate action in an effort to decrease potential acts of occurrence, thus providing protection for the larger campus community
- Enhance campus security
- To comply with federal regulations

Tell the individual

- *Thank you for sharing.*

- *Because I care about you, I will need to share this information with an office on campus to ensure you are connected with helpful resources and know all options available to you. You may receive a call or email from Support and Safety Assessment.*
- *This must be hard for you. I believe what you are telling me. Let me know how I can best support you.*

Learn more about reporting interpersonal violence, Confidential Campus Resources, and Community Resources by visiting the Office of Title IX Programs.

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 those under the age of twenty-one 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 they comply with this policy and have the written approval of the organization's staff or faculty advisor and the Director of SLiCE.** 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.
- **To review the complete policy** when serving alcohol at an RSO-sponsored event refer to CSU Policy: Alcohol and Drugs. 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. Additionally, the Director of SLiCE is a resource for students desiring more clarity around this policy while planning your events, both on- and off-campus.

Process for Receiving Alcohol/Tobacco Donations and Solicitations

Alcohol/Tobacco Sponsorships, Donations, and Advertising
CSU Creative Services | ccs_receptionist@colostate.edu | (970) 491-4907

- 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.
    - The following guidelines were developed please keep these in mind before soliciting and accepting sponsorship(s)
        - 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.
        - 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.
        - 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.
        - No marketing/promotional activities or events will include the distribution of alcohol and/or tobacco related products
- RSOs that are a Competitive Sport Club – recognized by Campus Recreation
    - Fundraising, Sponsorships, Advertising, and Donor Contact Requests
        - 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 of Sport Clubs.
    - 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.

RSO Advisors**

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 at rso.colostate.edu. It is pivotal to understand these responsibilities as an RSO advisor**

- Campus Security Authorities
- Hazing Reporting
- Responsible Employee

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 has different timelines, therefore look closely and adjust your timelines accordingly. Know that many discounts exist for RSOs.

Academic + Administrative Buildings

Facilities Management | roomscheduling@colostate.edu | (970) 491-0099| Room Request Form | Liz.Luna@colostate.edu

- General Assignment Classroom Use Policy

    - 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.
    - 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.**
- CSU Graphic Standards
    - Printed items must conform to CSU Graphic Standards for RSOs, when the CSU logo or Ram's head are used. If used, refer to brand.colostate.edu, and review the "student organizations" section on the left for more information.
- 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 CSU Policy: Signs, Posters, Banners, and Flyers

Campus Poster Run

Campus Information | lsc_campusinfomanager@colostate.edu | (970) 491-5402 | Reserve your Poster Run
The Poster Run is available for CSU departments, offices, and RSOs, and events they sponsor as well as off-campus organizations. 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; advance reservations are highly encouraged.

Chalking

Free chalk is available in the SOC (LSC 141), 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

Takeover CSU's Instagram for a week or CSU's Snapchat for **#TakeoverTuesday** to show off your ram pride and showcase your organization or event. To reserve your takeover time, click on the links below.

- General Social Media Application Form
- Best Practices
- Using Instagram
- FAQs

Lory Student Center

- LSC Display Cases
    - Lory Student Center Marketing | lsc_marketing@colostate.edu | (970) 491-6918 | Reserve a Display Case
    - Ensuring a distinguished presentation, display cases allow for a good dose of creativity and a personal touch to your message. 2 cases are available/week; please see calendar for availability. Cost for display cases can be found on the website; refer to the "Policies" and "Specifications" tabs in the link above for details.
- LSC Digital Screens
    - Lory Student Center Marketing | lsc_marketing@colostate.edu | (970) 491-3974 | Reserve LSC LCD
    - Connect with LSC visitors through the digital, indoor LCD screens. These ads run Friday-to-Thursday, and RSOs receive a discounted price of $55/week. Discounted rates are only guaranteed with the LSC VIP Discount Code. For more information, policies, and specifications, visit the website above.
    - Student Orgs needing LSC Digital Screen Discounts please email slice_studentorgs@colostate.edu. As a reminder, it must be a CSU student requesting code.
- LSC Marketing
    - For more information, please visit the website here.

Residence Life + Dining Services Advertising

Dining Services Table Card Program

Housing and Dining Services | rds@colostate.edu | (970) 491-4754 | 111 Palmer Center | Advertising Policies

- CSU – affiliated groups must make a table card reservation through the Residential Dining Services main office in person or by emailing Nicole Guild
- Table cards must be printed, sorted per dining center, and delivered to the Palmer Center 105 by the Wednesday 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 recycledDigital Sign Reservations

Soliciting in the Residence Halls:

Housing and Dining Services | (970) 491-4719 | 111 Palmer Center

- 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.
- 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.

Rocky Mountain Student Media Corporation (RMSMC)

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
  - promotions@csufm.com | (970) 491-7611 |Website
  - KCSU is the voice of CSU students. 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
- The Rocky Mountain Collegian
  - advertising@collegian.com | (970) 491-6834 | Website
  - 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.
- Student Video Production
  - svp@collegian.com| (970) 491-1683 | Website
  - The RSO rate for Student Video Production is 20% off.

Student Organization Center (SOC) Poster Display Policy

SLiCE | slice_studentorgs@colostate.edu | (970) 491-1682 | LSC 141 | rso.colostate.edu

Purpose: The main purpose of our poster display is to provide our student org community with the opportunity to promote their events, programs, and leadership development opportunities.

Limitations: Posters that seek out ***human subjects participants for research***, ***promotion of class/degree program enrollment***, and ***non-university employment opportunities*** are prohibited.

Student Orgs - The poster display service places an orgs poster on the inner side of the glass wall of the SOC Conference (Room 140) and SOC Lobby Space (Room 141) free of charge.

Posters must advertise an event/program/meeting and be no larger than 11" x 17" (preferred vertical layout). The Student Org's name, event name, date, time, location, and contact information must be included on the poster to be approved.
Poster Approval Submission Form

Once the poster has been approved, 1 (one) copy to the SLiCE Main Office -Lory Student Center 210 on Thursdays no later than 4:00 PM. Posters will stay up for two weeks or until the event has happened, whichever comes first.

- 20 Spots-SOC Conference

- 5 Spots-SOC Lobby Area

Community Board:
In the Student Organization Center, there 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. Each sign must have an RSO or CSU department name, contact information, and date of event.

SOURCE

Submit a Story to the SOURCE
The SOUCE 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 the closest scheduled SOURCE before the event through their website above. Any events posted to SOURCE must also be listed on the University Events Calendar, so do that first.

University Events Calendar

Event Calendar Coordinator | web_calendar@colostate.edu | Submit an Event
Overall calendar of upcoming University events and deadlines. Submissions for RSO events are welcome at the University Events Calendar. There are guidelines for format and the types of events that cannot be shared. Review those guidelines prior to your submission. Questions? Email the Event Calendar Coordinator above.

FINANCIAL SUPPORT

SLiCE Accounting Team

Accounting Team | slice_accounting@colostate.edu | (970) 491-1682
Tim Kefalas | Accounting Manager | timothy.kefalas@colostate.edu
Farah Shah | Accounting Support | farah.shah@colostate.edu

Contact the accounting team if you have questions about financial management, SLiCE or university financial documents, PCard training, or Student Organization Financial Account (SOFA).

Student Organization Financial Account (SOFA)

SOFAs are available for transactions supporting and enhancing the educational, cultural, and communal nature of the University.

If you are unsure whether your RSO has a SOFA, you do not know your SOFA #, or you want to learn the current balance in your SOFA, you may call/visit SLiCE reception or directly email the SLiCE Accounting Team at slice_accounting@colostate.edu. Be prepared to share your RSO's full name, no acronyms, and realize you must be listed on RamLink as an officer to request such information.

Basics of a SOFA

- Opening A SOFA
    - RSOs must meet with a SLiCE accountant before an account can be created. The request for a SOFA meeting can be made through by email slice_studentorgs@colostate.edu
    - A SOFA cannot be created until the RSO is recognized for the current academic year. Being recognized the year before does not qualify.
    - If a SOFA is deemed necessary by the RSO & SLiCE Office, an account is requested from CSU Business and Financial Services (BFS). This process can take up to 3 weeks.
    - A SOFA is **not a bank account** and once funds are deposited the funds can only be used for RSO expenses deemed allowed by CSU financial rules which do not include cash withdrawals.
    - RSO cannot have their names be "Colorado State University Pizza Pals" but instead have CSU named at the end, like "Pizza Pals at CSU" to be able to open an SOFA. Acronyms are also not allowed to be used in the CSU Financial System.
- 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
- The funds cannot be transferred to an off-campus checking account.

- CSU Departments cannot Transfer Funds to a SOFA
  - 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 or any travel expenses for the RSO, the expenses should be directed to the sponsoring department to pay directly.
  - 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.
- Additional Conditions Pertinent to SOFAs
  - SLiCE is prohibited from processing financial transactions of RSOs as entrepreneurial or for-profit businesses or commercial enterprises.
  - SOFAs should be used for day-to-day expenses such as food for meetings, t-shirts, speaker fees, room charges for meetings, or gathering and small dollar purchases.
- 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 monetary 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 processes.
  - 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 greeting cards such as Hallmark
    - Payments to employees of CSU (including student employees) for services
    - Banners (must use CSU Creative Services, or a licensed vendor)
    - Bulk Printing (must use FastPrint, Colab, or CSU Creative Services)
    - Capital expenditures of high value (over $500) 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
    - Flowers (centerpieces are allowed if clearly marked on invoice)

        - Furniture
        - Office supplies (utilize CSU Bookstore or Office Depot)
        - Postage/Freight charges (cannot exceed $250, unless a purchase order has been)
    - **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 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. Make checks payable to Colorado State University, with your RSO in the memo line. 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.
        - Tips for Completing an RFD
            - 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 your signature.
            - Friendly reminder, cash withdrawals from a SOFA are not allowed.
        - **Where to find RFD**
            - On rso.colostate.edu under "Resources"→"Student Org Accounting & Funding"→Scroll towards the bottom looking for **"RFD Here"**
            - Student Org Financial-RFD
            - On RamLink linked under Campus Links "Student Org Financial Forms"

Mechanisms of Spending Funds

Internal Orders (IO)

On-campus purchase (LSC, Motorpool, etc.) (10-day turnaround). For FastPrint and Ramskellar purchases, these require a completed RFD form.

Disbursement Voucher (DV)

- Under $5,000 – off-campus purchase (a 10-business day turnaround time for approvals) – must have an invoice or contract to request a DV. The SOFA funds may not be used if off campus funds are used for deposits or partial payments for any financial transactions including contracts.
- Over $5,000 and some service payments (turnaround time is at least 30 days). POs are routed and approved by the Purchasing Department. Three written quotes (not invoices) from 3 different companies are required. Purchasing makes the determination of who will receive the approved bid; no verbal agreements should be made prior to this determination. No after-the-fact purchase orders will be processed. All paperwork must be pre-approved before the event. If only 1 company can supply the RSO's needs, a sole source justification is needed.
- Must have an invoice, a contract, or paid detailed receipt to request a DV.
- Must pay vendors directly for tax reportable expenses. Tax reportable payments *generally* include payments for:
    - Honorariums
    - Services- this includes catering, printing, and other services provided by a company.
- Direct payment from the University to the payee includes payments by P-Card, DV, and Purchase order.

Personal Reimbursement (DV)

- 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.
    - 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. Receipts for reimbursement are also required to be itemized in order to be approved by one of our accountants.
        - 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.
        - 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: itemized receipt and the credit card receipt are required. Some establishments may have this information on one receipt.
        - 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.

Purchasing Card (PCard)

A University authorized credit card available to trained RSO officers to make purchases related to organizational business. 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
    - Any member of a student organization may be PCard trained/RSO.
    - Authorized users cannot check out the card, and then share the card with anyone else.
    - An authorized user may be the PCard user for multiple RSO's if requirements are met.
- Two approval signatures are required on the RFD Form (mark PCard check box) before a purchase can be made.
- 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 – Online purchases are strongly discouraged due to Sales Tax & Delivery issues. RSOs are asked to buy items locally, rather than purchasing online when they can be bought in person.
- PCard Violations – Users who receive a PCard use violation may lose their privilege to use the card. For an RSO with only 1 PCard trained user, this can be detrimental to an 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.
    - P-CARD 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 4:30 PM 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 to 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, the 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 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.
- Missing or untimely return of receipts after using the PCard.

Travel As a Student Org: (*more Information coming soon, please reach out to SLiCE for the most up-to-date information)*
Processing of travel expenses (i.e., airfare, hotel, mileage, per diem) for an RSO activity. A lengthy & tedious process; be sure to contact, **SLiCE Office Manager** while planning travel to ensure the process will be easiest for the individual/s traveling. Pending your need, funding resources, and travel methods this process will involve many SLiCE. Personnel, so time will be your best friend, so please reach out early as possible.

- **Traveler Information Form**- obtains traveler information that is required to be submitted to CSU Travel Office by anyone in the campus community utilizing CSU funds. SLiCE requests this 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. SLiCE Accounting can provide this form at SLiCE_accounting@colostate.edu.
- **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.
  - 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.
  - Have the travel agent email the itinerary to a SLiCE accountant.
  - Make an appointment with SLiCE Office Manger.
  - After approval, a travel authorization is created, and the travel agent is contacted to ticket airfare.
  - Upon ticketing completion, travelers will receive an email confirmation with ticket information.
  - Airfare cannot be reimbursed.
- **Using SOFA funds for Travel**
  - Complete the RFD & Traveler Information Form. Do not leave information blank, as CSU's travel system requires this information. Submit completed and signed Traveler Info Form and RFD to a SLiCE accountant through email or in person.
  - During your trip, obtain and keep receipts of all expenses including hotel, airline, shuttle, parking, meals, etc.
  - You must have the original receipts to be reimbursed – no copies. Clear & readable photos are acceptable if you misplace the originals.
  - Upon trip completion,
    - Complete the post-travel form in its entirety.
    - Attach original receipts to the form.
    - Submit the Post Travel Form and original receipts to SLiCE.
    - 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.
- **Personal Vehicle Mileage Reimbursement**: Students are discouraged from taking personal vehicles on university-related trips. If an 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 trip; if in-state travel, reaching out to the accounting team a minimum of 2 weeks before travel is needed. Also, a printed map will need to be turned in, indicating the miles travelled. 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.
  - Mileage is reimbursed, not gas. Maintain a mileage log if applicable.
- **Motorpool:** Registered student organizations (RSOs) may utilize Transportation Services to rent vehicles and buses for trips on behalf of their student organization. Contact Transportation Services to obtain an estimate of daily rental charges and mileage. Additional forms will be provided by SLiCE Accounting once this submission has been reviewed. These additional forms that will be provided are the **Request for Financial Document Form**, **a Traveler Information form**, and **a Motor Vehicle Mileage estimate** form. Please bring these forms to the SLiCE office or email to SLiCE accounting. Allow 4-6 weeks to process the request and for it to be approved. The SLiCE office will then contact Transportation Services with the IO number to complete the reservation. Be sure to include all details as well as any additional expenses incurred.
  - As of January 2022, CSU updated the University Vehicle Policy

    - RSOs must have a CSU Vehicle Authorization Form on file for each driver (both assigned vehicles and rentals). It is best to complete this form before you initiate the reservation.
    - Each driver of a university-owned vehicle must have a current (within the past 12 months) motor vehicle records (MVR) check and be approved. SLiCE will submit the MVR on behalf of the RSO student who intends to drive the rental vehicle once the Motor Pool Reservation form has been submitted.
- **General Travel Policy:** All students are permitted to travel in association with the business of their RSO. As CSU representatives/ambassadors, students are always expected to behave in an appropriate manner. 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.

Contracts

A contract is a financial tool to protect your Student Organization, CSU, and your speaker/performer. 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. We advise you to speak to a SLiCE Accountant when planning your event that might require a contract for any services.

SLiCE reserves the right to require a performance/event contract for any dollar amount or vendor/performance. SLiCE will NOT arrange travel for incoming speakers/performers; they must make their own arrangements and include these expenses in their fee. 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 CSU Standards Contract Forms.

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.

Honorarium

A voluntary payment to a professional person outside the University community as an expression of thanks where payment is not required. An example may include a voluntary payment for preparation time, travel and/or accommodations to a lecturer or guest speaker.

Foreign Nationals

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 must 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 can be contacted at 970-491-3538 or by email bfs_foreigntax@colostate.edu.

Independent Contractors (IC): Approval for hiring Independent Contractors/New Vendors is required BEFORE any work is to begin. Independent Contractors are external 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
- W9 (Request for Taxpayer Identification Number and Certification)
- Vendor Size Self-Certification (Scroll down to the last 2 pages)

If this approval is not given before services are rendered, vendor payments may not be processed for their services or goods with the SOFAs. It is recommended to have an IC fill these forms out two weeks before services are rendered.

Handling of Money + Tax

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. Please review the CSU Tax website for exemptions in other states.

Tax exemption is available when using a CSU form of payment (SLiCE or CSU issued PCard or Disbursement Voucher issued by CSU). If you as an individual make a purchase, you must pay sales tax and cannot use CSU's tax exemption.

- Credit Card Readers: Credit cards cannot be used or accepted for any RSOs regardless of 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 7.55%. RSOs need to collect tax on the sales of goods they either purchase outright for resale or produce 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.

Off-Campus Account

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.

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.

FUNDING OPPORTUNITIES

NOTE – items with an *, the RSO must have a SOFA

Fundraisers

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. If using the CSU tax I.D. #, your RSO must have a SOFA and the check will be made payable to Colorado State University, 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.

You can access the 2023 Student Org Fundraising, Giving, and Communications Guide HERE.

Bake + Coffee Sales

Environmental Health Services | EHS_public_health_events@colostate.edu | (970) 491-6745 | EHS Website
Michael Gene Wallingford | michael.wallingford@colostate.edu | (970) 491-1816
Kim Nelson | kim.nelson@colostate.edu | (970) 491-6745

- Only foods approved by EHS may be offered for sale.
- These rules have been developed to ensure compliance with health regulations, and to minimize potential liability and are subject to review and modifications as necessary.
- It is the RSO's responsibility to ensure each member understands and adheres to the rules governing bake sales and coffee sales. Failure to adhere to these policies could result in loss of privileges to host bake sale events in the future.
- RSOs must agree to holding 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 or to book your event through Facilities Management, visit Environmental Health's website above.

Ram$ For Change*

SLiCE | SLiCE_serviceliaisons@colostate.edu | (970) 491-1682 | Website

- Ram$ for Change, formerly 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.
- 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.
- To learn more about guidelines, earning funds, and cancellation policy, visit the website above.

LSC Flea Market*

Event Planning Services| lsc_fleamarket@colostate.edu | (970) 491-0229 | Website

- The Flea Market is traditionally located on the 2nd floor of the LSC across from the Bookstore.
- Its primary function is to support RSOs while providing a designated area to promote, inform, and conduct business. RSOs may use the Flea Market for free.
- For more information or to place a reservation, visit the LSC Event Planning Services office or the link above.

RamRide*

Off-Campus Life | ramride@colostate.edu |(970) 491-2248 | Website

- 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 open twice per semester and fill up quickly.
- RamRide implemented impactful changes to their volunteer experience starting fall 2022; review the changes and guidelines on their website

Student Group Challenge*

Athletics | brynne.davis@colostate.edu

- RSOs can earn monetary rewards for cheering the Rams to victory at select Volleyball, Men's and Women's Basketball home games.
- There are 1st, 2nd, and 3rd placements based on the following criteria – percentage of population in attendance, school spirit, unique group representation, energy and a sportsmanship and fan friendly approach is required.
- Registration is required. You can get more details by emailing the contact above or following CSU Athletics social media.

On-Campus Grants

Board of Student Organization Funding (BSOF)*

ASCSU | ASCSU_finance@colostate.edu | (970) 491-5931 | Apply for BSOF

- BSOF allocates ASCSU student fee to RSOs for educational programming (including but not limited to academic, cultural, co-curricular, etc.).
- Often, BSOF covers the cost of speaker/performer fees, venue/rental costs, event insurance, and marketing.
- Food expenses are not typically 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.
- To learn more about BSOF, the application process, funding timeline, and general guidelines click the link above.

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

RamCard | Apply for Coke Grant

- 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.
- To learn more about the Coke Grant, application process, funding timeline, and general guidelines click the link above.

Lilla B. Morgan Memorial Endowment*

Office of the President | Apply for Lilla B Morgan Memorial Endowment

- 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
- To learn more about the Lilla B. Morgan Memorial Endowment, application process, funding timeline, and general guidelines click the link above.

Residence Hall Association (RHA) Bill*

Housing and Dining | HDS_rha_president@colostate.edu | Apply for RHA Bill

- 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.
- 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.
- All requests for RHA funding must come in the form of a bill. Click the link above to access the bill template and timeline of the submission process.
- Bills should be drafted and then submitted to the RHA President at HDS_rha_president@colostate.edu.
- RHA Resolutions
    - 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 or complex. Uplift your voice.
    - To submit a resolution, click here
    - Resolutions should be drafted and then submitted to the RHA President at HDS_rha_president@colostate.edu.

Student Travel Grant

ASCSU | ASCSU_financeassist@colostate.edu | (970) 491-5931 | Apply for Travel Grant

- ASCSU allocates student fees to fee-paying students [individually or through their RSO] to attend educational or leadership conference/competition/activities.
- The educational opportunities can include academic subjects, contemporary educational issues, presenting research.
- You can apply at any time. Funds are available on a first come, first serve basis.
- To learn more about the Student Travel Grant, Travel Grant Consent Form, application process, funding timeline, and general guidelines click the link above.

On-Campus Donations/Solicitations

Ramfunder – Crowdfunding (think GoFund Me)*

University Advancement | Assistant Director of Annual Giving | dpatmore@colostate.edu | (970) 491-6539 | Website

- Office of Annual Giving can help solicit financial support from donors throughout the year.
- 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.
- All gifts/donations are made charitable; students oversee orchestrating their own campaign and funds raised belong to the RSO.
- There is a 5% processing fee removed from the donation.
- To learn more about the Ramfunder, timeline, and general guidelines click the link above.

CSU Advancement – Online Donation Link

University Advancement | Website

- CSU Advancement's website is the best link to provide your donors who would like to make monetary donations. Upon submitting their donation, the donor will receive a donation receipt from CSU.
- The donor will

- Add their donation amount under Student Organization > Click next > Fill their contact information > click next > type your RSO's name and preferably your SOFA # in the box (when asked which area does your gift benefit) > click next > click submit
- Do not provide donors with your RSO's acronym but rather the RSO's SOFA name. You can confirm the name on your SOFA by contacting SLiCE Accountants SLiCE_accounting@colostate.edu
- There is a 5% processing fee removed from the donation.

Considerations

- Receiving donations is a great fundraiser, when handled correctly including non-monetary donations (in-kind donations).
- Does your donor want a tax or gift receipt? Note the following
  - Share with the donor that a tax/gift receipt is not guaranteed by CSU.
  - 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".
  - 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.
- 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

Landmark Event Staffing | Branch Manager | codyc@landmarkeventstaff.com | (970) 223-4553

- Landmark Event Staffing has fundraising opportunities for RSOs to staff CSU home football games, community events – on and 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.
- If an on-campus account (i.e., SOFA)
  - Connect 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 (commit to a number you can guarantee will be there)

Local Business Percentage of Sales*

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 any funds raised must be deposited into a SOFA for these businesses to issue payment.
- 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 best to reach out to a SLiCE accountant before considering this fundraiser option. Each business and their fundraising options are different. Best to check with them before pursuing.
- 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 – 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 – 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 – RSO would gain 50% of sales from Chipotle.
    - This is for the College & Laurel location

        - Reach out to Chipotle no less than 4 weeks before your preferred fundraiser date.
    - Café Mexicali – 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 – RSO would gain any tips received during the window of time set for fundraiser or % of sales range depending on location.
        - Reach out to Cold Stone Creamery no less than 2 weeks before your preferred fundraiser date.
    - Panda Express – RSO would gain 20% of sales from Panda Express.
        - This is for the 4600 S Mason St, Fort Collins, CO 80525 location
        - Reach out to Panda Express no less than 2 weeks before your preferred fundraiser date.
    - Silver Grill Café – 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 –
        - 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

State of Colorado, Secretary of State's Office | Apply for a Raffle License
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 the link above.

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 way 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, 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 Policy: Free Speech and Peaceful Assembly

All policies and procedures are subject to change. Check for updates at the start of each fall semester and check your email regularly to learn of policy change notifications throughout the year.

Last reviewed/updated: 8/1/2023