

**Student Involvement**

# Student Organization Manual



Florida Atlantic University



2015

[www.fau.edu/involvement](http://www.fau.edu/involvement)



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# INTRODUCTION

The Registered Student Organization Manual is intended to be a tool for all Registered Student Organizations (RSOs) and Interest Groups at Florida Atlantic University. This manual includes information about University policies, procedures, and operations to ensure a successful year for your organization. Please take some time to familiarize yourself with this manual and the policies referenced within it. These resources provide answers to questions about organizational responsibilities, promotion and marketing opportunities, event management, student activity fee usage, fundraising, recruitment, and the services offered to you as an organization by Student Involvement, the Council of Student Organizations, and the Student Union. If you find something that is unclear or not addressed, please contact us at [studentorgs@fau.edu](mailto:studentorgs@fau.edu). Student Involvement is committed to serving as a resource for you and your student organization. We strive to remove as many barriers as possible to make your experience with student organizations a positive one.

Please note that policies and procedures change frequently, so information contained in this manual is subject to change without prior notice. In order to decrease the rate at which information becomes outdated, the sections were written with links to additional information. Student Involvement will make efforts to keep the online text updated, but is not responsible for information that is outdated. RSOs and Interest Groups are strongly encouraged to visit <http://www.fau.edu/involvement> and/or contact Student Involvement to get the most up-to-date information.

## About Student Involvement

### About Student Involvement (SI)

The mission of Student Involvement is to develop and empower the students of Florida Atlantic University by enriching the campus experience through leadership, educational and social opportunities while fostering growth through experiential learning. Student Involvement oversees Fraternity & Sorority Life, Registered Student Organizations & Activities, Student Government and Homecoming. Our core values are: Integrity, Leadership, and Empowerment.

- **Fraternity and Sorority Life**

Fraternity and Sorority Life provides students with the knowledge and opportunities to lead principled lives. Our vision is that fraternity men and sorority women will live their organizations' founding principles in today's world.

- **Student Organizations and Activities**

Student Organizations are some of the best ways to get involved on campus and SI houses them all! Registered Student Organizations work with our department to form, stay current, plan events, network, develop as leaders, and more. SI advises the Student Government program and the Council of Student Organizations, which advocates for Registered Student Organizations on campus and allocates them resources.

- **Homecoming**

Homecoming, to be held from October 24 to October 31, is a spirit-filled week filled with traditional events like the 5K, Kick Off Comedy Show/Pep Rally, Fall Family Fest, Parade, ExtravaCANza, student organization competition, Talon Awards, King & Queen crowning, and the Homecoming Concert! All Registered Student Organizations are encouraged to participate in the Homecoming Banner Competition. Registered Student Organization teams will also compete against one another in a variety of events throughout the week and have the opportunity to become the Homecoming Champion. We encourage the participation of all student organizations! What better way to show your FAU pride than celebrating your FAU spirit with your student organization and dominating the competition! The 2015 packet will be available in August. For more information about Homecoming, visit <http://www.fau.edu/homecoming/>.

## Office Resources for Student Organizations

In addition to Student Involvement, other offices on campus serve as a great resource for student organizations. The following are descriptions of offices Registered Student Organizations may interface with throughout the year. For specific questions regarding any of the offices listed below, contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu).

### Campus Recreation

The Department of Campus Recreation enhances the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities. To accomplish this mission, the department will:

- Offer high quality programs and services that are diverse and innovative;
- Maintain progressive and well managed facilities in a safe and enjoyable environment;
- Provide experiential learning and foster the development of leadership, social and management skills through employment and participation opportunities;
- Effectively and ethically manage human, financial and physical resources;
- Recruit, develop and retain a committed, high achieving staff.

The Department of Campus Recreation also oversees student organizations in the Sports Club Council. For more information about the Department of Campus Recreation, visit [www.fau.edu/campusrec](http://www.fau.edu/campusrec) or call (561) 297-0591.

### Council of Student Organizations

The Council of Student Organizations, also known as COSO, is a Student Government program that provides an official voice for student organizations, informs all students of COSO activities and opportunities, and objectively allocates A&S Fees granted by the Campus Budget Committee in accordance with COSO's statutes and procedures. The Council of Student Organizations is broken down into five different councils. Every student organization is placed into a Council that best fits their purpose. The five Councils are Academic, Multicultural/Spiritual, Fraternity & Sorority, Sports Club, and Special Interest.

COSO is located on the 2nd floor of the Student Union in room 227, the Club House. For more information about COSO and student organization funding opportunities, visit <http://www.fau.edu/clubhouse/coso>.

## **Diversity and Multicultural Affairs**

The Office of Diversity, Inclusion, and Multicultural Education promotes the academic and personal growth of traditionally underserved students. The office collaborates with the campus community to create an institutional and community climate of social justice. We promote access and equity in higher education and offer programs that educate the campus about diversity. In addition, we incorporate student learning and development; enhance student overall educational experiences; provide access to academic, social, cultural, recreational and other group activities; provide opportunities for intentional interaction and engagement; and integration.

The Office of Diversity, Inclusion, and Multicultural Education advises all student organizations that fall under the Multicultural/Spiritual Council. For more information about the Office of Diversity, Inclusion, and Multicultural Education, visit [www.fau.edu/oma](http://www.fau.edu/oma) or call (561) 297-3959.

## **Program Board**

Program Board is a student-run organization dedicated to providing entertaining, social and educational programming to the FAU community. Program Board is made up of six individual committees: Special Events, CarniOWL, Media, Advertising, and Showcase. Each committee is led by a student chair and comprised of dedicated volunteers who are responsible for the planning, implementation and evaluation of their events. If you want to get involved with Program Board, visit <http://www.fau.edu/involvement/programboard/>.

## **Student Government**

The Mission of the Department of Student Government is to educate, train and develop student leaders to practice responsible and ethical leadership in an environment of shared governance. The Department of Student Government (SG) provides many services to the student body through the utilization of A&S fees, including travel awards to promote students' educational and professional development.

Travel awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/sports competitions. For more information about the Department of Student Government, visit <http://www.fau.edu/sg/> or call (561) 297-3740.

## **Student Union**

The Florida Atlantic University Student Union is the center for community and leadership on the Boca Raton Campus, facilitating student learning and involvement, through a variety of programs, facilities, and services. As a student-centered organization and building, the FAU Student Union provides a home for students, faculty, staff, and guests, who seek cultural, social, business, educational and recreational experiences in an environment committed to excellent service.

The Student Union is home to a wide selection of rooms and services that are available for Registered Student Organization events and club meetings. For more information about the Student Union Event Planning office visit <http://www.fau.edu/studentunion/>, call (561) 297-3730, or visit Student Union room 203.

## **Weppner Center for LEAD and Service-Learning**

The Mission of the Dr. Daniel B. Weppner Center for LEAD and Service-Learning (WCLSL) is to develop partnerships between the university and community, providing service opportunities to faculty, staff and students; and to promote the link between the curriculum and service fostering civic awareness as well as to assist students in taking their skills into the community as evolved leaders. Students will continue to reflect, integrate, and expand on what they have learned to improve the worldwide community in which we all live.

Some of the services and programs offered by the WCLSL include: volunteering and academic service-learning (A S-L), advising and referral, recording volunteer and A S-L hours on transcripts, volunteer service cord for graduation with approval, planning community service events, civic awareness promotion, community garden, and alternative spring break, LeaderShape, and much more! For more information about the WCLSL, visit <http://www.fau.edu/volunteer> or [www.fau.edu/lead](http://www.fau.edu/lead) or call (561) 297-3607.

# Staff Contact List

## Student Involvement Staff

Name	Position	Campus	Phone	E-mail
Shontae White	Director of Student Involvement	Boca Raton	(561) 297-3735	<a href="mailto:whites@fau.edu">whites@fau.edu</a>
Aaron Hackman	Associate Director, Student Involvement	Boca Raton	(561) 297-3735	<a href="mailto:hackmana2015@fau.edu">hackmana2015@fau.edu</a>
Devin Sieck	Assistant Director/COSO Advisor	Jupiter	(561) 799-8698	<a href="mailto:dsieck@fau.edu">dsieck@fau.edu</a>
Peggy Joseph	Associate Director/COSO Advisor	Broward	(954) 236-1219	<a href="mailto:pjosep10@fau.edu">pjosep10@fau.edu</a>
Elaine Jahnsen	Assistant Director, Fraternity and Sorority Life	Boca Raton	(561) 297-3735	<a href="mailto:ejahns1@fau.edu">ejahns1@fau.edu</a>
LaVar Jamison	Assistant Director, Fraternity and Sorority Life	Boca Raton	(561) 297-3735	<a href="mailto:jamisonl@fau.edu">jamisonl@fau.edu</a>
Anthony Ward	Graduate Assistant, Student Organizations	Boca Raton	(561) 297-2934	<a href="mailto:studentorgs@fau.edu">studentorgs@fau.edu</a>
Marina Giral	COSO Director	Boca Raton	(561) 297-2336	<a href="mailto:fau.bocacoso@fau.edu">fau.bocacoso@fau.edu</a>
Nick Van Zee	COSO Director	Jupiter	(561) 799-8043	<a href="mailto:fau.jupitercoso@fau.edu">fau.jupitercoso@fau.edu</a>
Steven Pierre-Louis	COSO Director	Broward	(954) 236-1252	<a href="mailto:fau.browardcoso@fau.edu">fau.browardcoso@fau.edu</a>

## Additional Key Student Organization Resources

Name	Department	Campus	Phone	Email
Katie Burke	Leadership Education & Development	Boca Raton	(561) 297-3735	<a href="mailto:kburke19@fau.edu">kburke19@fau.edu</a>
Andrea Oliver	Diversity and Multicultural Affairs	Boca Raton	(561) 297-3959	<a href="mailto:juareza@fau.edu">juareza@fau.edu</a>
Kyle LeDuc	Campus Recreation	Boca Raton	(561) 297-4512	<a href="mailto:kleduc@fau.edu">kleduc@fau.edu</a>
Kyle Johnson	Student Union, Boca Raton	Boca Raton	(561) 297-3730	<a href="mailto:kjohns86@fau.edu">kjohns86@fau.edu</a>
Allison Rodgers	Student Government	Boca Raton	(561) 297-6775	<a href="mailto:rodersa@fau.edu">rodersa@fau.edu</a>

# BEING A STUDENT ORGANIZATION

## Authority for Recognition

The Florida Administrative Code states, “the Vice President for Student Affairs or designee” will be responsible for the annual recognition process of student organizations at FAU. The Vice President for Student Affairs has designated Student Involvement to oversee this process for the University. All new student organizations are approved by the Director of Student Involvement (as designee for the Vice President for Student Affairs).

Adapted from Florida State University’s Student Organization Handbook (Spring 2013). <http://union.fsu.edu/sac/wp-content/uploads/sites/7/2013/05/RSO-Handbook-13-14.pdf>



## What is a Registered Student Organization (RSO) at Florida Atlantic University?

A Registered Student Organization (RSO) is defined as a group of ten or more currently enrolled Florida Atlantic University (FAU) students who unite to promote a common interest and who are officially recognized by Student Involvement. Student organizations are an essential part of the FAU community and an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Registered Student Organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging. Registered Student Organizations provide valuable services to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. FAU recognizes the vital contributions that student organizations make to the quality of life on campus.

Registered Student Organizations may include other members of the University community as associate members including FAU faculty, staff, or alumni. These associate members shall not be given the rights and privileges of active FAU students including, but not limited to, voting rights, use of facilities or equipment, and/or benefits from student-funded resources. Only currently enrolled students can vote on organizational matters.

According to the Office of Student Conduct, the term “student” refers to any person taking courses at FAU on any of its campuses or sites. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FAU, or have been notified of their acceptance for admission are considered “students.” The term “student” will also refer to student organizations and persons living in University housing, although not enrolled at FAU.

When a student registers as a member in a Registered Student Organization, the organization roster is public record.

## Types of Student Organizations

Student Involvement oversees all Registered Student Organizations. Funding for RSOs through A & S fees is allocated through the Council of Student Organizations (COSO), a program of Student Government. On the Boca Raton campus, COSO is broken down into five different councils. Every Registered Student Organization is placed into a council that best fits their purpose. The five councils and their descriptions are as follows:

- **Academic Council:** The Academic Council consists of student organizations that have a purpose related to support an academic discipline or pursue academic achievement. Some examples are the Society of Automotive Engineers, American Marketing Association, Philosophy Club, and Pre-Law Society.
- **Multicultural/Spiritual Council:** The Multicultural/Spiritual Council consists of organizations that strive to expand students’ knowledge of the different cultures represented in the FAU community and abroad. All organizations affiliated with religion or faiths are included in this Council.
- **Fraternity & Sorority Council:** The Fraternity & Sorority Council is comprised of the fraternities and sororities within the four Greek councils at Florida Atlantic University. These four councils are the National Pan-Hellenic Council, the Inter-fraternity Council, the College Panhellenic Association and the Multicultural Greek Council.

For a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Florida Atlantic University, it must first be granted membership in its University-recognized Greek council. Once membership is confirmed with the National Pan-Hellenic Council, the Inter-fraternity Council, the College Panhellenic Association, or the Multicultural Greek Council, recognition materials will be processed by Fraternity & Sorority Life. For requirements related to membership in one of the aforementioned councils, visit the Fraternity & Sorority Life website at [www.fau.edu/fandslife](http://www.fau.edu/fandslife)

- **Sports Club Council (SCC):** This Council represents all of student organizations that are athletic/sports related. Special facilities or space should be required for their activities. Their mission should be competitive in nature and they should have the potential to join a National body/organization. Admission into the Sports Club Council is applied for after the organization has existed for a year. Some examples of clubs within the SCC are Men's Rugby Club, Sailing Club, and Women's Lacrosse Club.

Sport or recreation-based student organizations that desire to be a part of the Sport Club Council within the Department of Campus Recreation, must apply for admission after one year of existence. Once membership is confirmed by the Sport Club Council, the RSO shall be classified as a Sport Club by Student Involvement and shall be subject to the administrative and financial requirements of the Sport Club Council.

- **Special Interest Council:** The Special Interest Council is made up of organizations that serve to enhance student life through the co-curricular involvement of special interests & hobbies. Because of this, the Special Interest Council hosts some of the most diverse clubs/organizations; some examples include: Resident Student Association, Student Alumni Association, and Owls Supporting Diversity Club.

In addition to the above Councils, a sixth council, **Graduate and Professional Student Organizations (GPSO)**, exists under the Graduate and Professional Student Association (GPSA), located in Student Union room 234. The GPSA allocates and manages funding for GPSO events and activities. Additionally, the GPSA provides GPSOs academic support resources, social programming, professional development, conference travel, and networking opportunities. For more information on the GPSA, email [gpsa@fau.edu](mailto:gpsa@fau.edu).

## Organization Status

### Active Status (Registered Student Organization)

Once your Registered Student Organization has completed the entire process in creating a new student organization or has successfully fulfilled the annual re-registration requirements, it will be recognized as an ACTIVE registered student organization and may take advantage of all the rights and privileges associated with being a registered student organization at FAU.

### Inactive Status (Loss of Registered Status)

A Registered Student Organization may be declared inactive at any time. An inactive group loses all University rights and privileges until reactivation procedures are completed. Inactive status may be given to a student organization by Student Involvement for any of the following reasons (non-exclusive list):

- Failure to re-register by the stated deadline on OwlCentral
- Failure to complete Fiscal training by the stated deadline

- Failure to complete the online Registered Student Organization Online Training by the stated deadline
- Failure to send two officers to represent your student organization at the Student Leadership Conference on September 26, 2015
- Failure of the President, Vice President and Treasurer completing the Anti Hazing Online Training [www.fau.prevent.zone](http://www.fau.prevent.zone) prior to September 1
- Failure to submit the Official Petition for Recognition during the first six weeks of the fall/spring semester
- Failure to make constitutional revisions within the 30 day period of the request for revision by Student Involvement
- Election of one or more non-students to elected Officer Positions within the organization
- Failure to adhere to the organization's constitution and/or bylaws
- Any violation of University policies, procedures, or local, state or federal law by any organization or members of the organization
- Outstanding debts

## Procedure to Reactivate a Student Organization

Groups will need to work with Student Involvement to reactivate. Registered Student Organizations who lost registered status must complete the **new student organization request process in its entirety** to become reactivated.

## Affiliating with a National/Parent Organization

Registered Student Organizations (RSOs) may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. The RSO must state the name and nature of the affiliation, and provide a contact during the new student organization formation process. The campus organization must obtain in writing a statement from the parent organization that the Florida Atlantic University chapter has permission to use the name and represent the organization. Control of the student organization must reside with the students, with all the operating decisions made by the students.

Florida Atlantic University requires all social fraternities and sororities as defined by the Department of Education to be affiliated with a governing council under the umbrella of Fraternity & Sorority Life and with a larger, nationally-based organization that provides additional supervision, guidance, and programming on a wide variety of topics. Any potential chapter (otherwise known as a colony) and/or chapter operating at Florida Atlantic University must have a charter that designates it as a chapter at FAU. Students interested in registering an Interest Group for a nationally affiliated fraternity or sorority may do so with Student Involvement and Fraternity & Sorority Life, at which point they become responsible for the policies, operating practices and expectations of both offices.

## Registered Student Organization Responsibilities

- Complete the Annual Re-Registration Process.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures at Florida Atlantic University, including the Registered Student Organization Manual and the FAU Student Code of Conduct found at [http://wise.fau.edu/dean/pdf/Guide\\_Book.pdf](http://wise.fau.edu/dean/pdf/Guide_Book.pdf).

- Remain in good standing with all aspects of FAU (Student Union, SG, Campus Departments, etc.) and conduct themselves in a manner that is consistent with the mission of the university.
- Adhere to the rules and procedures set forth in the organization constitution.
- Meet all fiscal obligations incurred by the student organization and abide by the SG processes and procedures as set forth by the Activity and Service Accounting & Budgeting office.
- Ensure proper planning and execution of organization events, and consult with the Student Union and Student Involvement staff for help with event policies and contract management.
- Provide adequate training during the officer transition process.
- Have an advisor who serves as a full-time faculty or staff member of FAU.
- Establish consistent communication with the organization advisor and keep advisor information of organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, and other afforded benefits to the organization.
- Check the Registered Student Organization mailbox on a regular basis. Student Involvement will put important notices and correspondences in the box.

## Student Code of Conduct

Students and student organizations should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and actions. To view the code in its entirety, please visit [http://www.fau.edu/handbook/Boca/student\\_code.php](http://www.fau.edu/handbook/Boca/student_code.php)

## Regulation 4.006

Regulation 4.006 is a University regulation for Student Organizations and Student Government. It outlines the formation and re-registration process for student organizations as well as the officer eligibility requirements. As stated in the regulation, all registered student organizations are required to re-register their organization annually each spring to remain a registered for the following academic year. New student organization formation can occur within the first six weeks of each semester (Fall, Spring, and Summer.)

For an undergraduate student to hold an officer position within his or her organization, he/she must maintain a cumulative GPA of 2.5 and must be enrolled in 12 credits in the fall and spring. For a graduate student to hold an officer position, he/she must maintain a GPA of 3.25 and be enrolled in 6 credits in the fall and spring. Eligibility checks are made within the first two weeks of each semester, and an appeal process is available to interested students.

For more information, please visit [www.fau.edu/regulations/chapter4/index.php](http://www.fau.edu/regulations/chapter4/index.php).

## Florida Anti-Hazing Law

(1) As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

(2) A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

(3) A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

(4) As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.

(5) It is not a defense to a charge of hazing that:

- (a) The consent of the victim had been obtained;
- (b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- (c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

(6) This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.

(7) Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.

(8) Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.

- (a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.

(b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.

(c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.

(9) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

(10) Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

**All Registered Student Organizations are expected to adhere to and abide by the Anti-Hazing Policy.**

## REGISTRATION PROCESS

### New Student Organization Formation

New student organizations can register during the first six weeks of the fall or spring semester or during the first two weeks of the summer semester by completing the proper paperwork. The proper steps to forming a student organization can be found below in this Registered Student Organization Manual and online at [www.fau.edu/involvement](http://www.fau.edu/involvement).

### New Student Organization Formation Guidelines

**New student organizations are able to form the first six weeks of the fall and spring semesters and the first two weeks of the summer semester.** Below is the new student organization formation checklist. For more information about how to form a new student organization, contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu).

1. Fill out the [Statement of Intent to Organize](#).
2. Once it has been processed, you will receive email instructions to complete the remainder of the process online via OwlCentral. See the breakdown below:

To complete the registration process, you must first find your organization in OwlCentral. To do this, log in to OwlCentral, click on the “My Shortcuts” tab at the top of the screen. Select your new organization. Then, click the “Register” button to begin the registration process. This process will take you through a series of steps (outlined below.)

The following steps are required for registration to be submitted for approval:

- Input organization description and information
  - Complete President, Vice President, Treasurer, and Advisor contact information
  - Complete organization roster (with at least ten members)
  - Submit the Electronic Petition Worksheet identifying ten students who wish to be a member of your organization (These should be the same ten names on your roster)
  - Agree to the Florida Anti-Hazing Law
  - Upload Organization Constitution (Guidelines attached)
  - Have your advisor complete the Advisor Roles and Expectations Form
3. After receiving approval from Student Involvement, you will receive a “welcome letter” via email from Student Involvement.
10. The last step is to attend a welcome meeting with a staff member from Student Involvement. The purpose of the meeting is to discuss the rules and policies of being a student organization on campus. An advisor must be present for the meeting.

***CONGRATULATIONS! You are officially a registered student organization at FAU!***

## Constitution and Bylaws Guidelines

The constitution and bylaws guide a registered student organization in its operations and activities and, accordingly, are intended primarily for the organization’s benefit and use. The constitution contains the fundamental principles and structure of the organization, and the bylaws outline the basic rules of procedure by which a group’s membership govern its organization. The constitution and bylaws should be carefully formulated, clearly worded, and kept up-to-date so that the needs of the organization can be met. An approved constitution is necessary to become a registered student organization at Florida Atlantic University and must be updated and submitted electronically to Student Involvement every year during the re-registration period or anytime the constitution is amended. The most current constitution guidelines can be downloaded from the [RSO Resources and Forms website](#).

## Annual Re-registration Process for Existing Student Organizations

Registered Student Organizations need to re-register annually each spring to remain a recognized and active organization at FAU. The intent of re-registration is to ensure that the University has accurate contact information for each group. Below are the requirements for re-registration for 2015-2016:

### Spring 2015

- **Re-Register** student organization online through OwlCentral by May 1, 2015
- Have organization **advisor** complete the Advisor Roles and Expectation Form by May 1, 2015

## Fall 2015

- Have **president and vice president** complete the Online Hazing Prevention Module by September 1, 2015
- Have **president and vice president** complete the Online Training by September 26, 2015
- Have the **treasurer** attend a Fiscal Training session by September 26, 2015\*
- Have at least TWO officers attend the **Student Leadership Conference** on September 26, 2015\*\*

## Spring 2016

- **Re-Register** student organization online through OwlCentral by May 1, 2016
- Have organization **advisor** complete the Advisor Roles and Expectation Form by May 1, 2016

\* *Student organizations that do not use COSO allocated funds (A&S Fees) do not have to be fiscally certified.*

Any existing student organization that does not successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. If that student organization wants to register after the deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by Student Involvement.

## OwlCentral Re-registration

What you need before you begin:

1. A list of all members and officers including their email addresses, Z numbers, and phone numbers.
2. An updated Constitution to upload to the website. The Constitution **must** contain a current date.
3. Advisor information.
4. Your organization's logo

To Re-Register Existing Organizations:

1. Go to [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved)
2. Click "Log In" located in the upper right hand corner
3. Enter your FAU log in information
4. Once logged in, click on the "Organizations" tab. Find your organization.
5. Click on the box underneath your organization that says "Register this Organization." Follow the instructions to complete the registration process for your club or organization.

## Fiscal Training

It is required that all Treasurers receive this training for the 2015-2016 year. This process occurs through an in-person training session. This certification process must be completed by the September deadline, but can be done as soon as you are registered. Registered Student Organizations that do not use COSO allocated funds (A&S Fees) **do not** have to be fiscally certified. For More Information Regarding Fiscal Certification, contact [SGBocaTreasurer@fau.edu](mailto:SGBocaTreasurer@fau.edu).



## **Student Organization Online Training**

The president and vice president must successfully complete this training. This training will be available on Blackboard beginning August 1<sup>st</sup>, 2015. You will receive information regarding how to register for this training to the contact information you provide during your OwlCentral Re-Registration.

## **Student Leadership Conference (iLead)**

Two officers must attend this conference annually. Each student will only be able to represent ONE student organization at the Leadership Conference. This year's Student Leadership Conference will be on Saturday, September 26, 2015. You must be pre-registered for the conference in order to get credit for your organization. You can pre-register online at [www.fau.edu/lead](http://www.fau.edu/lead) beginning August 1.

## **Online Hazing Prevention Module**

The president and vice president must successfully complete this training. This training will be emailed out to all presidents and vice presidents beginning on June 1. We will be using the contact information that was identified in the OwlCentral re-registration.

# BENEFITS TO REGISTERED STUDENT ORGANIZATIONS

## Student Involvement Resources

### Student Involvement Resource Centers / Club House

The Boca Raton, Davie, and Jupiter campuses each have a resource center available to Registered Student Organizations (RSOs) as part of the Student Involvement offices on those campuses. These resource centers support organizational development and the promotional needs of all RSOs at FAU.

On the Boca Raton campus, RSOs have an entire office dedicated to student organizations called the Club House. The Club House is an arm of Student Involvement and is a centrally located resource center that supports organizational development and the promotional needs of all RSOs at Florida Atlantic University. The Club House provides services to assist in marketing student organization events and activities, access to student organization workstations and resources, and the opportunity for one-on-one guidance and consulting from staff and fellow students. The Club House is located in Room 227 in the Student Union. The Club House is open Monday through Thursday, 10:00 a.m. - 7:00 p.m. and Friday, 10:00 a.m. - 5:00 p.m.

The following services are available as a part of the SI Resource Center / Club House (may vary by campus):

- **Copy Service:** RSOs receive 500 free copies per semester. After 500 copies have been reached, additional copies can be made for a small charge. Please allow at least 24 hours for your copies to be completed.
- **Buttons:** Supplies are provided to make your own buttons. You will need to design the graphic for the buttons, but Student Involvement can provide you with the template. Groups will receive 100 free buttons per semester. After 100 buttons have been made, additional buttons can be made for \$0.25/each.
- **Banner Paper:** Banner paper is available in multiple colors.
- **Poster Board:** Poster board is available in various colors. RSOs will receive 20 free poster boards per semester. Additional poster boards can be purchased for \$0.50/each.
- **Die Cut Letter:** Two die cut letters machines are available to cut out letters, numbers, designs and Greek letters for posters and banners.
- **Resource Files:** Looking for files about fundraising, recruitment, time management, delegation, and other topics? Resource files are available on many topics in the Student Involvement office.
- **Equipment Rental:** COSO provides a limited amount of equipment to host activities and events. Equipment is issued on a first-come-first-served basis to registered student organizations that have an approved event registration form for their request. Some of the equipment available to RSOs include karaoke machines, digital cameras, easels, tent and cover, tent weights, radio/cd player, cart, portable PA, multi-outlet strip, extension cords, and flip charts.

**NOTE: All SI resources are designed for RSOs ONLY! University departments and entities will be charged for all services.**

## Club House Lockers

On the Boca Raton campus, RSOs have the opportunity to apply for locker space either within or directly outside of the Club House. The RSO requesting the space will be required to sign off on a terms of agreement to understand logistics and liability issues before first use. For more information about the Club House lockers, please contact [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu) or log on to OwlCentral and check out the application under Campus Links.

## Club House Workstations

On the Boca Raton campus, RSOs have the opportunity to use the workstations in the Club House to work on student organization projects. Each workstation is equipped with a computer, general office supplies, and temporary storage space. The student using the space will be required to sign off on a terms of agreement to understand logistics and liability issues before first use and sign in when coming in. For more information about the Club House workstations, please contact [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu).

## OwlCentral

OwlCentral is an absolutely vital resource for RSOs. All RSOs are required to create and update a page on OwlCentral containing information about the organization, current Executive Board members, and applicable documents (such as the Constitution) during the new student organization formation process and the annual re-registration process. Each RSO page allows members to collaborate in discussion posts, events, photos and other online features. As a student leader, you can control a majority of these features. For more information on how to use OwlCentral for your RSO, contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu).

## Registered Student Organization Mailboxes

Registered Student Organizations are required to have a mailbox. This mailbox is used to disseminate pertinent information to all student organizations. These mailboxes are provided free of charge and are established when a student organization successfully registers their organization. They are located in Student Involvement on your respective campus.

Mailboxes are listed by organization name. All mail sent to your organization, must have the FULL name of the organization (not just the acronym) in the mailing address, not just the name of a student. Without an organization name, the mail is undeliverable and will be returned to sender. Please use the following address (based on your campus) when requesting mail sent to your student organization mailbox:

### Boca Raton Campus:

FAU Student Union  
ATTN: Student Organization Name  
777 Glades Road, UN 206  
Boca Raton, FL 33431

### Jupiter Campus:

FAU Student Union  
ATTN: Student Organization Name  
5353 Parkside Dr. MC-03, 151  
Jupiter FL, 33458

### Davie Campus:

FAU Student Union  
ATTN: Student Organization Name  
3200 College Ave. SD, 224  
Davie, FL 33314

*It is the organization's responsibility to pick up mail in a timely manner (suggested pick-up time: once per week). Mailboxes are cleared at the end of the semester every year.*

## Registered Student Organization Recruitment Events

Student Involvement and the Council of Student Organizations (COSO) host several recruitment events for student organizations throughout the year. These events include: **Get WOW'd** (August), **Club Fest** (September) and **Student U** (January). These events provide an opportunity for students to connect with RSOs on campus. RSOs have access to tables where they can recruit new members and promote meetings and events to the FAU community. All RSOs are eligible to participate in these recruitment events. Visit [www.fau.edu/involvement](http://www.fau.edu/involvement) to find out upcoming dates and to register for these events.

## Promotion and Marketing

RSOs have the ability to advertise and market their meetings and events on the FAU campuses. Specific guidelines and policies regarding promotion and marketing can be found in the Promotion and Marketing Policies section of this Registered Student Organization Manual.

## Student Organization Awards & Recognition (SOAR) Banquet

RSOs are eligible to apply for and win individual and organization awards at the annual Student Organization Awards & Recognition (SOAR) Banquet. Nominations are released in the early spring and due in March. The SOAR Banquet is typically held in late March or April. For more information about the SOAR Banquet, contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu).

## Resources from L.E.A.D.

### **LEAD will host a workshop at your next team meeting!**

Would you like to have a workshop on topics of Leadership Development, Goal Setting, trust and team building, the "5 Practices of Exemplary Leadership", and many more. We also host reading circles (and pay for the books!), information sessions about our department and the exciting new opportunity to create a co-curricular transcript of your experiences at FAU. We are happy to facilitate a session for your team at no cost! We will work with you to develop the best content for your group, small or large! Fill out the "Request a Workshop!" form [here](#) and we will contact you shortly after. If you have any questions or comments please contact us at 561-297-3499 or email [leadership@fau.edu](mailto:leadership@fau.edu).

# PROMOTION AND MARKETING POLICIES

## Using FAU Internal Communications to Advertise

One of the privileges of Registered Student Organizations (RSOs) and SG Programs is the ability to have announcements disseminated to our University community. Below you'll find the procedure that is effective immediately for all announcement requests.

**Weekly Deadline for announcements to be posted the week following is Thursday @ 5 p.m.**

Two ways to disseminate information:

- **an announcement for employees (on FAU Today's "Announcements of General Interest")**
- **a MyFAU announcement (for students and employees)**

**The Announcement Form can be found here >**

<http://www.fau.edu/involvement/clubhouse/resources.php>

PLEASE NOTE: This privilege is based on announcement space availability. Please plan ahead and have ample time before your event as Internal Communications has many departments to assist in posting. Once received every week by Thursday, that week's requests will be sent in by 12 p.m. Friday and should be posted the following week. If you are advertising an event or program of any kind, make sure it is a registered event with the Student Union or it will not be posted.

## Advertising Policies on the Boca Raton Campus

**BEFORE YOU ADVERTISE - Registered Student Organizations MUST** register their program(s) with the Student Union in order to obtain stamp approval for any program advertisements, such as flyers, posters, signs and/or notices.

**Approval of Flyers, Signs, Posters, and Notices:** Once the event is Registered Student Organizations must obtain a stamp of approval on all advertising documents to be posted on campus. On the Boca Raton campus, stamp approval is in the Student Union, room UN 203. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

- **MUST** include the name of the sponsoring student group or department.
- **MUST** include the following statement: *If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*
- **CANNOT** advertise alcohol in any way.

## Placement of Flyers, Signs, Posters, Notices:

- **Classrooms, Offices, and Corridors:** Flyers, signs, posters and notices may be attached to approved bulletin boards. They may NOT be attached to any painted surface, glass vending machine, building fixture or sign, or within/on any building exterior, except where provisions have been made. Each building on campus has their own areas for posting and should be consulted before posting is done.
- **Walkways and Campus Grounds:** Flyers, signs, posters and notices may be placed in the approved sign-holder frames, which are installed on the walkway columns. Flyers, signs, posters and notices may NOT be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting signs is prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

**Housing Posting Policy:** Registered Student Organizations are the only non-housing affiliated groups permitted to post informational flyers in University Housing areas. The Director of University Housing and Residential Life is the contact for flyer approval in Housing. Please note that in order for a flyer to be approved, it must first be approved and stamped by UN 203. Leave one (1) copy of the flyer for approval in the box specifically for flyers at the office of Housing and Residential Life. It will be at Housing's discretion if many copies of the same flyer will be stamped. Additionally, there is a full business day turnaround on all flyers to be approved.

**Removal of Flyers, Signs, Posters and Notices:** All signs stamped by UN 203 must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all signs over two weeks old will be taking down regardless of stamp.

**Violations:** Flyers, signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

**Temporary Ground Signs and Banners:** May be placed only at the locations approved in the above policies. Any violations by student organizations in regards to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization at 561-297-0197. The Temporary Ground Sign/Banner Applications may be found at <http://www.fau.edu/facilities/osua/info/TempGroundSignApp.pdf>

**Registered Student Organizations agree to following requirements when they get flyers, signs, posters and notices stamped:**

1. All flyers must have the name of the sponsoring organization of the flyer with contact information.
2. Flyers will be approved on a case by case basis.
3. Alcohol cannot be advertised on any way on the flyer.
4. All flyers promoting an event must have the ADA statement on the flyer:  
*If you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to*

*allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].*

5. Flyers may only be put on approved locations. If there are questions regarding a location or placement of a flyer, etc. contact Space Utilization at (561) 297-0197.
6. Flyers that are not put on approved locations will be removed. If there is damage to walls, doors, and paints, etc. the student organizations will be billed for the repairs.
7. Student Organizations that do not abide by these regulations will be referred to the Dean of Students office.
8. All marketing must be approved by UN 203 for programs registered with the University

## Advertising Policies on the Broward Campuses

No flyers will get approved with a stamped, unless an Event/ Program Registration Form has been turned into Student Involvement.

### I. Approval of Signs, Posters and Notices

Process: Student Involvement is in charge of the student flyer policy on the campus. All flyers by student groups must be approved and stamped by Student Involvement. Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Involvement must approve any and all co-sponsorships. Flyers must get an approval stamp to be hung anywhere on campus. Some areas may require other an additional stamp.

Definition: Banner - You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger than their defined dimensions are considered a banner. Flyer: A flyer will not be larger than 8" x 14". Poster: A poster will not be larger than 2 ft. x 3 ft.

Wording: All flyers must have the name and contact information of the sponsoring student group or department. The contact information must try to be an on-campus number. The Student Involvement Office will approve any and all pictures, phrases and words on a case-by-case basis. Alcohol cannot be advertised in any way on any flyer.

### 2. Placement of Signs, Posters and Notices

Classrooms, Offices and Corridors: Signs, posters and notices may be attached only to approved bulletin boards by the designed department. They may not be attached to any painted surface, glass, vending machines, building fixtures or signs, within or on the exterior of any building, except where appropriate provisions have been made.

Walkways: No posters or flyers will be allowed along these areas. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings or existing signs. The placement of stakes, posts or poles

on the campus grounds for the purpose of erecting signs is also prohibited. The sponsor of the special event may erect small directional signs, not more than 24 hours before the event.

### **3. Removal of Signs, Posters and Notices**

All signs stamped by Student Involvement must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to Student Involvement. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to Student Involvement.

### **4. Designated Locations**

All signs, posters and notices will be placed on these designated bulletin boards by Student Involvement and Student Government student assistants or designee at the following location:

- a. Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department) , Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor bulletin boards (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
- b. Downtown campus: All notices are placed only in designed bulletin boards in the Student Activities Center and 2nd floor of Askew Tower. Multi-media advertisement will be placed onto the Plasma screens by the appropriate staff.
- c. Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

### **5. Placement of Temporary Ground Signs and Banners**

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to **Presidential memorandum #80**.

- A. Walkways and campus grounds locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2 feet by 3 feet. If the poster is larger, it will be up to the discretion of the Associate Director for Student Affairs.
- B. Coordination: Final plans will be submitted to Student Involvement for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance with the Physical Plant department) may be erected by the sponsor of special events, not more than 14 days before the event.



C. Removal of Temporary Ground Signs: All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.

D. Removal of Banners: All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.

E. Violations: Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by University departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.

F. Information: Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

## Advertising Policies on the Northern Campuses

### MacArthur Campus Posting Policy

All postings must be stamped by the Office of Student Life and Recreation. It also must have the following info: date/time of event/sponsor name and phone/email.

### Department of Housing Posting Policy

1. Flyers must be presented to the Department no more than five (5) days prior to the advertised event.
2. Flyers must include the following information in order to be considered for approval and posting within Housing: **Title, Date, Time, Location, Sponsor(s), Contact Information for questions**
3. Flyers advertising Club Activities and events MUST have the Student Involvement stamp prior to requesting the Housing stamp.
4. Flyers must have correct grammar and spelling.
5. Preference for posting is given to flyers which measure 8.5" X 14" or smaller. Flyers larger than this will be posted on a space-available basis, at the discretion of the Director. Priority will be given to Housing-sponsored events.
6. Flyers will only be posted on the Information Bulletin Boards on each floor (located near the elevator). Flyers WILL NOT be posted on the walls, glass windows, doors, balcony, nor the lobby railing without prior consent given by Housing.
7. Banners / posters will only be approved to be hung within 48 hours of the event. Approved items MUST be removed by the program coordinators immediately following the event.
8. Sidewalk Chalk advertisements in the Housing area also require approval, and must be removed immediately following the event.
9. Flyers that are not approved by Housing will be promptly removed and destroyed.
10. Flyers advertising off-campus events that are not sponsored by MacArthur Campus organizations will not be posted.
11. Flyers advertising off-campus events featuring alcohol will not be approved.
12. Flyers that are in violation of these posting policies will be reported to Student Involvement as well as the sponsoring organization losing their rights to advertise in Housing for one (1) year.

# Registered Student Organization Logos

Updated June 25, 2015

Below are the guidelines required for registered student organizations in the development of their logo.

## **RSOs are allowed two options for logos:**

1. Use the standard logo available to FAU RSOs. This logo may not be altered and must appear as shown below or as shown in the Student Organization Style Guide. You can request the title of your student organization be added to this logo by emailing [siadmin@fau.edu](mailto:siadmin@fau.edu). Requests will be sent by Student Involvement once a month, on the first business day of every month. The typical amount of time for logo creation is two to three weeks.



2. Create your own RSO logo that does not infringe upon existing FAU trademarks, such as the name of the University or its logos, institutional marks or spirit marks. Florida Atlantic University has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks and trademarks (collectively “Trademarks”) of the University and its related programs and entities. The letters or words “FAU,” “Florida Atlantic University,” “Florida Atlantic,” FAU Owls, Florida Atlantic University Owls or Florida Atlantic Owls may not be included in the logo. The RSO logo must include the statement “A Registered Student Organization at FAU®”. Please note that the Registered Trademark designation is included after the word FAU. All logos must be approved by Student Involvement and should be emailed to [siadmin@fau.edu](mailto:siadmin@fau.edu). The typical amount of time needed for approving logos is between two and three weeks.

## **Other Cases for Logo Usage:**

3. Organizations with national affiliation, such as Dance Marathon and Habitat for Humanity, may use the nationally recognized and trademarked logo with FAU mentioned, as long as it is sent to [siadmin@fau.edu](mailto:siadmin@fau.edu) for approval prior to any use.

**4. Sport Clubs:** Sport Clubs that are advised by the Department of Campus Recreation and recognized by the Sports Club Council may use the FAU spirit marks on uniforms and related gear when participating in league competition and must include an identifying statement adjacent such as Club Hockey, Rugby Club, etc. See the process below for ordering promotional items.

### FAU Logo Use by Registered Student Organizations

Registered student organizations may use FAU spirit marks and academic marks as approved by the Institution Art Sheet ([http://www.fau.edu/otlm/FAU\\_Institution\\_Artsheet.pdf](http://www.fau.edu/otlm/FAU_Institution_Artsheet.pdf)) in their promotional items with proper approvals, as outlined below, but may not include any FAU marks in their individual organization logo creation as specified in 2 above.

**Publications:** Student Involvement must approve all publications (brochures, posters, etc.) that bear the FAU name or trademark prior to printing. Email [siadmin@fau.edu](mailto:siadmin@fau.edu) with your publication to request this approval.

**Promotional Items:** All promotional items (t-shirts, mugs, pens, etc.) ordered by an RSO must be ordered through an approved “Licensed Vendor,” regardless of the source of funding. Visit this link for an up to date list of vendors: FAU Licensing Vendor List. When you are using a “Licensed Vendor,” that vendor will contact FAU directly to get approval.

**Print, Radio, Television and Web Advertising:** The Office of University Communications is responsible for reviewing and approving all advertising mediums for use of a trademark in print, radio, television and web advertising and will consult with Office of Marketing & Trademark Licensing, prior to public release. The Office of University Communications can also assist with media buying and marketing plans for large events/programs. Please email [siadmin@fau.edu](mailto:siadmin@fau.edu) or a staff member in the Student Involvement office on your campus for assistance.

## Student Organization Logo Style Guide

Please click [here](#) for the full Logo Style Guide.



# EVENT MANAGEMENT

## Event Registration Form

All Registered Student Organizations need to submit an Event Registration Form for on AND off campus events. The Event Registration Form is available on OwlCentral. To access it, follow the steps below.

- 1) Log on to OwlCentral via [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved)
- 2) Click “Log In” located in the upper right hand corner and enter your FAU Net ID and password
- 3) Find your organization and click “Events” on the left hand tab
- 4) Once at the events page, click “Create Event” at the top of the page

\*Please note that you MUST be a Primary Contact or Officer of the organization to submit the Event Registration. If you are an officer and do not see the “Create Event” button, please contact the president of your organization to gain permission.

Initial dates for acceptance of Event Registration Forms for the 2015-2016 academic year are:

- Fall Semester – June 1st
- Spring Semester – November 1st
- Summer Semester – April 1st

Exceptions are approved on a case-by-case basis.

**\*Please note that your organization may not hold events during Finals Week. Events that are registered during this time frame will not be approved, unless the event is related to finals preparation.**

## Facility Usage

Registered Student Organizations (RSOs) have the ability to reserve University facilities. Designated facilities are available for RSOs pursuant to University policies and procedures governing student organizations as well as facility use guidelines maintained by the specific venues. RSOs are required to fill out an Event/Program Registration Form for all meeting(s) or event(s) held on or off campus. This is per Regulation 4.006. When planning events always remember that space on campus is limited. Please plan ahead and allow plenty of time to reserve a room. Should your student organization need assistance within their event planning process please contact the Student Union on your campus.

## Boca Raton Student Union Facilities

On the Boca Raton campus, RSOs are encouraged to utilize the space in the Student Union. The Student Union staff is very helpful and eager to assist student organizations in planning their events. The Student Union Event Planning office offers services including, but not limited to, venue reservation, event review, coordinating sound and light personnel and equipment, furnishing and arrangement of room setups and coordinating event

staff and University Police where indicated. Should you need assistance within the event planning process, please contact the Student Union Event Planning office at 561-297-3730, or visit Student Union room 203.

Please note that registered student organizations are not billed for rental taxes for space utilization or equipment usage unless they are:

- 1) Having co-sponsorship event/program with a department, tax-exempt group or commercial group
- 2) Charges a registration or admittance fee or sell tickets (this may also apply to donations).
- 3) Sponsors a program that is open to the general public (non-students).

In the event that RSOs are reserving space that they are paying for, they will be charged tax unless they have DR-14. Please note that RSOs utilizing Student Government funds through COSO are tax-exempt as Student Government is the paying entity.

### **Reservation Timeline**

All Event/Program Registration forms are due no less than ten (10) business days prior to the event date. RSOs may reserve rooms up to one (1) semester in advance. Exceptions to scheduling dates may be requested from the Student Union through the Student Union Director or their designee.

**\*Please note that your organization may not hold events during Finals Week. Events that are registered during this time frame will not be approved, unless the event is related to finals preparation.**

### **Meeting Restrictions**

RSOs may reserve space for meetings no more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for space for special events/programs/activities (beyond normal executive board meetings and general meetings). Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks.

Room reservation privileges are not transferable, nor may any RSO turn over a reserved facility for use by another student organization, department, or agency.

Any person or group, including RSOs, with past-due financial obligations to the Student Union, will be denied further use of the facility until such obligations are met. Usage of facility will be denied if the past due balances are not paid in full.

### **Room Setup**

Any special room sets must be turned in to the Event Planning Office in the Student Union room 203. Groups should not rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff. Any costs incurred as a result of the damage will be the responsibility of the sponsoring group. Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval of the reservations office. The organization, department, its officers, and its representatives reserving facilities in the Student Union are responsible for all damages.

The Student Union Event Planning Office reserves the right to limit special set-ups and may move groups to another room if that move provides more efficient space usage. EPO reserves the right to make modifications to room set-ups for the purposes of environmental and life/safety concerns.

### **Decorations**

All equipment, decorations, etc. provided by the RSO with approval of the Student Union must be removed immediately following the event. The Student Union is not responsible for loss, damage, or safekeeping of these items. Any items left in the Student Union 24 hours after the event will become property of the Student Union and will be disposed of at its discretion. Event advertisement and publicity materials are not to be placed on painted surfaces, doors, walls, windows, trees, trash cans, chairs, glass surfaces, etc. All publicity materials will be posted on bulletin boards located throughout the Student Union or other approved areas.

### **Advertising**

An event may not be advertised until the Event Registration Form has been properly signed by all parties (including Student Involvement, Police Department, Food Services, etc.). The Student Union must stamp copies of all student and on-campus advertising for approval prior to posting. Advertising an event prior to obtaining a reservation confirmation may result in cancellation of the event and/or a thirty (30) day suspension of privileges.

### **Cancellation/No Show Policy**

A no-show is equivalent to a cancellation of less than 48 hours (2 business days). RSOs that do not cancel prior to 48 hours before the scheduled reservation will have the following consequences:

- First No Show - Receive a written warning.
- Second No Show - Reservation suspension for 14 business days.
- Third No Show - Reservation suspension for semester (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester).

In addition, users (including RSOs) shall reimburse the Student Union for any expenses incurred on behalf of user and/or as a result of cancellation (including but not limited to security, labor, or equipment).

### **Co-Sponsorship/Fronting**

The groups co-sponsoring the event must fulfill all of the reservation guidelines listed under the “Affiliated and Unaffiliated User” section of the Reservations Policies and Procedures.

Depending on the groups co-sponsoring the event, the event will be charged at the co-sponsorship rate. All charges and fees for the event will be billed directly to the co-sponsoring organization. See additional information at <http://www.fau.edu/studentunion/eventplanning/policy.php>.

The RSO must participate in the actual running of the event and must act as contact to the EPO.

### **Food Service**

Florida Atlantic University has a contract with Chartwells to provide all catering and food service needs on campus. Chartwells has the right of first refusal. Food from outside caterers and vendors may not be brought

in without written approval. All food and beverage requests must be arranged through Chartwells. Any exception to this policy must be approved by the Director of the Campus Dining Service.

### **Extended Hours**

Extended hours or alteration of hours for reserved rooms may be granted upon consultation with the Event Planning Office and approval by the Student Union Director or their designee.

Recognized Student Groups and University Departments will be subject to the following regulations:

- i. Requests for extended hours must be made at the time the reservation is submitted or no later than ten (10) business days prior to the event. Extended hours may ONLY be granted with approval by the Student Union Director or their designee.
- ii. When an extension of hours is granted, the time designated is the time at which all individuals attending the event are out of the facility and the Student Union will be closed and locked. Therefore, events must terminate thirty (30) minutes before closing so that all persons will be out of the building at the designated closing time.
- iii. Any costs incurred as a result of the extended hours, such as a building manager, security, custodial overtime, etc., will be the responsibility of the sponsoring group.
- iv. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

### **Events with Critical Risk Factors**

Campus police officers are required for all RSO events held on campus that are considered to present a greater risk to the campus community. Some events with critical risk factors will be required to provide police offices, regardless of attendance. Those events will have any or all of the following critical risk factors:

- i. Dance or concert
- ii. Held at, or continues until any time after 11:00 pm
- iii. Money is exchanged (tickets, admission or a donation)
- iv. Events with 100 people or more
- v. Events open to the general public

Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Event Planning Office.

### **Police Staffing Requirements**

Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or his/her designee. The police detail supervisor attending the event will determine location and assignments of security and police officers prior to the start of the event.

The number of police officers and other security personnel is determined by the capacity of the room where the event takes place and the length of the event. Officers will be assigned for a minimum four (4) hours shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate for FAU organizations is \$35/hour and for external groups is \$50/hour. The number of officers assigned to an event

will be determined by the maximum capacity of the room. However, the number of officers may be adjusted based on the specific expectations for the event.

All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site, and will be handled in an expeditious manner.

### **Deliveries**

If you plan to have University Departments deliver items prior to your event (i.e. trees from the Grounds Department, additional tables from Building Services, etc.), please coordinate these deliveries with the EPO. The room you have reserved may be in use prior to your event, and it may be necessary to schedule these deliveries for a particular day and time.

### **Alcohol**

If you plan to have alcoholic beverages at any event, the University requires that an Alcohol Program Registration Form be approved by the Vice President of Student Affairs and the Director of the Student Union twenty-one (21) business days prior to your event.

Any student organization/club intending to serve alcoholic beverages at any event must first demonstrate that its officers, event volunteers and approved university advisors have attended or will attend a workshop on the University's alcohol policy sponsored by Student Involvement.

All alcoholic beverages must be purchased and served through Chartwells Inc., who is licensed by the Florida Liquor Control Board to provide and serve alcohol in the facility.

All events must adhere to the University policies established in the FAU Alcohol Policy found at [http://www.fau.edu/policies/1.2\\_Alcoholic\\_Beverages.pdf](http://www.fau.edu/policies/1.2_Alcoholic_Beverages.pdf).

Individuals or groups in violation of this policy will be subject to loss of privileges and to disciplinary action in accordance with University rules provided in the Florida Administrative Code which are stated in the Student Handbook. Actions by the University for violation of this policy do not preclude prosecution by outside authorities.

### **Additional Information Regarding Student Union Event Planning, Reservations, and Policies**

General information on reserving a room within the Student Union can be found at <http://www.fau.edu/studentunion/eventplanning/index.php>

To get more information regarding individual information on Student Union room visit the following website. This website will provide detailed information about each room's features, capacity and configuration. <http://www.fau.edu/studentunion/eventplanning/rooms/index.php>

To get additional information about room and equipment rates visit the following website, click on links under rental charges. <http://www.fau.edu/studentunion/eventplanning/services.php>



To review the complete Student Union Reservations Policies and Procedures  
[http://www.fau.edu/studentunion/forms/SU\\_Policies\\_and\\_Procedures2.pdf](http://www.fau.edu/studentunion/forms/SU_Policies_and_Procedures2.pdf)

Designated Public Forums

[http://www.fau.edu/studentunion/forms/Designated\\_Public\\_Forums.pdf](http://www.fau.edu/studentunion/forms/Designated_Public_Forums.pdf)

## Additional Boca Raton Facilities

If the Boca Raton Student Union cannot accommodate your event, there are other facility options on campus. Each of these facilities on campus has specific guidelines for room reservations and rentals. Please consult the specific department for more information. Please note that these facilities may have additional procedures when planning to hold an event in their space. Therefore, please begin the planning process early when utilizing these facilities and be aware that some of these facilities may collect fees from your student organization for space and equipment rental. They may also have specific requirements and regulations that your student organization will need to follow if utilizing their space.

Facility/Venue	Department	Individual(s)	Email	Phone Number	Further Instruction
Housing Lawn, BBQ Pits, Nations MPR Multi-Purpose Rooms	Housing & Residential Life	Dorothie Lorenvile	<a href="mailto:dsenat@fau.edu">dsenat@fau.edu</a>	(561)297-0214	Contact individual listed for specific directions.
Track & Field Complex, Henderson Fields, Tennis Courts, Outdoor Basketball Courts	Campus Recreation	Craig Boegner	<a href="mailto:cboegner@fau.edu">cboegner@fau.edu</a>	(561) 297-4512	For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a>
Indoor Basketball Courts, MAC Gym, Lap & Leisure Pool	Campus Recreation	Craig Boegner	<a href="mailto:cboegner@fau.edu">cboegner@fau.edu</a>	(561) 297-4512	For specific directions visit <a href="http://www.fau.edu/campusrec/facility/reservations.php">http://www.fau.edu/campusrec/facility/reservations.php</a>
Academic Classrooms	Registrar's Office	Derron Foeman Lekia Jones	<a href="mailto:scheduling@fau.edu">scheduling@fau.edu</a>	(561) 297-0733 (561) 297-3291	Contact individuals listed for specific directions.
Marleen & Harold Forkas Alumni Center	Alumni	Mary Beth Albritton	<a href="mailto:malbrit1@fau.edu">malbrit1@fau.edu</a>	(561) 297-6162	For specific direction visit <a href="https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617">https://fauf.fau.edu/netcommunity/SSLPage.aspx?pid=1617</a>
Carole and Barry Kaye Auditorium	Student Union Event Planning	Dan Johnson	<a href="mailto:johnsond@fau.edu">johnsond@fau.edu</a>	(561) 297-3730	For specific directions visit <a href="http://www.fau.edu/studentunion/eventplanning/index.php">http://www.fau.edu/studentunion/eventplanning/index.php</a>

The Atrium & The Atrium Patio; The University Faculty & Staff Club	Event Management Office	Chartwells	<a href="mailto:faucatering@fau.edu">faucatering@fau.edu</a>	(561) 297-3548	For specific directions visit <a href="http://www.fau.edu/events/index.php">http://www.fau.edu/events/index.php</a>
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## Designated Public Forums

University grounds may generally be used for demonstrations, including all students, faculty, staff and all visitors to the University or any of its campuses, facilities or events. To read the full policy regarding Designated Public Forms, please visit [http://fau.edu/policies/files/4.2.2\\_Designated\\_Public\\_Forums\\_Final\\_10-09\\_.pdf](http://fau.edu/policies/files/4.2.2_Designated_Public_Forums_Final_10-09_.pdf).

To reserve the Free Speech Area (Designated Public Forums), Registered Student Organizations (RSOs) can complete an Event Registration submission on OwlCentral and specify the location. The Free Speech area is open to all RSOs as well as outside organizations. RSOs may sponsor an outside organization to use this area.

## Food Service and Catering on Campus

Chartwells is the in-house food service company at Florida Atlantic University. Campuses that are occupied by Chartwells (Boca Raton and Jupiter) are required to use Chartwells for any catering. They will provide full food and beverage service for any type of party, banquet, or meeting. They are able to provide a wide variety of services from informal coffee breaks and luncheons to large events, formal receptions, and dinners. Service includes, but is not limited to food, beverages, decorations, and floral arrangements. Chartwells is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverage within the facility. Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without expressed permission of the Food Service Contractor and the Director of the Student Union. (Please see Campus Catering Guide or [http://www.fau.edu/events/catering/catering\\_guide.pdf](http://www.fau.edu/events/catering/catering_guide.pdf) for more information).

1. Steps in Planning Catering - Contact the FAU Catering Office at (561) 297-2788 or in person at the FAU Center Marketplace as soon as possible (at least two weeks prior to event). Office hours are 9:00am - 5:00pm, Monday through Friday. Menu selections may be limited if a three (3) day notice is not given. A special event form will be faxed to you once you have booked the event. Make note of any adjustments on the form, sign it, and fax it back to the Catering Office, (561) 297-2799, seventy-two (72) hours prior to the event.
2. Self-Catering - For any food items brought into the facility which exceed these limits, a signed Dining Service Waiver Form (DSWF) must be obtained from the Campus Dining Service Director. For any events where food is donated by a vendor, a completed Event Donation Form (EDF), or a letter from the vendor on company letterhead must be submitted to the Reservations Manager. This form/letter must include a description of the donated items, a price of the donation, and be signed and dated by both the vendor's manager and the event sponsor.

3. Outside Catering - For any events where food is catered by an outside caterer, a completed Dining Service Waiver Form must be obtained from the Campus Dining Service Director. The following documents must be provided for all outside caterers:
  - I. Proof of Insurance
    - A. Proof of Workmen's Compensation Insurance Coverage
    - B. General Liability Insurance
    - C. Manufacturers and Contractors Liability Coverage
  - II. Health Department Documents
    - A. Food Service Establishment Inspection Report and Health Department Permit (most current)
  - III. Licenses
    - A. Most current business license – State of Florida
    - B. Department of Revenue – Sales and Use of Tax Division
    - C. Appropriate business licenses from Local Government
4. No Frills Student Catering – No Frills Catering is designed to provide food service at a minimum cost for your convenience. All food items are prepared in bulk on disposable trays for carryout service only. Just call your order in and pick it up on the designated date and time. While we may be able to accommodate your needs on short notice, we request 48 hour notice to ensure that we will have your complete order.

The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that exceeds the limits, was not donated, or does not have prior approval, will be charged \$25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a \$50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student Involvement for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.

5. The FAU Food Safety Program is designed to provide guidelines and rules to guard against food-borne illness, and to comply with applicable regulations:
  - Organizers must obtain an application from the website below for Temporary Food Service Events and complete all necessary information and submit to Environmental Health & Safety (EH&S) no later than 1 week prior to the event. After EH&S approves the food service event, a Temporary Food Service Permit will be issued to the event organizer/sponsor and must be available for review during the event.
  - Events needing approval from EH&S include events in which the public is being served. If the event is attended by only a certain group (i.e. English Department Faculty) and no outsiders attend, this would not need to register with our office. However, these private events must also follow food safety measures to guard against foodborne illness. Only events attended by people not members of a defined group must register. In addition, all events serving food in the breezeway must register with EH&S.

- For information on the Food Safety Program including approved vendors and applications, go to: <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>.
6. Removal of Food - Due to health regulations and liability, any food not consumed during the event may not be removed from the serving location and remains the property of the University Dining Service.
  7. Clean Up - The Catering Department will provide a courtesy clean up service provided the event is between 7:00 a.m. and 5:00 p.m. Monday - Friday. Functions must consist of 40 people or more. For events less than 40 people, late night, or scheduled weekend events a 15% fee will be attached to the catering invoice. Clean up of No Frills Student Catering is the responsibility of the sponsor. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.
  8. Linen Service - Linen and table skirts are provided at an extra charge for all service tables and for all dining tables. However, if there is a request for linen on non-food service tables (such as registration tables or head tables) where food will not be served, there will be an additional charge of \$15.00 for linen and \$15.00 for skirting per table. Cloth napkins are \$.50 per person. Specific colors are available at an additional cost. Please allow a seven (7) day notice. Head tables or specific table sizes should be specified for the linen order.

You may request a food waiver for an event. This information can be found at the Business Services office in the Student Union, room 204.

### **Environmental Health and Safety**

All FAU events on all campuses that involve food must comply with the Florida Administrative Code (FAC) 64E-11 on Food Hygiene and other pertinent regulations. These regulations were designed to prescribe practices and procedures to prevent foodborne illness. All clubs, groups, departments, individual students, etc. hosting special events where food is served to the FAU or general public (where public is defined as anyone who is not a member of the club, group, or department, etc.) must complete the FAU Temporary Food Service Event Permit Application, which can be found at: <http://wise.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. The food safety training can be found at <http://wise.fau.edu/divdept/envhs/Foodsafety/>.

For more information, please visit <http://www.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>

## **Alcoholic Beverages Policy**

The Alcoholic Beverages on Campus Policy is applicable to all members of the university community, including all students, faculty, staff and all visitors, contractors and guests to the university or any of its campuses, facilities or events. All student organizations must get approval from the Senior Vice President for Student Affairs to have alcohol at an event on campus. To read the full policy, please visit [https://www.fau.edu/dean/pdf/1.2\\_Alcoholic\\_Beverages.pdf](https://www.fau.edu/dean/pdf/1.2_Alcoholic_Beverages.pdf)

## Movie/Copyrighted Material Policy

### What is Film and Video Piracy?

Film and video piracy is the public performance of an unauthorized exhibition of pre-recorded videocassettes and DVD's.

### What are "Public Performances"?

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film at your home that night. Have you violated the copyright law? Probably not. But suppose you took the same video or DVD and showed it at a club, bar, or any other public event that you happen to manage. In this case, you have infringed the copyright. Simply put, videocassettes or DVDs obtained through a video store are not licenses for exhibition, Home video means just that: viewing of a movie at home by family or a close circle of friends.

### What the Law Says

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom used at schools (anything besides what is on the syllabus) and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### Penalties for Copyright Infringement

"Willful" infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for illegal showing.

### How to Obtain a Public Performance License

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the audience will be and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films. Major firms that handle these licenses include:

Swank Motion Pictures, Inc. – 1-800-876-5577

Criterion Pictures USA, Inc. – (CPUSA) 1-800-890-9494 ext. 224

Some filmmakers and production companies will allow student organizations to show documentaries for free. You still need proof that you have the rights to show the film, so be sure to ask the filmmaker or production-company for official notice of rights to public performance.

**Copyright infringers are prosecuted.** The MPAA and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under the copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. **Avoid the possibility of punitive action!**

## Date/Service Auctions Guidelines

The Division of Student Affairs is responsible for providing programs, services and activities in an environment that contributes to students becoming socially responsible global citizens. Its goal is to provide quality campus life experiences that enhance the learning and development of all students. In reflecting on this goal we have determined that date and service auctions are inappropriate activities for student organizations at FAU. The following procedures have been prepared for those student organizations in the University community who are still considering hosting date or service auctions.

**Racial Awareness:** Date auctions have historical reminiscences of slave auctions. Slave auctions are realistic events in this country's history. While this may not be the intent of date auctions today, they present human beings as property to be purchased. Regardless of the form of payment for a person or his/her services, an auction (often involving a bidding process) may devalue the person being auctioned. On a campus where inclusiveness is at the very fabric of our community, any activity promoting the purchase of a human being for services to another fails to promote a diverse, open, and accepting environment.

**Gender Awareness:** Furthering the mission of inclusiveness, respecting the rights of others is valued in our community. One of the underlying issues that often exist in date auctions is the idea of entitlement. Date rapes, sexual assaults or any other inappropriate acts may result from this assumption from both men and women. Purchasing a person's services may promote "entitlement" in the person bidding. Date auctions can create disharmony within a community by disadvantaging participants.

**Personal Safety:** Date auctions involve a person spending time with another person. Often these persons are not familiar with the other person. This has the potential of resulting in hidden attractions or desires that may be inappropriate or pose harm. While this may be an extreme case scenario, the possibilities are real. Student organizations must consider such possibilities as well as potential liability implications when preparing to host a date auction.

**Alternative Activities:** Date auctions are often used as fundraising activities that support charitable organizations. The Division of Student Affairs recognizes these efforts as positive intentions that engage students in civic responsibility. However, student organizations are encouraged to choose among the many other creative and imaginative fundraising activities and programs that promote an inclusive and safe environment. These include book fairs, silent auctions (donated items), car wash, requesting donations, ad sales for program or ad booklets, or ticket sales for an event, etc.

*Adapted from the Texas A&M University Statement on Date Auctions.*

**In preparation for hosting a date auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:**

1. Read the section of the Student Organization Manual related to hosting a date/service auction.
2. Schedule a meeting with the Director of Student Involvement to discuss the details of the event, including but not limited to the rationale and details for the event. Additionally, the student organization advisor must be present during the entire activity.
3. Complete the online Event Registration process through OwlCentral. The date/service auction is not approved until you receive an official email indicating Event Approval from the Student Union.
4. Each participant must sign the "Date Auction Participation Agreement". All participants, including the people being bided upon and the people bidding must sign this agreement. These forms should be submitted to Student Involvement. The agreement forms are available in Student Involvement.
5. Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a student organization and/or disciplinary actions including referral to the Associate Vice President and Dean of Students Office.

## Commercial Solicitation

### **Objective:**

To specify the methods and responsibilities for commercial solicitation at Florida Atlantic University.

### **Overview:**

All soliciting done of the University premises must be approved by the Director or Assistant Director of Business Services, except certain approved activities sponsored by student organizations or university departments which are subject to the approval of Student Involvement.

1. Commercial solicitation as used herein is the offering of goods and services for sale either by advertising or direct sale that result in financial gain to the salesperson, individual(s), or organization(s).
2. Activities referred to in this section are permitted only in the area of the Student Union, Traditions Plaza, and along the Breezeway on the Boca Raton campus. Any requests for exceptions to these locations should be submitted to Student Involvement for university organizations and to the Office of Business Services for non-university entities.

### **A. UNIVERSITY SOLICITOR'S PERMIT**

1. All solicitors must have a University Solicitor's Permit, except students representing student organizations.
2. All applicants for a permit must have in their possession verifiable personal and company or organization identification for all persons who will be engaged in the requested activity.
3. The University Solicitor's Permit will contain the following information:
  - a. Name of the company or organization.
  - b. Names of individuals representing the company or organization on campus.
  - c. Type of nature of approved Business.

- d. Location where permit is valid.
  - e. Dates of issue and expiration of University Solicitor's Permit.
4. Copies of the University's Solicitor's Permit are to be given to the individual responsible for the activity, who will ensure that each person engaged in soliciting has a copy. The original permit will be kept on file in the Business Services Office.

## **B. OBTAINING PERMITS**

Permits are to be obtained from the Director or Assistant Director of Business Services at least seven (7) business days prior to the scheduling of the event. The issuance of permits will be governed by the benefits to be gained by the University community. Copies of the permits are to be carried by each individual whose names appear on the permit and are engaged in the activity and will be presented to any University official upon request. Any issued permit is subject to cancellation at any time it is deemed in the best interest of the University. In the event a permit is canceled, all copies of the permit are to be surrendered to the Director of Business Services and soliciting by permit holders will cease.

## **C. STUDENT ORGANIZATIONS**

In recognition of the rights and freedom of student organizations at Florida Atlantic University, approved student groups are permitted to solicit for support or sell and distribute items as a project of that organization within the following limits and guidelines:

1. No item is sold or advertised that is offered for sale in, or that is in competition with, any University agency such as the Bookstore, Food Services, Office Services, or retail stores located on Florida Atlantic University campuses, without a University Permit granted by the Director of Business Services.
2. Sponsoring and participating organizations must register the activity and arrange for space with Student Involvement.
3. Sponsoring and participating organizations must comply with any Student Involvement policies or Student Government Statutes affecting fundraising projects.
4. Officers of any student organization sponsoring or participating in solicitations either on or off campus will assume full responsibility for adherence by participating students to all laws and regulations governing such activities.

## **D. VENDORS AND NON UNIVERSITY ENTITIES**

Vendors other than recognized on campus vendors may request space on campus. Ten tables have been allocated daily, with the exception of recognized campus holidays and closures, along the Breezeway on the Boca Raton campus for vendors and non-university entities. Requests are to be made through Business Services for space and all requests should have a Commercial Solicitation Permit Application attached. The designated spaces are on a first come, first serve basis. Requests will be reviewed and approved based on meeting all other guidelines set forth in this policy. Proof of insurance must accompany the request as well.

## **E. ITEMS FOR SALE**

The University will not allow the selling of any items, including but not limited to guns and knives, which will pose a threat to the individual who made the purchase or to their surrounding environment.



In the event this occurs, the solicitor will be asked to cease selling the particular item and if the vendor does not abide by the request, they will have to vacate the premises.

#### **F. ADVERTISING MATERIALS**

The posting or distribution of advertising materials will be limited to the permanent official bulletin boards of the University and according to policies set forth by Student Involvement.

#### **G. DOOR-TO-DOOR SOLICITATIONS**

Under no circumstances will door-to-door solicitation be allowed in any university facility.

#### **H. STATEMENT OF EQUITY**

Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure the privacy, safety, educational, and work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political content of the solicitation. All constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy and regulations.

## **Contracts**

If your student organization is planning to bring entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer, etc.), a contract must be processed. The Student Involvement office on your campus will process this contract for you. Contracts must be processed at least four weeks in advance of an event. To begin this process, please complete the Contract Worksheet found under “Campus Links” on OwlCentral. No student, student organization or student organization advisor can sign contracts on behalf of FAU. Click [here](http://www.fau.edu/sg/programs/university-wide/accounting-and-budget-office.php) to access the Contract Worksheet Form or visit <http://www.fau.edu/sg/programs/university-wide/accounting-and-budget-office.php>.

## **Event Risk Management**

Accidents happen, especially at meetings, events or other social activities. When accidents do take place liability and legal issues may result. The most effective way to prevent risk management issues from turning into liability issues is to be educated and aware, both as an individual and as a student organization. Please be aware that legal complications can occur from a direct liability chain when an individual was involved in the incident, or indirectly when it can be shown that an individual was in a supervisory or executive position and the person committing the act was under their control. If you are responsible or linked to responsibility based on your position in a student organization, you may be found liable. Your life could possibly change if you are responsible for a legal judgment.

The best way to avoid this unpleasantness is to avoid events and activities that are potentially high risky. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning.

Some of the recommendations that you and your organization may choose to consider are made in this section to help you avoid potential liability. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

Student Involvement desires for your student organizations to succeed in event planning and risk management. A large part of success involves taking precautions and carefully planning your activities to avoid situations which may jeopardize safety. Please consult Student Involvement with any concerns regarding Risk Management and Responsibilities of a student organization at Florida Atlantic University.

## American Disabilities Act (ADA)

Florida Atlantic University is dedicated to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. FAU works to ensure that individuals with disabilities are treated fairly and equal to individuals without disabilities in all University activities including, but not limited to, employment, academia, services, benefits, social events, student organizations, activities, and research on any of FAU's campuses.

Florida Atlantic University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973, as amended through 1998, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University. It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. FAU recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis. Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire FAU community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

### What Student Organizations Need to Know

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. FAU requires all student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible.

If you receive a request for a hearing accommodation, Student Involvement can arrange for American Sign Language interpreter services and will provide funding for those services. There is no fee for SG funded student organizations; non-SG funded student organizations are responsible and will be billed for the payment of interpreters. Visit the Student Involvement office on your campus to arrange interpreters for your meetings or events.

To comply with the American Disabilities Act (ADA) Policy, student organization publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

*If you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].*

If this statement is not on flyers brought to the Student Union, the flyers will not be approved and stamped.

# FINANCIAL INFORMATION

## Student Government Funding Opportunities: Council of Student Organizations

Activity and Service Fees (A&S) are fees included in each student's tuition payment. A&S fees are used to fund the Student Union, Recreation & Fitness Center, student programming, Registered Student Organizations, Student Government, and a variety of other student support entities. A&S fees are allocated and monitored by students elected to FAU's Student Government. The Council of Student Organizations (COSO) is responsible for allocating funding to student organizations through (1) the **Annual Budgeting Process** and (2) **Contingency Funding** (New Student Organization Funding and Emergency Funding).

All registered student organizations go through the **annual budgeting process** to receive funding for the next academic year. Annual Budget packets are available in Mid-November and are typically due in the beginning of the Spring semester. Detailed instructions will be sent when the Annual Budget packet becomes available.

Any club that is formed after the Annual Budget deadline is eligible for **New Organization Funding**. New Organization Funding requests are due two business days before the bi-weekly COSO Funding Meetings with all justification attached. Meeting dates are established at the beginning of every semester, contingent on the schedules of the COSO Executive Board.

For New Organization Funding, the organization requesting funds must attend the Council's Funding Meeting in order to be allocated funds. The organization requesting funds shall be granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary. The Executive Board will then proceed to vote on an amount to allocate the organization.

For more information, visit COSO's website [here](#).

### Travel

COSO cannot allocate any funds for student travel (including day travel, out of state travel, registration fees for an event off campus, etc.). To apply for travel funding, refer to the Travel Policies and Procedures found at <http://www.fau.edu/sg/sgtravel.php>.

## Fundraising for Student Organizations

Fundraising is a great way for student organizations to raise money for their organization or for charity. Additionally, fundraising can help inform the community about your organization and its purpose.

A successful student organization fundraiser will typically:

- Appeal to a large, broad audience.
- Perform a needed service or meet a need.

- Be well-publicized through various media.
- Bring the organization and the community together.
- Encourage people to interact.
- Capitalize on the talents of your organization.

FAU Registered Student Organizations (RSO) may engage in fundraising activities under certain circumstances. Any proceeds of these fundraising activities must be donated to an IRS qualified organization (such as a Section 501(c)(3) charitable organization) or used for the activities and projects of the RSO itself, in furtherance of its goals and objectives. ALL fundraising activities by an RSO on or off campus are subject to the following guidelines:

### **General Fundraising Guidelines:**

- 1) All RSOs wanting to fundraise must obtain approval from both their advisor and the Associate Director of Student Involvement. This approval process is accomplished through the online event registration submission process through OwlCentral. If the fundraising is not part of an event that is being registered (i.e. accepting online donations), then the Fundraising Form should be submitted. It can be accessed [here](#).
- 2) RSOs may not solicit tax deductible donations or issue gift receipts to donors for the deduction of such donations. Contributions are deductible only when made to IRS qualified organizations, and most (if not all) RSOs have not applied to the IRS to become a qualified organization.
- 3) All fundraising activities that involve the exchange of money must have the RSO advisor in attendance.
- 4) All fundraising activities and merchandise sales that are part of such fundraising activities must conform to University regulations and policies and Florida and Palm Beach county ordinances and laws. For example, raffles are restricted by state law (see [Florida Statute, Section 849.0935](#)), and date/service auctions are limited by University policy (see [Guidelines for Date/Service Auctions](#)). Additionally, the following activities are not permitted on FAU's campuses: bake sales, car bashes, electronic bashes, eating/drinking contests, raffles or gambling.
- 5) Sales of merchandise that are part of fundraising activities on FAU campuses may not conflict with or violate University contracts with existing campus vendors. RSOs may not use A&S fees to fundraise for the benefit of their organization or any charitable organization. All RSOs wanting to hold a fundraiser that requires any financial expenditure must have sufficient non-A&S funds to cover these expenses.
- 6) Monies raised and/or collected from RSO fundraising activities must be deposited into the appropriate RSO off-campus bank account within 72 business hours after completion of the fundraising activity. Any checks received as part of the fundraising activity may only be made out to the RSO or the charitable organization for which the fundraiser is held.
- 7) No fundraising activities will be allowed for the financial gain of individual(s) outside of the common or charitable interests of the RSO or the charitable organization for which the fundraiser is held.

- 8) The RSO must use a two-part revenue/receipt book when collecting funds for the sale of merchandise (a two-part receipt book will be provided by Student Involvement or COSO). A receipt should be written, with a copy given to the purchaser of the merchandise and a copy kept by the RSO. The receipts should be kept on file by the treasurer of the RSO for a minimum of four (4) years for auditing purposes.
- 9) The RSO must have a collection box or bank bag with a lock on site to store the collected funds.
- 10) At the location of the fundraiser, the RSO must post in a visible location the fundraising disclaimer (see below).

*Disclaimer: This fundraising event, and any organizations involved, do not represent Florida Atlantic University, its interests, or its opinions or indicate FAU's endorsement or support of either the fundraising organization or the charitable organization for which the fundraiser is held. Florida Atlantic University has provided no direct financial assistance for this fundraising event nor will Florida Atlantic University receive any funds from this fundraising event. Monies donated are collected and distributed solely at the discretion of the fundraising organization or the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for overseeing, receiving or distributing funds collected.*

- 11) It shall be the responsibility of the RSO to monitor, clean up, and remove all materials at the site of the fundraiser when it is concluded.
- 12) Any RSO hosting a fundraising activity for the benefit of FAU must comply with FAU Policy 9.1 ([University Gift Solicitation and Acceptance](#)). Any funds donated to FAU must be coordinated with and handled directly by the FAU Foundation.
- 13) Violation by an RSO of any University regulation, policy, rule, or procedure while conducting the fundraising activity may result in a loss of RSO privileges or other measures deemed appropriate.

### **Additional Guidelines Specifically for Fundraising Events by RSOs to Benefit a Charitable Organization**

- 1) The charitable organization must be an IRS qualified organization (such as a Section 501(c)(3) charitable organization).
- 2) At the location of the fundraiser, the RSO must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
- 3) Within 30 days of the end of the fundraising activity, verification of receipt of funds collected by the RSO for the charitable organization must be made to Student Involvement. Verification may include one of the following:
  - a) A copy of the check or money order made out to the charitable organization, or
  - b) A letter from the charitable organization thanking the RSO for the donation, with the total amount donated listed.

# IDEAS FOR FUNDRAISING

## Membership Dues

Student organization may charge dues of their members. It's important to remember this may be a great means to raise money, but also potentially prohibit some students being involved in your student organization because of the cost associated.

## Donations

Fundraising by soliciting donations, whether in the form of cash or merchandise, or by selling merchandise or services, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation. All of these provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. Many businesses wishing to make donations may ask for a tax-exempt number. Most RSO's are not tax exempt unless your organization has specifically applied for tax exemption from the IRS. RSO's cannot use the FAU tax exemption number for the purposes of obtaining donations. Additionally, RSO's may not issue gift receipts for donors making tax deductible donations. Your RSO must be registered by Student Involvement , and your fundraising event must be approved before you begin asking for donations.

## Other Ideas

Fundraising events or activities are designed to increase the visibility of your group and encourage individuals to make contributions. They can also be a fun opportunity for members to take the lead on a project. Consider holding a car wash, used book sale, rummage sale, penny voting, silent auctions, etc. Fundraisers are easy to plan and most people have participated in at least one of these events in the past. In addition to the contributions you receive, these events provide great publicity for your RSO. Fundraisers can build awareness for your programs and forge strong community contacts.

## Co-Sponsorship

RSOs have the opportunity to co-sponsor a fundraising program. Co-sponsorship combines the resources of two or more existing organizations, and generally benefits all co-sponsoring organizations. RSOs that co-sponsor a program are encouraged to create a Co-Sponsorship Agreement in which all event planning responsibilities are distributed and put in writing.

Successful co-sponsorship programs consist of the following:

- A written proposal early in the planning stages that combines the resources of two or more groups to carry out a successful program or service.
- Participation and input by all co-sponsoring organizations in the planning, marketing, and execution of the event. Requests for monetary contributions for co-sponsorships do not always create a sense of ownership on the part of the organizations and may discourage groups from assisting financially or otherwise in the future.
- A written agreement outlining which organization will carry out specific parts of a program or service. Written agreements should list the time and date of the program, the agreed-upon responsibilities of

all co-sponsoring parties, and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service.

- All co-sponsoring organizations or departments should be recognized in advertising and promotional campaigns before, during, and after the event.

To learn more about co-sponsorship and fundraising opportunities, contact Student Involvement.

## **Self-Generating Funds Accounts/Off-Campus Bank Accounts**

### **Self-Generating Funds Accounts/Off-Campus Bank Accounts**

Registered student organizations (RSOs) are able to open an off-campus bank account for self-generated funds. This account is primarily used for money your RSO raises through fundraising and membership dues.

Off-campus bank accounts are a great option for RSOs wishing to make small and quick payments and purchases from self-generated sources. However, it is the responsibility of your organization to keep track of the account. BB&T, our on-campus banking provider, is willing to work with your organization, but you may choose any bank that you would like. It is important to understand that Student Involvement has absolutely no jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. It is up to your student organization to monitor these funds and their proper use. **NO ACTIVITY & SERVICE FEES CAN BE DEPOSITED INTO THIS ACCOUNT.**

In the event that a RSO decides to open an off-campus bank account, the following requirements apply:

- The RSO is required to obtain an EIN/Tax ID number from the IRS
- The bank account must have two signatories
- The bank account name cannot include “Florida Atlantic University”
- Update information with the bank when officers or advisors change

### **Information about a Tax ID or Employer Identification Number (EIN)**

#### **What is a Tax ID or EIN?**

A tax ID is like a social security number for your student organization. The purpose of this number is to make your student organization responsible for taxes on revenue that the student organization has earned. This number is unique to your student organization’s legal name and should be kept confidential, unless requested on a W-9 tax form from an entity you are doing business with.

#### **Why should my student organization have one?**

At Florida Atlantic University, acquiring a tax ID number is an essential component to opening an off-campus bank account for your student organization. Student organizations are not permitted to use the University's tax ID number; therefore, organizations must apply for their own unique number. Often-times organizations are in situations that require a Federal tax ID number (i.e. opening an organizational bank account, conducting off-campus fundraisers, renting facilities, receiving/accepting donations, receiving payments, etc.).

#### **How do I apply for a tax ID number or an EIN?**



Any student organization that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. The organization should file Form SS-4 with the IRS via telephone. Any financial accounts created or maintained for the organization should be managed under this number.

### **Process for applying for a Tax ID or Employer Identification Number (EIN)**

1. **Review the Form SS-4 Instructions** <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
2. **Complete the Application Form SS-4.**

Completing this form will be useful as a guide when you call in to apply for your student organization's EIN. Please make sure to note the following:

*Line 1:* List your student organization's name. You CANNOT use "FAU" or "Florida Atlantic University" in the name for the EIN.

*Line 4a:* List address as 777 Glades Rd Student Union Rm 203

*Line 7a:* List name of Advisor, President or Treasurer (your choice, but can only be 1 person)

*Line 7b:* List Social Security number of person listed in Line 7a. Also, the responsible party applying for your student organization's EIN will also be required to disclose their date of birth when applying for EIN over the telephone.

*Line 9a:* Check "other nonprofit organization" (specify) student organization at university

*Line 10:* Check Banking purpose (specify purpose) Open Bank Account

*Third Party Designee:* n/a

3. **Apply for EIN with the Toll-Free Telephone Service**

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933.

The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

4. If the student organization Advisor, President or Treasurer listed as the responsible party upon Form SS-4 changes, please write a formal notification to the IRS. This notification letter will need to state the new responsible party's name, social security number and date of birth, as well as the date that this change is effective. Please mail this notification letter to the following location:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84291-0023

**Tax Exempt Status - Just because your Student Organization has a Tax ID, does not make your Student Organization is Tax Exempt!** Most student organizations believe that because they are essentially nonprofit and are comprised of students, they are automatically exempt from having to pay taxes. This is incorrect in most cases. There are two types of tax-exemption in which RSOs typically have an interest: income tax (through the IRS) and sales tax (through the State of Florida). Related to federal income tax is the tax-deductible donation, which is of interest to RSOs that desire to raise funds from sponsors.

For any further information, please contact [studentorgs@fau.edu](mailto:studentorgs@fau.edu)

Visit <http://www.fau.edu/involvement/clubhouse/resources.php> to find the form where you can submit a request for confirmation that your organization is a Registered Student Organization at FAU for the purposes of setting up an Off-Campus Bank Account.

## Travel Funding and Policies

FAU Student Government (SG) provides many services to the student body through the use of A&S fees, and travel awards are just one way SG allocates these fees to promote students' educational and professional development. Travel awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/ sport competition.

Before you can join this prestigious group of traveling Owls, you must complete paperwork to initiate the application process. Instructions for both graduate and undergraduate students are available at [http://www.fau.edu/sg/services/student\\_travel/index.php](http://www.fau.edu/sg/services/student_travel/index.php). We encourage you to read and review the travel policy, checklist and forms before submitting your application to make your experiences as easy and informed as possible! We also have provided some "travel tips" for you below.

### Tips to Know Before You Go:

- The application process can be overwhelming for first time travelers. Feel free to ask Student Government or Student Involvement any questions you may have.
- Applications are due 4-5 weeks in advance of travel – NO EXCEPTIONS. It may seem like a long time, but we want to make sure that we have everything ready for your departure, and that you have plenty of time to finalize your plans before you go.
- Please include any reservations you have made with your application. If you haven't made reservations yet, don't worry. Just include a price quote for the dates you are traveling.
- If you have been accepted to speak or present at a conference, or are competing in an event, please provide documentation showing that you are a presenter or are registered to compete so that you can be considered for the award amounts available for presenting or competing travelers.
- If you will be driving to your destination, rent a car from AVIS. There is a discounted rate for FAU students. If you need something larger than a car, let us know and we can give you some advice.
- Expenses for driving your personal car to your destination are ineligible for reimbursement (this means gas!). Renting a car from AVIS will allow you to cover your fuel expenses.
- Check your receipts to make sure they show what you paid for and how you paid for it (cash, check, credit card, online payment, etc.).
- You can only be reimbursed for expenses paid by you, out of pocket, related to travel. Expenses paid by your advisor, department, spouse, parent or other third party are not eligible for reimbursement.

For more information about Student Travel, visit [http://www.fau.edu/sg/services/student\\_travel/index.php](http://www.fau.edu/sg/services/student_travel/index.php).

## Recommended Guidelines for Financial Management

Student Involvement recommends the following guidelines to assist Registered Student Organizations (RSOs) in their financial management and budgeting practices:

1. The Treasurer should handle all key financial duties and transactions such as deposits, withdrawals, and account balance sheets. However, an additional officer should work closely with the Treasurer to understand the organization's financial operations.
2. The Treasurer and the President should have signature authority for the organization's off-campus self-generating bank account and all checks should require two signatures.
3. The Treasurer should provide budget information on a regular basis (i.e. at least once per month) to the organization's general body of members. Executive Board members should know the organization's financial position in detail. Other members should have a general knowledge of the organization's finances.
5. Accounting measures should be as accurate as possible and available upon request to any organizational member.
7. The Treasurer should use the mailing address and mailbox provided by Student Involvement. This ensures that all mail, despite changes in leadership, gets delivered to the same address.

*Made with the help of UCF Student Org Manual*