



Registered Student Organization Manual

2024-2025

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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 Activities and Involvement, the Council of Student Organizations, and the Student Union. If you find something that is unclear or not addressed, please contact us at involvement@fau.edu. Student Activities and 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. To decrease the rate at which information becomes outdated, the sections were written with links to additional information. Student Activities and Involvement will make efforts to keep the online text updated but is not responsible for information that is outdated.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 Activities and Involvement to get the most up-to-date information.

About Student Activities and Involvement (SAI)

The mission of Student Activities and 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 Activities and Involvement oversees Student Government, Registered Student Organizations & Activities and Campus Programs. Our core values are Diversity, Innovation, Integrity, Wellness, and Leadership

- Student Organizations and Activities are some of the best ways to get involved on campus and SAI houses them all! Registered Student Organizations work with our department to form, stay current, plan events, network, develop as leaders, and more. SAI advises the Student Government program and the Council of Student Organizations, which advocates for Registered Student Organizations on campus and allocates them resources.
- Student Government (SG) serves as the voice of the student body, working to ensure that FAU students live the full Owl Experience. SG is comprised of Executive, Judicial, and Legislative branches, which are modeled after Federal and State government comprises Executive, Judicial, and Legislative branches.

Office Resources for Student Organizations

In addition to Student Activities and 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 involvement@fau.edu.

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 Allocation 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.

Boca Raton Campus COSO is located on the 2nd floor of the Student Union in room 222, the Club House. Jupiter Campus COSO is located in the Student Government suite within the Burrow Student Union. Broward Campus COSO is located in the Davie Student Union, SD 214. For more information about COSO and student organization funding opportunities, visit <http://www.fau.edu/involvement/clubhouse/coso/>.

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. 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.

For more information about the Department of Student Government, visit <http://www.fau.edu/sg/>.

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.

The Department of Campus Recreation also oversees student organizations in the Sport Club Council. For more information about the Department of Campus Recreation, visit <http://www.fau.edu/campusrec/>.

Homecoming

Homecoming is an annual celebration where we invite students, Alumni, and the Boca Raton community to celebrate Florida Atlantic University. This spirit-filled week has traditional events like the Owl Manor, Homecoming Day of Service, and an interactive game show. All Registered Student Organizations are encouraged to participate in the Homecoming Spirit Competition. Registered Student Organizations and Greek Life will compete against one another in a variety of events throughout the week and have the opportunity to become the Homecoming Spirit Champion. For more information, reach out to sghomecoming@fau.edu.

Weppner Center for LEAD and Service-Learning

Weppner Center for LEAD and Service-Learning: The mission of the Weppner Center for LEAD and Service-Learning is to empower students' pursuit of their own developmental growth by

cultivating lifelong leadership skills and engaging in experiential service learning to become more effective citizens in their community. For more information, go to

<https://www.fau.edu/lead-and-serve/>

Activity & Service, Accounting & Budget Office

The Activity and Service, Accounting and Budget Office, also known as ASAB, consist of a team of professional administrators and a team of student specialist who manage the Activity and Service Fee. ASAB coordinates the A&S Fee budget process, performs financial transaction processing, and facilitates a range of services to include the Student Travel processing and fiscal trainings. <https://www.fau.edu/sg/asab/>

Being a Student Organization

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

The term “Registered Student Organization” is defined as a group of currently enrolled, degree-seeking Florida Atlantic University Students who have received recognition from the University and fall into one of the following designations:

- i. Social Fraternities and Sororities – Organizations that have completed the procedures for the formation of an FAU Chapter under the guidelines of the Office of Fraternity and Sorority Life, this Regulation, and the applicable inter/national governing organization.
- ii. All Other Registered Student Organizations – Ten or more Students who have completed the procedures for the formation of a Registered Student Organization as outlined in this Regulation.

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 is listed as a member of a Registered Student Organization, the organization roster is a public record.

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 Activities and Involvement to oversee this process for the University. All new student organizations are approved by the Director of Student Activities and Involvement (as designee for the Vice President for Student Affairs).

Adapted from Florida State University’s Student Organization Handbook (Spring 2013).

Types of Student Organizations

The Office of Student Activities and Involvement oversees all Registered Student Organizations. RSOs are funded through A & S fees allocated through the Council of Student Organizations (COSO), a program of Student Government. 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 supporting an academic discipline or pursuing 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 Interfraternity Council, the College Panhellenic Association, and the United 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 Interfraternity Council, the College Panhellenic Association, or the United Greek Council, recognition materials will be processed by Fraternity & Sorority Life. For requirements related to membership in one of the councils, visit the Fraternity & Sorority Life website at www.fau.edu/fslife.

Sport Club Council (SCC): The Sport Club Council (SCC) is a governing body composed of representatives from each sport club within a college or university's recreational sports program. It serves as the primary organizational and administrative entity overseeing the operations, development, and support of the various sport clubs on campus. The SCC's responsibilities include advocacy, funding allocation, policy development, event coordination, training and support, and conflict resolution. Additionally, it is mandatory for each sport club to join a national governing body relevant to their sport, ensuring adherence to standardized rules and regulations. The council consists of an executive board and club representatives, with regular meetings for decision-making and planning. The SCC is essential for the success and sustainability of sport clubs, providing a structured framework for governance and ensuring that clubs operate smoothly, receive necessary support, and contribute positively to the campus community.

If an RSO desires to transition into the Sport Club Council, please review the Sport Club Council appendix sections for further detail.

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.

Graduate and Professional Student Association: In addition to the above Councils, the 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.

Benefits to Registered Student Organizations

Student Activities and 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 Activities and 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 Activities and 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 222 in the Student Union.

Jupiter Campus COSO is in the Student Government suite in the Burrow Student Union. Broward Campus COSO is located in the Davie Student Union, SD 211. For more information about COSO and student organization funding opportunities, visit

The following services are available as a part of the SAI 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. [Click here](#) to submit a request for flyers.
- **Buttons:** Supplies are provided to make your own buttons. You will need to design the graphics for the buttons, but Student Activities and Involvement can provide you with the template. Groups will receive 50 free buttons per semester. After 50 buttons have been made, additional buttons can be made for \$0.25/each. The Button Template and Button Request Form can be found by visiting our Campus Links section in Owl Central. To get to Campus Links go to www.fau.edu/getinvolved and scroll down to the Campus Links in the bottom right-hand corner.
- **Poster Board:** Poster boards are available in various colors. RSOs will receive 20 free poster boards per semester.
- **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 includes coolers, flood lights, extension cords, wagon cart, portable JBL speakers, tablecloths, decorations, and assorted games. These items are for on campus events only. The [Equipment Request Form](#) can be found on Owl Central, under the Campus Links section.

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

- **Club House Storage Space:** On the Boca Raton campus, RSOs can apply for locker space either within or directly outside of the Club House. The [locker application](#) can be found on Owl Central, under the Campus Links section. On the Jupiter Campus, RSOs can be given a clear storage bin to be placed in the Pool House Storage that they can access anytime the Burrow is open by checking out the key to Pool House Storage. Broward Campuses can access the COSO closet to store items in bins. The closet is located in the Davie Student Union, SD 215. Please contact Broward COSO Director or Advisor for access ahead of time
- **Owl Central:** [Owl Central](#) is a vital resource for RSOs. All RSOs are required to update their page on Owl Central 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 most of these features. It is important to track events and meeting attendance through owl central for annual budget deliberations and allocations.
- **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 SAI Resource Center / Club House 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 the 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-31, Room 222
Boca Raton, FL 33431

Jupiter Campus:

FAU Campus Life
ATTN: *Student Organization Name*
5353 Parkside Dr.
MC-03, Room 147

Jupiter FL, 33458

Davie Campus:
 FAU Davie Student Union
 ATTN: *Student Organization Name*
 3200 College Ave
 SD 219
 Davie, FL 33314

Registration Process & Student Organization Responsibilities

New Student Organization Formation

New student organizations can register by completing an “[Intent to Organize](#)” form via Owl Central. To begin this process your organization will need a President, Vice President, Treasurer and constitution. A constitution outline and sample can be found by visiting our Campus Links section in Owl Central.

How to Complete the Intent to Organize Form

1. Go to www.fau.edu/getinvolved.
2. Login with your FAU credentials
3. Scroll to the bottom right-hand side and find “Campus Links”
4. Click “Intent to Organize”

Once your organization has completed the intent to organize form and it has been approved the Office of Student Activities and Involvement will give organizations a limited period to:

- A. Input organization description and information on your organization’s Owl Central page.
- B. Complete the organization roster (with at least ten members) via Owl Central
- C. Have your advisor complete the Advisor Roles and Expectations Form

After receiving approval from Student Activities and Involvement, you will receive a “welcome letter” via email titled “Approving Your Intent to Organize & Next Steps :)”.

Note: Organizations who form must have a minimum of two members complete:

1. Hazing Prevention Summit
2. Online Canvas Training
3. Fiscal Training session via Canvas
4. Attend iLead Student Leadership Conference Fall or the Spring equivalent

** Specific dates, times, and deadlines will be announced via email to the president, vice president, and treasurer. **

Annual Re-registration Process for Existing Student Organizations

Registered Student Organizations need to re-register annually, the process begins in the Spring semester and ends in the Fall semester after meeting the requirements. Annual re-registration ensures that the University has accurate contact information for each group. At least two members from each organization must attend the following requirements in the Fall semester.

Fall Requirements

- Hazing Prevention Summit
- Online Canvas Training
- Fiscal Training Session via Canvas
- Attend iLead
- Have the organization advisor complete the Advisor Roles and Expectation Form

** Specific dates, times, and deadlines will be announced via email to the president, vice president, and treasurer. **

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 Activities and Involvement.

How to Complete the Owl Central Re-registration in Spring

What you need before you begin:

1. A list of all members and fall officers including their email addresses and phone numbers.
2. An updated Constitution to upload to the website. The Constitution **must** contain a current date and specific language in some sections. A sample constitution can be found by visiting our Campus Links section in Owl Central.
3. Advisor information

To Re-Register Existing Organizations:

1. Go to www.fau.edu/getinvolved
2. Click “Log In” located in the upper right-hand corner
3. Enter your FAU credentials
4. Once logged in, search for your organization in the search box and then on the organization home page, click manage.
5. Click on the box underneath your organization that says, “Re-Register this Organization.” Follow the instructions to complete the registration process for your club or organization

Annual Requirements for All Organizations

Fiscal Training

It is required that a minimum of two members within your organization, one of which must be the Treasurer, complete A&S Fiscal Training. Any member who will be making purchases for RSO must complete fiscal training. This process occurs through a Canvas course. This

certification process must be completed before you can utilize funds. Registered Student Organizations that do not use COSO-allocated funds (A&S Fees) do not have to complete this A&S Fiscal Training. For More Information Regarding A&S Fiscal Training, contact the Student Government Treasurer on your respective campus. Fiscal Training will become available starting July 1st.

To register for fiscal training please:

1. Go to www.fau.edu/asab
2. Click on the “Training” tab
3. Click “Sign Up for Fiscal Training.” Please ensure that the fiscal training in for the correct academic year.
4. You will be asked to log in with your FAU Credentials. On the next page click “Enroll in Course”
5. You will then need to hit enroll. To pass the training, you must answer 7 out of 10 of the quiz questions correctly.

Student Organization Online Training

The president and vice president (at minimum) must successfully complete this training. This training will be available on Canvas. Your President & Vice President must enroll in the Canvas course using the link provided. To enroll, click the self enroll link on the Home page of Owl Central. The enrollment link will also be sent to officers during the registration process.

Link to enroll: <https://canvas.fau.edu/enroll/RY6XTF>

Student Leadership Conference (iLead)

A minimum of two members must attend this conference annually. Each student will only be able to represent **ONE** student organization at the Leadership Conference. The date will be shared prior to the Fall semester. You must attend the program in its entirety to get credit for your organization.

Hazing Prevention Summit

National Hazing Prevention Week is observed on campuses and within organizations each year during the last week of September. The date will be shared prior to the Fall semester.

FAU’s Fraternity & Sorority community, Registered Student Organizations, Band, and Athletics observe this week annually coordinating and participating in several of the activities described above. Florida Atlantic University has a zero-tolerance policy on hazing and that is something our community takes very seriously.

We use this week to help bring attention to this issue; to educate parents, faculty and staff, students, community members, local and campus police, and others so they can more easily recognize hazing - and more importantly - have the skills to intervene when hazing occurs. The goal of these efforts, however, is to prevent hazing from happening in the first place. That goal will only be accomplished through strong educational efforts, diligent policy enforcement, and comprehensive and ongoing efforts on each campus and within all organizations.

For more information about National Hazing Prevention Week please visit, www.hazingprevention.org.

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 RSO Manual and the FAU Student Code of Conduct found at <http://www.fau.edu/studentconduct/>
- 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's constitution.
- Meet all financial 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 Activities and 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 the advisor informed on organization activities and decisions.
- Ensure proper use of campus resources, including meeting and event space, and other benefits afforded to the organization.
- Officers should check their FAU e-mail frequently and their Owl Central submissions for comments.

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 (Registered Student Organization)

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 Activities and Involvement for any of the following reasons (non-exclusive list):

- Failure to re-register by the stated deadline on Owl Central
- 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 members to represent your student organization at the Student Leadership Conference
- Failure to send two members to represent your student organization at the Hazing Prevention Summit
- 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 Activities and 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 Activities and 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 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 the Office of Student Activities and Involvement and Fraternity & Sorority Life Office, at which point they become responsible for the policies, operating practices, and expectations of both offices.

Regulation 4.006

Regulation 4.006 is a university regulation for Student Government and Registered Student Organizations. It outlines the formation and re-registration process for student organizations and 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 registered for the following academic year. New student organization formation can occur within the first six weeks of each Fall and Spring semester, and within the first three weeks of the summer semester.

For an undergraduate student to hold an officer position within their organization, they 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, they 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

<http://www.fau.edu/regulations/chapter4/4.006%20Reg%20FINAL.pdf>

Students and registered 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 <https://www.fau.edu/studentconduct/codeofconduct.php>.

Student Code of Conduct and Florida Anti-Hazing Law

Students and registered 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 <https://www.fau.edu/studentconduct/codeofconduct.php>.

All Registered Student Organizations are expected to adhere to and abide by the Florida Anti-Hazing Law as stated in the Student Code of Conduct. All constitution and by laws must include the verbatim Anti-Hazing Statement, which can be found in the sample constitution.

Additional Resources

www.stophazing.com
www.hazinglaw.com

Promotion and Marketing Policies

General Advertising Policies

BEFORE YOU ADVERTISE - Registered Student Organizations may **ONLY** promote events that are registered and approved in Owl Central.

DEFINITIONS of various types of advertising materials:

- Handout: Sized 8.5x11 or smaller that is physically distributed to individuals
- Flyer: Sized 8.5x11 up to 11x17
- Poster: Sized 24x36 for posting or placing on standalone boards
- Ground Sign: Sized 18x24 on stiff boards with stakes
- Banner: Sized 10' x 3' with grommets for hanging

ALL ADVERTISING MATERIALS must adhere to the following:

- **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 per FAU's policy on Alcoholic Beverages (Policy 1.2).

PLACEMENT OF ADVERTISING MATERIALS must adhere to [University Policy 4.2.4: Distribution of Printed Material](#) as well as campus-specific rules.

Flyers may only be placed on approved bulletin boards. Flyers may not be put on vending machines, bathroom stalls, vehicles, floors, windows, doors, glass surfaces, the sides of buildings, exterior walls, any interior walls, trees, shrubbery, or any plants. Flyers that are not posted to approved locations will be removed. If there is damage to walls, doors, paint, etc. the student organization(s), departments, or individuals responsible will be billed for the repairs.

REMOVAL OF ADVERTISING MATERIALS: All signs being posted must be removed by the sponsors within 24 hours after the event. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the last date of the event. All signs over two weeks old will be taken down.

VIOLATIONS OF ADVERTISING POLICIES: Materials in violation of FAU regulations will be removed and reported to the Campus COSO Advisor. Any RSO found 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 regarding 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 <https://www.fau.edu/facilities/documents/info/tempgroundsignapp.pdf>

Advertising on the Boca Raton Campus

Registered Student Organizations on the Boca Raton Campus can place flyers on the appropriate bulletin boards across the campus. To place flyers in the residential buildings, please bring the flyers to the Office of Housing and Residential Education, in Nations Building, building 46.

Advertising on the Broward Campuses

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

- 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.
- Downtown campus: All notices are placed only on designated 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.
- Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

Advertising on the Northern Campuses

- Registered Student Organizations on the Jupiter Campus must submit their advertising materials for approval to receive a stamp on them for posting. To submit for approval, complete the Jupiter SG Marketing Assistance Form on Owl Central located under Jupiter Student Government.
- A Campus Life Staff Member will provide approval or request changes as needed.
- With Owl Central form approval, the RSO can have their fliers stamped at the Burrow front desk or the option (when initially completing the Marketing Assistance Form) to have the flyers printed, stamped, and posted for them by SG Marketing.
- RSOs can post event flyers around designated posting areas around Jupiter Campus. See link for all designed posting areas: <https://www.fau.edu/jupiter/campus-resources/spaceuse/documents/bulletin-board-locations-fau-jupiter.pdf> bulletin-board-locations-fau-jupiter.pdf

Registered Student Organization Logo Policy

- RSO logo must not infringe upon existing Florida Atlantic University trademarks, such as the name of the University or its logos. 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 Florida Atlantic®”. Please note that the Registered Trademark designation “®” is included after the word Florida Atlantic.

- All logos must be approved by Student Activities & Involvement and should be emailed to involvement@fau.edu or call 561-297-3735. The typical amount of time needed for approving logos is between two and three weeks.
- [Link RSO logo manual.](#)
- [Link visual standards](#)

Other Cases for Logo Usage: Organizations with national affiliation, such as Dance Marathon and Habitat for Humanity, may use the nationally recognized and trademarked logo with the addition of the required language mentioned above in #1, as long as it is sent to involvement@fau.edu for approval prior to any use.

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.

Publications: Student Activities and Involvement must approve all publications (brochures, posters, etc.) that bear the FAU name or trademark prior to printing. Email involvement@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 “Licensee,” regardless of the source of funding. Visit this link for an up-to-date list of vendors: [FAU Licensee List](#). When you are using a “Licensee,” they will contact FAU directly to get approval.

Print, Radio, Television, and Web Advertising: For more information on external multimedia advertising, please email involvement@fau.edu or a staff member in the Student Activities and Involvement office on your campus for assistance.

Event Management

Event Registration Form/ How to Register an Event

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

1. Log on to Owl Central via www.fau.edu/getinvolved
2. Click “Log In” located in the upper right-hand corner and enter your FAU credentials
3. Find your organization under the membership section
4. Click the three lines located in the upper left corner then “Events”
5. Once at the events page, click “Create Event” at the top of page
6. If your event is being requested in a space that is not the Boca Raton Student Union, you may need to complete a Facilities Use Application and/or have prior approval for usage of the requested space. To access the Facilities Use Application form, [CLICK HERE](#).

*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. *

Space reservations open the semester prior, please follow the dates below to request space as soon as it opens:

- Summer & Fall Semester – April 1
- Spring Semester – November 1
- Exceptions are approved on a case-by-case basis.

***Please note that your organization must request space 10 business days prior to the program and may not hold events during Finals Week. Events registered during this period will not be approved, unless it is related to final preparation. ***

Facility Usage

Registered Student Organizations (RSOs) can reserve University facilities. If your organization is having an outdoor event using the Housing Lawn, Diversity Way, Breezeway, etc. a [Facilities Use Application](#) must be submitted and approved. The purpose of the Facilities Use Application is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. [Facilities Use Application](#) should be completed and submitted at least 30 days (about 4 and a half weeks) in advance. If you need assistance completing the Facilities Usage Application, please visit the COSO office.

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 are 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 (we do not offer any lighting equipment or assistance, only in the auditorium), and equipment, furnishing, and arrangement of room setups and coordinating event staff and University Police (Parking) 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).
- 4) Host an event outside of our operating hours
- 5) Other charges may apply but not for the room rental

If 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 at least ten business days before 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.

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 the 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 2 – 3 business days prior. Groups should not rearrange moveable walls, furniture, or equipment without Student Union staff help. 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 Student Union Administration office. The organization, department, its officers, and its representatives reserving facilities in the Student Union are responsible for all damages.

The Student Union Administration Office reserves the right to limit special set-ups and may move groups to another room if that move provides more efficient space usage. They also reserve the right to make modifications to room set-ups for 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.

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 the user and/or because 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. The RSO must participate in the actual running of the event and must act as a contact to the Student Union Administration Office.

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 people 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 officers, 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 of 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 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.

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 review the complete Student Union Reservations Policies and Procedures [su-reservations-policies-procedures.pdf \(fau.edu\)](#)

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.

Food Service and Catering on Campus

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. They will provide full food and beverage service for any type of party, banquet, or meeting. They can 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. (Please see Campus Catering Guide or <https://fau.catertrax.com/> for more information).

Please utilize the steps below to place an order with Chartwells

1. <https://fau.catertrax.com>
2. If you do not already have an account with Chartwells please register by using the register link in the upper right-hand corner.
3. Once you have logged in or created an account click The Gathering - Boca Campus or The Gathering - MacArthur Campus
4. Select the items you would like to order and then input the quantity for each and add these to your cart.
5. *You will need to complete this separately for each event.
6. Click “checkout” and then follow the instructions which will ask you for Order Details, summary, and finally payment information.
7. If your organization is using COSO funding to complete this process, under the payment method please select Purchase Order and type TBA. You must complete a **Purchase Request** at least 10 business days before your event to use COSO Funding (your organization may be liable for the cost if not completed within the proper timeframe).

Outside Catering - For any event where food is catered for by an outside caterer, a completed Food Waiver Form must be completed and turned into the Business Services Office. 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

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 it 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: <https://www.fau.edu/ehs/safety/food-safety-program/>

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 with less than 40 people, late night, or scheduled weekend events a 15% fee will be attached to the catering invoice. There will be a clean-up charge of \$15.00 per hour if it is determined additional cleaning is necessary.

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 seven (7) days' notice. Head tables or specific table sizes should be specified for the linen order.

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, students, etc. hosting special events where food is served to the FAU or 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 <https://www.fau.edu/ehs/safety/food-safety-program/>

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
<http://www.fau.edu/hr/files/FAU%20Alcohol%20Policy.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 and copyrighted video content.

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 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 factors such as the number of times a particular movie 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

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

Copyright infringers are prosecuted. The Motion Pictural Association of America (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 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 does not endorse date and service auctions, however, for student groups, clubs, and organizations choosing to host or participate in these activities, the following guidelines have been developed.

Racial Awareness

Date/Service 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's service, 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, inclusive, 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/acquaintance rape, sexual assault, sexual misconduct or any other inappropriate acts may result from this assumption from all genders. Purchasing a person's services (or time on a "date") may promote "entitlement" in the person bidding. Date/Service auctions can create disharmony within a community by reinforcing gender stereotypes.

Personal Safety

Date/Service auctions involve a person spending time with another person. Often the participants are not familiar with the others involved. 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/service auction.

Alternative Activities

Date/service 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 from 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 programs or ad booklets, ticket sales for an event, etc.

Given the information shared above, the following guidelines have been established:

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 Activities and Involvement or Designee 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. Complete the online event registration process through Owl Central. The date/service auction is not approved until you receive an official email indicating Event Approval from the Student Union.
3. Participant(s) must sign the “Date/Service Auction Participation Agreement”. All participants, including the people being bid upon and the people bidding, must sign their respective agreements. These forms should be submitted to Student Activities and Involvement. The agreement forms are located in Owl Central.

Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a registered student organization and/or disciplinary actions including referral to the Associate Vice President and Dean of Students Office. To participate in a Date/Service Auction as an auction participant or bidder, the participant must be a currently enrolled FAU Student.

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 Activities and 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 Activities and 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 Activities and Involvement.
3. Sponsoring and participating organizations must comply with any Student Activities and 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 Activities and 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

When your student organization is planning to book entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer, etc.), the student organization must complete the following steps. . The Student Activities and Involvement office on your campus will create the contract for you. Contracts must be processed **at least four weeks** in advance of an event. No student, student organization, or student organization advisor can sign contracts on behalf of FAU.

Contract Process:

1. Set up a meeting with the COSO advisor at least 4 weeks prior to the event. The earlier the better.

2. Discuss the terms of the contract and the amount being paid.
3. The COSO advisor will draft up a FAU approved contract to send to the vendor.
4. The Vendor needs to be registered into the FAU payment system using the following:
 - a. Completed new vendor application packet
 - b. Updates W9 from the Vendor
 - c. Proof of business status.
 - d. The COSO advisor will implement the vendor into the payment system

Types of FAU Contracts

FAU performance agreement: A performance agreement template is used when a performer or vendor does not have a contract template or terms of their own. This is a rare occurrence as most vendors have terms listed, even if it is only on their quote. As these forms are used in place of a contract, they must be detailed and accurate.

FAU Addendum: The addendum is a set of university policies that must be agreed upon by the vendor when renting items or materials (tents, sound system, inflatables, etc.)

No RSO should book entertainment or rent supplies without using the above contract process. Failure to use a contract will result in the RSO losing their funding.

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 risk. 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 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 Activities and 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 that may jeopardize safety. Please consult Student

Activities and Involvement with any concerns regarding the 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 equally 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 Activities and 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 Activities and 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

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 must complete all steps of the annual budgeting process (including Request Form submission and hearing participation) to receive funding allocation from COSO for the next academic year. Annual Budget Requests open in Mid-November and are typically due at the beginning of the Spring semester. Detailed instructions will be sent when the Annual Budget Request Form becomes available.

The maximum an organization can receive annually is the higher of the following two values but cannot exceed \$10,000:

- 110% of its annual COSO allocated budget from the last year
- 110% of its annual COSO allocated budget from the year BEFORE last year

An example: if an RSO receives \$0 last year but \$1,000 the year before, then its maximum allocation for the upcoming year is 110% of \$1,000 or \$1100.

Any RSO formed after or missed the Annual Budget deadline is eligible for New Organization Funding or Emergency Funding. New Organization Funding requests are due two business days before the bi-weekly COSO Funding Meetings with all justifications 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 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 to the organization.

To request Emergency or New Organization funding:

1. Got to <https://fau.campuslabs.com/engage/>
2. Scroll to the bottom right-hand corner to "Campus Links"
3. Click on the Emergency Funding Request form.

**Registered Student Organization at the Jupiter Campus can submit for contingency/new student organization funding at this link:

<https://fau.campuslabs.com/engage/submitter/form/start/609405>

Following the submission of this form the Registered Student Organization's request will be reviewed for consideration by the COSO Executive Board on that campus and formally voted on to determine what amount if any will be allocated to the RSO as a result.

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/studenttravel>

Fundraising for Student Organizations

Fundraising is a great way for Registered Student Organizations to raise money for an external organization or for charity. Additionally, fundraising can help inform the community about the RSO and its purpose.

A successful RSO fundraiser will typically:

- Appeal to a large, broad audience.
- Perform a needed service, meet a need or provide entertainment.
- 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 Student Activities & Involvement. This approval process is accomplished within the event registration submission process through Owl Central by checking “Fundraising” when submitting event registration.
- 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 qualified organizations.
- 3) All fundraising activities that involve the exchange of money must have the RSO advisor in attendance. In addition, should cash be involved, a police officer will have to be present as well as the RSO advisor. If collecting cash, the RSO must have a collection box or bank bag with a lock on site to store the collected funds.
- 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) **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. Sales of merchandise that are part of fundraising activities on FAU campuses may not conflict with or violate University contracts with existing campus vendors.
- 6) Monies raised and/or collected from RSO fundraising activities must be sent directly to the external agency such as via online donation form, or 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 the individual(s) outside of the common or charitable interests of the RSO or the charitable organization for which the fundraiser is held.
- 8) RSOs must track all fundraising sales and keep fundraising financial reports on file by the Treasurer (or Financial Officer) for a minimum of four (4) years for auditing purposes.

- 9) 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.

- 10) 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.
- 11) 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.
- 12) 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 Activities and 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.

Membership Dues

Student organizations may charge dues of their members. It's important to remember this may be a great means to raise money, but it could also prohibit some students from being involved in your student organization because of the associated cost associated. RSOs must have an off-campus bank account to collect and deposit membership dues, and information about membership dues including amount, what the monies are used for, under what circumstances dues are returned if ever, etc. Should be included in the RSO's Constitution & Bylaws.

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, (c) mail solicitation, and (d) digital solicitation via social media, online request form, etc. 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 RSOs are not tax-exempt unless the RSO has specifically applied for tax exemption from the IRS. **RSOs cannot use FAU's tax exemption number for the purposes of obtaining donations.** Additionally, RSOs may not issue gift receipts for donors making tax-deductible donations. The RSO must be registered by Student Activities and Involvement, and the fundraising event/activity must be approved by the campus COSO Advisor before the RSO may begin asking for donations.

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-sponsorship 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 Activities and 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. PNC, 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 Activities and 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 the Registered Student Organization to monitor these funds and their proper use. **No COSO-allocated activity & service fees can be deposited into this account.**

In the event that an 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”
- The bank must be notified/updated 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 the Registered Student Organization responsible for taxes on revenue that the Registered Student Organization has earned. This number is unique to the Registered 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 a Registered 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 a Registered Student Organization. RSOs are not permitted to use the University's tax ID number; therefore, each individual RSO must apply for its own unique number. Often RSOs 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 Registered Student Organization that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. The RSO should file Form SS-4 with the IRS via telephone. Any financial accounts created or maintained for the RSO should be managed under this phone 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 calling to apply for an EIN for an RSO. Please make sure to note the following:

Line 1: List the Registered Student Organization's full name. You CANNOT use "FAU" or "Florida Atlantic University" in the name of the EIN.

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

Line 7a: List the name of the Advisor OR President OR Treasurer (only one person)

Line 7b: List the Social Security number of the person listed in Line 7a. Also, the responsible party applying for an EIN for an RSO 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 RSO 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 must state the new responsible party's name, social security number, and date of birth, and 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 the Registered Student Organization has a Tax ID, does not mean the RSO 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 involvement@fau.edu

Visit www.fau.edu/getinvolved and scroll to the bottom right-hand corner to find the Off-Campus Bank Request Form. Here 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

Travel awards are available to individual undergraduate and graduate students, and to Registered Student Organizations (RSOs). Through an application process, RSOs can receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. Instructions are available at <http://www.fau.edu/studenttravel>. We encourage you to read and review the FAU Student Government 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 Activities and 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 www.fau.edu/studenttravel

Recommended Guidelines for Financial Management

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

- 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.
- 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.
- 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.
- Accounting measures should be as accurate as possible and available upon request to any organizational member.
- The Treasurer should use the mailing address and mailbox provided by Student Activities and Involvement. This ensures that all mail, despite changes in leadership, gets delivered to the same address.

Appendix

Staff Contact List

Staff Contact List			
Student Activities and Involvement Staff			
Name	Position	Campus	E-mail
Danielle McCalla	Director of Student Activities and Involvement	Boca Raton	mccallad@fau.edu
Justin Eggen	Assistant Director/COSO Advisor	Boca Raton	jeggen2014@fau.edu
Elaine Jordat	Associate Director/COSO Advisor	Jupiter	ejahnse1@fau.edu

Nyobee Van Pelt	Assistant Director/COSO Advisor	Broward	nmccall2020@fau.edu
Marcus St. Phard	Assistant Director/SCC Advisor	Boca Raton	mstphar@fau.edu
Shanice Eduh-Duncan	COSO Director	Boca Raton	fau.bocacoso@fau.edu
Karina Syc	COSO Director	Jupiter	fau.jupitercoso@fau.edu
TBD	COSO Director	Broward	fau.browardcoso@fau.edu
Additional Key Student Organization Resources			
Name	Department	Campus	E-mail
Y'urissa Everett	Student Union	Boca Raton	yeverett2020@fau.edu
Sport Club Council	Campus Recreation	Boca Raton	sportclubs@fau.edu
Bailey Carmack	Weppner Center for LEAD and Service-Learning	Boca Raton	bcarmack2020@fau.edu

Trademark Licensing Guidelines

REGISTERED STUDENT ORGANIZATIONS & CLUBS

Updated February 19, 2024

To ensure consistency in the use of the University's Trademark(s), all products, or equipment bearing reference to Florida Atlantic University must be produced by a licensee through the University's licensing agent, Collegiate Licensing Company "CLC". Officially licensees are required to carry appropriate product liability insurance and to meet standards of the University Code of Conduct with respect to labor standards. Products manufactured for resale, social functions, or fundraising are subject to our customary royalty rate.

The following guidelines are provided solely for guidance to assist groups in knowing the proper way the student organization can identify with the university. Recognized student groups are able to identify with Florida Atlantic University:

- The Recognized student organization identifies as a student-based organization not to be confused with a University department, program, or initiative;
- The Recognized student organization's identity does not interfere with the integrity of Florida Atlantic University's trademark(s), athletic brand or intellectual property.

Background

Section II, (a) of the University Trademark Licensing Policy states "The University's Office of Brand Development, Licensing & Marketing (BDLM) has the responsibility for maintaining, managing, and licensing the Trademarks. 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. The use of any Trademark that identifies, or is associated with, Florida Atlantic University may not be used without the approval of the University's Licensing Administrator or designee."

Logo Usage: RSOs are allowed two options for logos:

Use the standard logo available to Florida Atlantic RSOs. This logo may not be altered and must appear as shown below. You can request the title of your student organization be added to this logo by email involvement@fau.edu or call 561-297-3735.

1. Requests will be sent by Student Involvement & Leadership 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 Florida Atlantic University trademarks, such as the name of the University or its logos. 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 Florida Atlantic®”. Please note that the Registered Trademark designation “®” is included after the word Florida Atlantic. All logos must be approved by Student Involvement & Leadership and should be emailed to involvement@fau.edu or call 561-297-3735. The typical amount of time needed for approving logos is between two and three weeks.
3. **National Affiliated Organizations:** Organizations with national affiliation such as Dance Marathon and Habitat for Humanity, may use the nationally recognized and trademarked logo with Florida Atlantic mentioned, as long as it is sent to involvement@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 Florida Atlantic 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.
5. **Governing Councils:** The University name is permitted to be use in conjunction with the four governing councils within Florida Atlantic Fraternity & Sorority Community; NPHC, UGC, CPA and IFC. Artwork needs to be submitted to the University Creative Services Department for approval before logo is finalized.

Florida Atlantic University Trademark(s) use by Registered Student Organizations

Promotional Items: Registered student organizations may use Florida Atlantic marks from the

[Institutional Art Sheet](#) (see approval protocol below)*; but may not include any Florida Atlantic University

Trademark(s) in their individual organization logo creation as specified in item 2 above.

Registered student organizations may not use both their organizations logo and Florida Atlantic trademarked logos together on one promotional item. Designs should not compete with commercial product at retail.

*All promotional items (t-shirts, mugs, pens, etc.) ordered by a Registered Student Organizations must be ordered through an approved “Licensee,” regardless of the source of funding. Florida Atlantic University's licensing program has more than 300+ licensees to produce a variety of products, many of which focus on servicing internal groups and departments on campus. All university licensees are required to submit artwork for approval directly to Florida Atlantic University via BrandManager360, an external licensing system. For a complete list of licensees, please click [here](#) (list is updated monthly).

** ***Social Responsibility** - Florida Atlantic University is committed to having merchandise, products, etc. featuring its trademarks produced in a socially responsible manner. Licensees are required to sign and abide by Florida Atlantic University's [Code of Conduct](#).*

Use of Third-Party Marks: Use of trademarks or other intellectual property owned by a third party must be approved by that entity in writing and submitted to the licensee along with the desired artwork. For example, if you wish to use artwork, slogans, or trademarks created by someone not associated with your organization, a written release allowing for such use is required before the Office of Brand Development, Licensing & Marketing will grant design approval. This type of approval process often takes weeks, so allow enough time for such approval to be obtained.

Unauthorized Use: Please note that any use of University marks that does not comply with the University's licensing and approval requirements is unauthorized and may violate Federal and/or state

laws. The University reserves the right to take appropriate action when confronted with unauthorized use of its marks.

Publications: Student Involvement & Leadership must approve all publications (brochures, posters, etc.) that bear the Florida Atlantic Trademark(s) prior to printing. Email involvement@fau.edu with your publication to request this approval.

Print, Radio, Television and Web Advertising: The University Marketing Department is responsible for reviewing and approving all advertising mediums for use of a trademark(s) in print, radio, television and web advertising and will consult with Office of Brand Development, Licensing & Marketing prior to public release. The University Marketing

Department can also assist with media buying and marketing plans for large events/programs. Please email involvement@fau.edu or call 561-297-3735 to speak with a staff member in the Student Involvement & Leadership office on your campus for assistance.

For assistance in locating a licensee or any other questions contact Florida Atlantic's Branding Development, Licensing & Marketing Office at branddevelopment@fau.edu.

Florida Atlantic University does NOT approve or endorse the use of its marks in conjunction with alcohol or tobacco related products, illegal or illicit activities or substances, firearms, religious affiliation, or political affiliation. Florida Atlantic University does NOT approve designs on behalf of any third party right's holder.

Date/Service Auction Event: Participant Agreement Form

Given the stated concerns the University has about possible unintended consequences of date auctions, it is important that participants are well-informed about the risks they are assuming by participating in a date/service auction. Completion of this form is required as a precondition to participating in a date/ service auction. It is strongly recommended that participants take their time when deciding to participate as an Auction Participant or Bidder.

AUCTION PARTICIPANT

Name: _____

Z#: _____

1. As an Auction Participant, I understand and assume all risks associated with participation in a date/service auction. I acknowledge that my participation in this program is wholly voluntary and agree to the follow terms:
2. To offer my time and/or services to an unknown person who pays the sponsoring organization the highest price in the bidding process.
3. The bidder may be a member of any and all protected or majority group(s).
4. To adhere to and not violate FAU regulation 4.007, the student Code of Conduct in an effort to garner a bid, including but not limited to engaging in lewd, obscene, indecent behavior or voyeurism [4.007 (5)(m)]; disorderly conduct [4.007 (5)(k)]; or soliciting, aiding, or inciting others to participate in conduct which violates this regulation [4.007 (5)(1)]; Unlawful discrimination [4.007 (5)(v)].
5. To withdraw, abandon or terminate my participation at any time I do not feel safe without notice or explanation to bidders or event organizers.

I have read, understand, and acknowledge the FAU Guidelines for Date/Service Auctions.

I affirm that I am at least 18 years of age.

Signature: _____

Date: _____

Date/Service Auction Event: Bidder Agreement Form

Given the stated concerns the University has about possible unintended consequences of date auctions, it is important that participants are well-informed about the risks they are assuming by participating in a date/service auction. Completion of this form is required as a precondition to participating in a date/ service auction. It is strongly recommended that participants take their time when deciding to participate as an Auction Participant or Bidder.

BIDDER

Name: _____ Z#: _____

1. As a Bidder, I understand and assume all risks associated with participation in a date/service auction. I acknowledge that my participation in this program is wholly voluntary and agree to the following terms:
2. To pay the sponsoring organization the amount specified if I am identified as the highest bidder.
3. To respect the right of the Auction Participant to withdraw, abandon, or terminate participation at any time the Auction Participant does not feel safe without notice or explanation to bidders or event organizers – including after the auction has ended. In the event the Auction Participant withdraws, abandons, or terminates their participation, the Bidder will receive a full refund of their money pledged.
4. To adhere to and not violate FAU regulation 4.007, the Student Code of Conduct in an effort to garner a bid, including but not limited to engaging in lewd, obscene, indecent behavior or voyeurism [4.007 (5)(m)]; disorderly conduct [4.007 (5)(k)]; or soliciting, aiding, or inciting others to participate in conduct which violates this regulation [4.007 (5)(1)]; Unlawful discrimination [4.007 (5)(v)].

I have read, understand, and acknowledge the FAU Guidelines for Date/Service Auctions.

I affirm that I am at least 18 years of age.

Signature: _____

Date: _____

Campus Protest

Florida Atlantic Campus Free Speech Policy

Allowable Activities

- Peaceful and lawful
- Demonstrations
- Speech
- Expressing viewpoints
- Holding signs in hands

Prohibited Items and Activities

- Engaging in activity indoors or in prohibited outdoor areas
- Occupying space overnight
- Obstructing vehicular, bicycle, or pedestrian traffic
- Obstructing entrances or exits to buildings, driveways, parking lots or vehicular paths
- Interfering with educational, research or administrative activities
- Engaging in physically abusive or threatening conduct towards any person
- Interfering with scheduled University ceremonies or events
- Damaging property
- Sound amplification
- Erecting permanent or semi-permanent structures
- Creating safety hazards
- Disruptive activity
- Activity that infringes on the rights of others
- Violating any law, rule, regulation, ordinance, or University policy
- Camping
- Sleeping
- Littering
- Weapons
- Unmanned Signs

Potential Consequences for Non-Compliance

- Trespass order
- Probation, suspension, dismissal, or expulsion
- Rescission of permission for student organizations
- Suspension, reprimand or termination of employment
- Arrest and criminal prosecution.

For additional information regarding on campus protest, please contact the office of Student Activities & Involvement at involvement@fau.edu.