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Student organization handbook : 2012-2013

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Student Organization Handbook 2012-2013



**University of South Florida St. Petersburg
Department of Student Life & Engagement**

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(UPDATED AUGUST 2012)

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The *Student Organization Handbook 2012-13* is a publication of the Department of Student Life & Engagement. Excerpts from the USF Tampa Student Organization Handbook have been modified and included to reflect the system policies that impact organizations. All policies and procedures are subject to change at any time.

<http://www.usfsp.edu/studentlife>



Fall 2012

Dear Students & Advisors,

Welcome to a year full of opportunities and new experiences at USFSP!

The Department of Student Life & Engagement offers a variety of activities and opportunities – cultural, social, athletic and educational – that contribute directly to you having an enjoyable, beneficial and exciting out-of-class experience at USFSP. Much of this is accomplished by our 50+ student organizations. As leaders in your organizations, you play an integral role in the production of these events.

This Handbook is designed to provide you with the basic information that you need to make sure that your organization has the resources that it needs to operate on campus. It is by no means comprehensive. Please get to know the staff in the Department of Student Life & Engagement, located around campus, in the Fitness Center, and at the Waterfront. All of us are here to assist you and welcome the opportunity to work with you to make sure that your organization is being the best that it can be.

The staff and I are very excited to work with you, learn about you, and help you discover ways for you to get involved and make your college experience memorable. I wish you the best of luck!

Go Bulls!

Matthew R. Morrin
Director of Student Life & Engagement

Introduction

This handbook is intended to be a tool for all registered student organizations at the University of South Florida St. Petersburg. It includes helpful information for executive board members, organization members, and advisors about University policies, procedures, and operations to ensure a successful year for your student group.

Please take some time to familiarize yourself with this handbook, operating procedures, and the Activity and Service (A&S) Fee guidelines. These resources provide answers to questions about organizational responsibilities, advertising and publicity, membership, student activity fee usage, fundraising, event planning, and the services offered to you as an organization by our entire staff of the Department of Student Life & Engagement. If you find something that is unclear or not addressed, please let us know. The Department of Student Life & Engagement is committed to serving as a “human” resource for you and your organization. We strive to remove as many barriers as possible to make your experience with student organizations a positive one, for both you and the organization.

Additionally, many student organization resources and processes can be found online at <http://www.usfsp.edu/studentlife>. Please check this website often for updates about organization registration, funding requests, trainings, and workshops for your organization’s members, executive board, and advisor(s).

STUDENT LIFE & ENGAGEMENT

Mission Statement

The Department of Student Life & Engagement (DSLE) and Campus Activities Center exist to provide opportunities for out-of-classroom learning. The mission of the Department of Student Life & Engagement is to facilitate the educational process by providing opportunities for students, faculty, and staff to interact in a variety of informal settings. Staff members strive to promote student growth and development through student involvement in diverse co-curricular cultural, social, educational, and recreational activities.

Department of Student Life & Engagement programs complement the academic programs of study and enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, recreational, and governance programs.

Department of Student Life & Engagement programs provide an environment in which students and student organizations are:

- Encouraged and aided in the development of social, cultural, intellectual, recreational, and governance programs that expand involvement with the campus community and society.
- Encouraged to explore self-directed activities that provide opportunities for self-realization and growth in individual and group settings.
- Exposed to various cultures, ideas, values, issues, art, and other diverse opportunities.
- Informed about institutional policies and procedures and how these are related to their lives and activities.
- Aided in the awareness and utilization of campus facilities and other resources.
- Assisted in the development of institutional spirit and pride through creative interaction among students, staff, faculty, and members of the local community; and
- Assisted in the development of leadership through opportunities to practice leadership, decision-making, and other related skills.

Department of Student Life & Engagement Reception Desk

The Department of Student Life & Engagement Reception Desk serves as the location for support and information for all student organizations and as a source of general information for the campus.

These are some of the services provided by the Reception Desk.

- Event Planning Information
- Approval for posting items on campus
- Information distribution

The Department of Student Life & Engagement is open during the academic year Monday – Friday, 9am – 5pm. For more information, students are encouraged to call the Department of Student Life & Engagement at (727) 873-4596 or stop by the office in DAVIS HALL Room 246.

Department of Student Life & Engagement Staff Directory

Matthew Morrin, Director of Student Life & Engagement	(727) 873-4180
Tim Oetinger, Program Assistant	(727) 873-4569
Dwayne Isaacs, Assistant Director, University Student Center	(727) 873-5196
Don McCarty, Coordinator, Reservation Services	(727) 873-4598
Zac Oppenheim, Assistant Director, Campus Recreation	(727) 873-4948
Tim King, Coed Sailing Team Coach	(727) 873-4203
Allison Jolly, Women's Sailing Team Coach	(727) 873-4518
Greg Haverlock, Coordinator, Fitness Center and IM Sports	(727) 873-4202
Meg Ward, Graduate Assistant, Fitness Center	(727) 873-4202
Charlie Justice, Assistant Director of Leadership Programs	(727) 873-4118
Jovanna Guevara, Program Assistant, Multicultural Affairs	(727) 873-4845
Anjum Perfetti, Graduate Assistant, Leadership Programming	(727) 873-4500
Ryan Hughes, Graduate Assistant, Harborside Activities Board	(727) 873-4599
Student Government	(727) 873-4147
Crows Nest Newspaper	(727) 873-4113
Harborside Activities Board	(727) 873-4599

University Student Center

Student Organization

Meeting and Event Services Procedures

Description of Meeting and Event Services

Meeting and Event Services is located in the Administrative Office of the University Student Center (USC) and is responsible for the coordination of activities and events. The services offered by the office include, but are not limited to,

- venue reservation,
- event review,
- furnishing and arrangement of room setups
- coordinating event staff, security, and University Police
- coordinating audio visual services
- assisting with catering and food services needs

General Guidelines for Space Reservation

- Event space in the University Student Center is available for use by registered Student Organizations, University Departments, and Non-University entities.
- Other campus locations may be available through coordination with other University offices (i.e. Campus Recreation, Physical Plant, etc.)
- Patrons that request space in the USC or USC outdoor areas are required to confirm via email, the acceptance of the details outlined in the confirmation. The reservation confirmation itemizes rental rates, Audio/Visual Support and other support requirements.
- Meeting and Event Services will reply within 7 working days with: confirmation, request for more information, or denial.

Definition of Client Groups

- **Student Organizations:** Must be officially registered, and be in good standing, with the Department of Student Life and Engagement.
- Student Groups not registered with the Department of Student Life and Engagement will be considered a non-University entity. Student organization events are conceptualized, planned, and managed by a registered student organization and which support the mission and objectives of the organization. In addition, members of the student organization must be the original requesters, the primary organizers, and coordinators of the event.
- **University Departments/Organization:** Must be officially recognized by the University as being a representative of USFSP.
- **Non University Entities:** Any group or individual that is hosting an event that is not planned and executed by a USFSP- affiliated group or does not further the mission, vision, or goals of USFSP or its affiliates.

Reservation Procedures

- **Submission Dates for Space Requests (or closest USFSP business day)**
 - Student Organizations:
 - Fall Semester – June 1st
 - Spring Semester – November 1st
 - Summer Semester – March 1st

- University Departments and Non-University Entities:
 - Fall Semester—June 15th
 - Spring Semester—November 15th
 - Summer Semester—March 15th
- Exceptions are to be approved by the University Student Center Assistant Director or designee

Reservation Timeline

- Reservation Requests must be received at a minimum:
 - Ten (10) business days for any regular meeting requiring no review or special requirements – Including Information table requests
 - Twenty (20) business days for all other events
 - Extended time frames may be required for large or complex events

General Reservation Guidelines

- Event Reviews:
 - All reservations may be subject to an event review and approval by the University Student Center Assistant Director, or designee. Events that require a review include, but are not limited to these situations
 - Alcohol is served
 - Event is outdoors
 - 100 or more attendees are expected
 - Fire, grills, fireworks, etc. will be used
 - Extended services will be needed (i.e. University Police or Physical Plant)
 - Client will have food from an outside vendor
 - Events held outside USC area

Cancellations:

- Cancellations will be accepted by Meeting and Event Services up to seventy-two (72) hours before an event. Events held in the USC ballroom, must be cancelled at least two (2) weeks prior to the scheduled event date in order to avoid cancellation fee.

Failure to Cancel:

- All patrons that do not cancel prior to seventy-two (72) hours will be assessed a late cancellation fee for rental space and support services.
- Patrons with multiple late cancellations may lose reservation privileges for all USC event space.

Right to Reassign or Terminate

- The University Student Center Assistant Director, or designee, reserves the right to reassign or terminate any space request.

Ballroom Reservations

- Ballroom events that require the use of Audio-Visual equipment must have a USC Audio-Visual technician(s) present at the event. The cost of this staff will be assessed to the event sponsor.

Regatta Room Reservations

- The Regatta room is an open seating area available to all students on a first-come basis unless it is reserved for an event. Scheduled events will be posted daily at room entrance. Please consult schedule before using room.
- University departments wishing to reserve this room agree to ensure that all meeting participants have purchased a meal from The Reef. This room is not available for catered meetings or events.

Decorations

- Fire Regulations
 - All decorative materials must be flame proof and/or fire retardant.
 - No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation.
 - No decorations shall be placed in hallways, aisles, stairwells, or exit routes.
 - All exits must be free of barricades.
 - Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in any way.
 - Any extensive electrical power usage must be approved by EMS.
 - Caution must be taken to keep all paper or cloth free from light fixtures.
 - The use of candles, incense, lanterns, oil lamps, and other devices with open flame is forbidden.
- No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as “floor tape”. Floor Tape will be provided upon request. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings.
- Tables do not come with tablecloths. This is an extra fee and must be reserved with your event planner.
- Any freestanding decorations must be stable in nature and lightweight in construction.
- Balloons are allowed, but must be weighted or tied to centerpieces/chairs. Any balloons that become loose will incur fees.
- No decorations may be glued to any surface. No pins or tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, tables, etc.
- Dry ice is not allowed in the USC without prior approval by EMS and must be handled by a licensed caterer.
- Electric lights can be used as long as they are used in compliance with the manufacturer’s recommendations.
- No glitter or confetti (plastic or paper) may be used.
- Smoke machines (or similar devices emitting visible gas vapors) may not be used.
- No fresh cut trees are ever permitted in the USC and other facilities on campus.
- Painting is prohibited within the reservable spaces inside the USC.
- Window Covering Policy
 - Patrons are able to cover the windows in the door, only by reserving vinyl window coverings from the Event and Meeting Services office
 - Papers, linens or other materials are not to be used to cover windows
- Decorating plans not addressed within this policy must be review with EMS staff prior to the event
- Decorations must be removed immediately after the event. Failure to do so with incur a clean-up fee
- Violation of any of these policies may result in suspension of facility reservation privileges. Additionally, any damages done will be repaired by the USC and the client will be billed for all costs incurred on the basis of materials required and staff time.

Music & Sound

- Limited Amplification is allowed in USC Indoor & Outdoor Areas (Harborwalk etc) with prior approval and will be monitored by USC staff.
- The volume must not be at a level greater than is necessary to reach the audience in the immediate area; it must not be of such a volume as to reasonable interfere with those who are pursuing academic, professional, personal or other recreational activities.
- Non-amplified music such as piano or a cappella singing in meetings rooms should be kept to a low volume so as not to disturb meetings in adjacent rooms. If the USC receives noise complaints, the group may be asked to stop the music at that time.

Fees & Pricing:

- Student Organizations:
 - Officially registered student organizations are not assessed rental fees for USC venues if the:
 - event is conceptualized, planned, and managed by the student organization
 - event supports the mission and objectives of the organization
 - members of the student organization must be the original requesters, the primary organizers, and coordinators of the event
- Student organizations will be assessed for rented equipment and event support costs. University Police and/or USC security may be required in accordance with University or EMS policies and reflect an additional cost. Event support costs/ needs will be determined by USC Assistant Director or designee.
- University Departments/Organizations and related entities are assessed rental, AV support service fees per pricing schedules.
- Student Organizations and University Departments/ Organizations are assessed fees in accordance with the Student Organization Fee Schedule (insert pricing sheet).
- Non-University patrons must submit a 50% Non-Refundable Deposit to reserve USC space and the remaining balance must be paid off no later than 5 business days prior to the event. Failure to pay the balance will lead to cancellation of the event.
- Overtime fees are applicable to events, which require access to the USC prior to or after normal operating building hours as defined by the hours posted on the USC website (insert pricing sheet). Such charges may also apply to events, which extend beyond the confirmed reservation time when that extension occurs after normal operating building hours.

Audio/Visual Equipment Usage & Staffing Procedures

The USC provides audio/visual equipment and personnel services.

Meeting and Event Services has a variety of audio/visual equipment available for use within the USC and outdoor areas.

- Requests for equipment must be made at least seven (7) business days prior to the event.
- An organization may cancel an equipment order or staffing request up to two (2) business days prior to an event without penalty.
- Equipment orders or staffing requests cancelled with less than two (2) business days' notice will be charged to the organization's account at the regular rate, even if the equipment is not used.

- Technicians will also be required in other venues when multiple types of technologies are requested, such as microphones, sound systems, lighting, etc. There will be a per hour charge for technicians in these situations.
- Clients who bring in their own equipment without prior authorization may be charged by Meeting and Event Services for the equivalent USC equipment.

Co-Sponsored/Fronting

Meeting and Event Services recognizes that events are sometimes co-sponsored by multiple organizations and entities.

Events co-sponsored between 2 or more USFSP student organizations or between student organizations and USFSP departments are considered are not termed Co-sponsored for these purposes. They are regular student organization or department events.

Co-sponsored events are organized by a Student Organization with an off-campus organization or on behalf of an off-campus organization. Attendance may be open to the public or by invitation only. Student organizations that co-sponsor an event with an outside entity - at a minimum – must:

- be a primary event coordinator
 - prior to, during, and following the event
- make the reservations
- identify a contact person for the event
- have contact person at the event
- be financially responsible for all bills and invoices

The event must be linked to the mission and or purpose of the student organization.

However:

- Student Organizations shall not use their privileges for access to USC, or campus, space and services inappropriately to “front” for a non-university group or commercial vendor in order to avoid or receive reduced expenses and /or provide access to campus for those entities.
- Student Organizations are not to reserve space for events which they are not directly involved in and present at.
- All instances of “fronting” for off-campus groups or commercial vendors will result in an adjustment of all related fees to the For-Profit and Individual rate and may result in the loss of reservation privileges for the student organization and the off-campus vendor.

Recurring Reservations:

Recurring meetings after 5pm Monday through Friday are limited to one per week.

Closed Day

The USC is subject to the University holiday schedule and as such events will not be scheduled on days the University is closed.

Late Requests

Requests that are made after the acceptance processing constraints (refer to Reservation Timeline) will be accepted up to the discretion of the Assistant Director or designee. If an appropriate room is available, it may be assigned, but special services may not be available.

Special services include changes in room arrangements or requests for audio-visual equipment.

Academic Spaces

Meeting and Event Services can request academic space for meetings on behalf of Student Organizations with the following provisions:

- Meeting and Event Services may not be able to accommodate the organization's requested space
- All space requests must come from EMS
Groups of 60 or less will be accommodated
- All meetings will need to be completed before 9pm
- Groups will be responsible for the condition of the room assigned (i.e. desk, chairs, desk-chairs and tables must be put back to the original setup)
- If any of these conditions are not met, RS and the Academic Scheduler have the option to not honor future requests from that organization.

Space Availability and Setup

Information about room setups, rates and availability checks can be found by calling Reservation Services at 727-873-4598 or at <http://www.usfsp.edu/usc/event-planning/for-students/>

Reservation Procedures

Student Organizations

- Must have an updated *All Accountable Officers* form on file with Student Life before reservations can be made
- Reservations will only be accepted from those officers listed on the *Accountable Officers* form
- Reservations are to be submitted within appropriate time frame (please refer to the Reservation Timeline)

Overtime Charges

Overtime charges are applicable to events, which require access to the USC prior to or after posted building hours. Such charges may also apply to events, which extend beyond the confirmed reservation time when that extension occurs after posted building hours.

Special Services

Some events may require special services, which must be arranged through other University departments.

Examples of special services for which there is a normally a charge includes:

- Catering: Charges for catering will be incurred based on the organization's contract with University Dining Services
- Instructional Media Services: Classrooms and some meeting spaces are equipped with academic media equipment that when used for non-class meetings or events can incur charges. Charges for equipment and services will be levied in accordance with IMS's price list.
- Parking: Events that will attract non-students or student from non-USF campuses will need to have parking arrange, rental charges will be levied in accordance with the Parking price list.

- Physical Plant: Special equipment requests may be fulfilled by the Physical Plant. In these situations, rental charges will be levied in accordance with the Physical Plants price list.
- Security: University Police will determine charges for security arrangements.

Outdoor Space Reservations

Reservations may be made for outdoor spaces adjunct to the USC. Available spaces include the

USC Veranda, Harborwalk, Basketball Courts, USC Lawn, and USC East Patio. Student Organizations may arrange for tables and chairs from the Facilities Services, subject to their fees and restrictions. Vehicles are not permitted on grassy areas.

Information Tables

Information tables in the USC and specified outside areas are available to registered Student Organizations.

Prospective users of the Information table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failures to cancel a kiosk reservation twenty-four (24) hours prior to contracted time may result in loss of privilege to use

Information tables space, in accordance with the cancellation policy.

Failure to comply with Information table policies and/or the reasonable requests of USC staff may result in cancellation of the current and/or future Information table reservations.

Procedures

- Tri-folds and displays may be setup on the Information table. Posting on walls, columns, and windows is not permitted.
- At least one member of the reserving organization/department must be present at the table for the duration of the reservation. Representatives must stay behind the Information table or within two feet in front of the kiosk.
- Distribution by means involving shouting, yelling, or physically approaching individuals is prohibited, as is any interference with normal functions or interruption of the free flow of traffic, inside or outside the MPCC.
- Commercial literature may not be distributed in the USC unless approval has been received from the USC administration.
- All literature distributed must clearly identify the organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- Credit card solicitation is not permitted.
- The use of any audio/visual equipment must be approved in advance by RS.
- Information tables must remain in designated area.
- Student Organizations may sell items, which are not in direct competition with items sold by the USF Bookstore, University Dining Services, or other service areas in the USC or on campus. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by USC administration.
- The sale or distribution of any material that is racially or sexually offensive to members of the University of South Florida St. Petersburg community is not permitted.

- The sale or distribution of food items, including baked goods, drinks, candy, etc., is subject to approval by Student Life and Engagement. Other approvals may also be required, depending on the nature of the items offered.

Early or Late Reservation Times

Facilities are available for the specified event time. Organizations are asked to request any needed setup or take down time as part of their reservation. A request from an organization to enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied or incur early/late charges.

Special Security Requirements

Generally, paid security, provided by USFSP-PD, is required at large-scale events that may lead to the disruption of the University environment. Examples include events:

- where alcohol is available,
- with mostly non-USF students in attendance,
- occurring during late evening hours,
- open to the campus community,
- with a history of large attendance.

The University Police will determine if there is a need for paid security, and the number of officers required..

Storage

The USC and Meeting and Event Services are not responsible for items left in the building, and storage space is not normally available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization.

DVD/Video/Movie

Federal copyright law restricts the showing of videocassettes, DVDs and internet to private showings.

Public performance is prohibited without prior written consent of the holder of the copyright. A public performance includes, but is not limited to showing a motion picture (DVD, video, internet):

- in a location open to the public,
- to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge),
- by broadcast or transmission

Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, internet, etc.) must secure a license from a booking agency.

Alcohol Policy

The use of alcoholic beverages by members of the USFSP community is at all times subject to the alcoholic beverages laws of the state of Florida, Pinellas County and the City of St. Petersburg. The full University Alcohol Policy can be found at

<http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>

REGISTRATION AND CONDUCT OF STUDENT ORGANIZATIONS

What is a Student Organization?

A student organization is defined as a group of currently enrolled University of South Florida St. Petersburg (USFSP) students who unite to promote a common interest. Student organizations may include other members of the University community such as alumni, faculty, staff, and administrators as long as 80% of the members are currently enrolled students. Only currently enrolled students can vote on organizational matters. Activity and Service (A&S) fees can only be used to support the student members of the organization. In addition, A&S fee money cannot be used to fund programs or trips designed for students not currently enrolled at the University. USFSP recognizes the vital contributions that student organizations make to the quality of life on campus, however, recognition as a USFSP student organization is not to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of USFSP or its affiliates.

Definition of a 'Student'

According to the University of South Florida Student Code of Conduct, a 'student' is defined as "all persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, non-degree seeking, or professional studies."

Any student group wishing to organize on campus can do so by following the procedures and fulfilling these criteria.

Annual Re-Registration Process for Existing Student Organizations

Existing student organizations are required to register annually with the Department of Student Life & Engagement. All existing student organizations must register online through Blackboard by 5:00 p.m. on the last Friday in September of each year. Any existing student organization that does not submit a registration by the stated deadline will lose its registered status, all A&S fees allocated to the organization, and all rights granted by the registration process. Should the organization desire to register following the deadline, it will have to do so as a new student organization.

2012-2013 Re-Registration Process:

1. Log in to BlackBoard (my.usf.edu)
2. Click the "*Student Life*" tab.
3. On the right side of the screen look for the *wording "Presidents: Update and Manage Your Organizations"*. Click the "*Search*" button next to this line of text.
4. Search for your Student Organization.
5. Click the "Membership" icon on the far right side of the screen.
6. Update your organization's membership, including adding all new members, removing former members, and updating roles of any current members.
7. Verify your advisor's information is correct.
8. Return to the Search page and again search for your organization.
9. Click the "Details" icon on the far right side of the screen.
10. Scroll to the bottom of the screen and look for the button that says "*Re-Register This Organization*".
11. Click this button.
12. Your organization has now re-registered for the 2012-2013 academic year.

Organization Status

Active Status (Registered Student Organization)

Once your organization has completed the entire process in creating a new student organization, it has fulfilled its obligation to become a Registered Student Organization (RSO). Although official registration status does not signify endorsement of your specific ideals or programs by the university, it does give your group an opportunity to utilize university services and facilities.

Membership in the USFSP community, as in any community, not only provides you with privileges but also implies mutual responsibilities. Therefore, in order to maintain Official Registration status, each organization is expected to fulfill responsibilities that include the following;

- Continue to fulfill the purposes set forth by your constitution. A current copy of the organization's constitution must be on file in the Department of Student Life & Engagement. Any revisions to an organization's constitution should be submitted immediately with supporting documentation to confirm appropriate approval of such revisions by the organization's current membership.
- Update your organization's membership, including adding all new members, removing former members, and updating roles of any current members. Any changes of the president, treasurer or adviser must be completed on Blackboard within 24 hours of the change.
- Agree to supply the Department of Student Life & Engagement with a review of the financial records of the organization upon request.
- Comply with all university policies or procedures, as stated in the Student Handbook and Code of Student Conduct.
- Have a current USFSP faculty/staff advisor and maintain advisor's current contact information in BlackBoard.

Any organization failing to comply with the outlined conditions of Official Registration will be deactivated.

Deactivated Status

A student organization may be deactivated at any time. A deactivated group loses all university privileges until reactivation procedures are completed. Deactivation of a student organization by the Department of Student Life & Engagement may occur for the following reasons (non-exclusive list):

- Failure to turn in Officer Listings and Advisor Agreement forms before the September deadline.
- Failure to request "Official Registration" after "Provisional" period (maximum 90 days).
- Failure to make constitution revisions within the 30 day period of the request for revision by the Department of Student Life & Engagement.
- Election of one or more non-students to elected Officer Positions within the organization.
- Evidence of non-student membership comprising more than 20% of the organization membership.
- 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 acting in a manner consistent with organizational goals and/or philosophies. *More information on policies and procedures can be found in the Organizational Responsibilities section of this handbook.*
- Outstanding debts.

Procedure to Reactivate Organization

Reactivation of student organizations who have previously been deactivated occurs at the discretion of the Department of Student Life & Engagement.

CONTINUED REGISTRATION

Once the official registration is attained the student organization must continue to comply with the following:

- **Complete Annual Re-Registration process** : Any changes to officers or advisors must be updated within 24 hours after the change occurs.
- **Finances**: An agreement to supply the Department of Student Life & Engagement with a review of the books and records of the organization upon request.
- **Membership Roster**: The membership roster associated with the Re-Registration process must be maintained and updated. All organizations must have a minimum of five (5) members to remain active.
- **Current Constitution**: A current copy of the organization's constitution must be on file in the Department of Student Life & Engagement. Any revisions to an organization's constitution should be submitted immediately with supporting documentation to confirm appropriate approval of such revisions by the organization's current membership.
- **Insurance**: As student organizations are entities independent from the University, the University cannot provide insurance protection for student organizations. Student organizations are encouraged to consider procuring general liability insurance for all purposes and insurance to protect any property of the organization.
- **Conduct of Business**: All members shall be entitled to attend any scheduled meeting and records shall be available to all members. All student organizations are encouraged to post public notices for upcoming meetings.
- **Conformance to law and regulations**: Each student organization's membership, purposes, and activities will conform and comply with the United States Constitution, the laws of the State of Florida, policies of the University of South Florida, and purposes set forth in the state's constitution. The organization is independently and solely responsible and accountable for the conduct and all actions of the organization and its members. Any violation of law, Board of Trustees policy, or rules and regulation of the University will be considered as violations by the organization and its officers and, in cases involving deliberate, intentional complicity or assistance in such violation by other individuals, shall also be considered as violations by those individuals.

Creating a New Student Organization

View student organization documents online at http://www.usfsp.edu/studentlife/student_organizations/	1
Find a current and active USFSP faculty/staff advisor and obtain their NetID to add them on BlackBoard.	2
Find 5 currently registered students who support your organization and obtain their NetID's to add them on BlackBoard.	3
Submit online request through BlackBoard to start a new student organization. This is where the NetID's you have collected will be input. You will also include an Organization Purpose and Reason for Establishing Organization: <ol style="list-style-type: none"> a. Log in to BlackBoard (my.usf.edu) b. Click the "Student Life" tab c. Locate Request the creation of a new Student Organization and click on "Request" d. Enter the requested information - <u>Note that this information will be publicly viewable.</u> 	4
You will receive a confirmation email from the Leadership Development & Programming regarding your request. The next step is to meet with staff from Leadership Development & Programming by calling 727-873-4500 or stopping by the office located in PRW 102. At this meeting your organization request will be either approved or denied.	5
If approved, your organization enters "Provisional" status. An organization may only remain provisional for 60 days. Within that time, your organization must complete the entire process outlined here or it will be made inactive for a minimum of 1 semester.	6
Update your organization information: <ol style="list-style-type: none"> a. Organization general information (meeting time/location/etc.) b. Contact information c. Membership (update roster and member roles) 	7
Get a current and approved constitution on file with Department of Student Life and Engagement: <ol style="list-style-type: none"> a. Submit constitution drafts to Department of Student Life and Engagement for review b. Confirmation will be sent when approved 	8
Confirm with Department of Student Life and Engagement that all other requirements have been met and request a review for change of organization status. If all requirements are met, the Organization enters "Active" status.	9
Maintain "Active" status by fulfilling all requirements and guideline of the university and the Department of Student Life and Engagement.	10

New Student Organization Checklist

1. Submit online request to start a new student organization along with a proposed constitution for the organization through BlackBoard.
 - Constitution Guidelines & Sample are available online
http://www.usfsp.edu/studentlife/student_organizations/forms.htm
2. Schedule a meeting with Leadership Development & Programming by calling (727) 873-4500 or stopping by the office in PRW 102.
 - Organization enters Provisional status
3. Organization Must Complete the Following Requirements within 60 Days of entering Provisional status. (Failure to meet requirements within 60 days, organization is made inactive for a time period of no less than 1 semester)
 - Find Faculty/Staff Advisor (Must have a current USF NetID)
 - BlackBoard Online Information completed and submitted for Organization
 - Organization General Information
 - Advisor Info
 - Must Have registered 5 members in BlackBoard Membership Section
 - Constitution on File and Approved with the Department of Student Life & Engagement.
 - E-mail confirmation will be sent when approved
4. Confirm Fulfilling All Organizational Requirements with the Department of Student Life & Engagement.
5. Organization enters Active status.

STUDENT ORGANIZATION WEB PAGES

All officially registered organizations of the USFSP St. Petersburg campus are permitted to design web pages that may be connected to the Department of Student Life & Engagement portion of the campus's home page.

To be connected to the USFSP St. Petersburg home page, the following criteria must be met.

- Page design and maintenance are the responsibility of the organization.
- Information on web pages is expected to be updated and consistent with University policy.
- Organization pages are to be linked to the home page via the Department of Student Life & Engagement Student Organization page.
- Organization pages must reside on an outside account and cannot be placed on the campus server.
- Policies governing student organization web pages
- If an organization becomes inactive, the web page for that organization will be discontinued.
- If the web page is not properly maintained or the link is not viable, the page will be discontinued.

Unregistered Student Organizations

General Principles

The University of South Florida St. Petersburg respects the right of students to associate in order to express commonly shared viewpoints *but does not support or endorse unregistered student groups*. Students who knowingly affiliate with an unregistered student organization may be held individually responsible for individual actions stemming from membership in the organization.

The Student Organization Handbook defines a student organization as a group of currently enrolled University of South Florida students who unite to promote a common interest. Unauthorized expansion activities such as “campus crashing”, “ghost lines”, recruiting or soliciting membership, pre-initiation activities, pledging, educating and/or initiating USFSP students without having approved recognition through the Department of Student Life & Engagement is not permitted by the University. At this time USFSP is reviewing the possibility of establishing fraternities and sororities on campus. Until such time as a formal review can be completed, fraternities and sororities are not offered as an involvement opportunity.

Only an organization that is officially registered by the University as defined in the Student Organization Handbook may use the name or likeness of the University, an abbreviation of the name of the University, and/or any of the University’s trademarks or service marks as part of or in conjunction with its group name. Under no circumstances should an unregistered student organization represent itself (written or verbally) as a registered student organization.

Risk and Concerns related to Unregistered Student Organizations include:

- Limitations on an organization’s ability to operate
- Potential liability for the individuals who solicit or promote participation in an organization in a manner that may suggest that an organization is registered when in fact it is not
- Prohibition on access to resources offered by the University of South Florida St. Petersburg
- Inability to include participation on student transcript

Upon notification regarding an unregistered student organization, the University may:

- Notify the national organization of the action and place such organization on notice regarding expansion guiding principles and expectations.
- Notify USFSP students who are members of the group that they may unknowingly be violating the Standards for Student Organization and the Student Code of Conduct.
- Place the student organization on the list of non-registered student organizations to be published via website and print material where appropriate.
- Direct individuals to cease and desist if any misrepresentation or false statements are included in communication to USFSP students.
- Refer individual students to the Office of Student Rights and Responsibilities in the event of a Student Code of Conduct violation.

ADVISORS

All student organizations are required to have an advisor. The advisor must be a current USFSP faculty, staff or graduate assistant and have a valid USF email address and NetID. The Department of Student Life & Engagement is available to help you in connecting with potential faculty or staff advisors for your organization. Advisors are extremely important in helping your organization keep on track!

It is important to find an advisor that you have a close relationship with or one that has an active interest in the student organization you are starting. Ask faculty or staff members you are close with; odds are that if they cannot serve in the advisor role, they know of someone who can.

For more information about selecting an advisor, please contact the DSLE.

Advisor Roles

The advisor of an organization can serve in a number of roles. They can include:

- serve as a role model
- serve as a sounding board for new ideas
- support the group, and the individuals in the group
- possess knowledge of policies which may affect the organizations programs
- connect the organization to university policy makers
- provide continuity from year to year as student leadership changes
- encourage a diverse approach to leadership, membership, and programming
- connect the organization with various campus resources
- assist cutting through administrative red tape
- bolster support for other related academic and administrative departments
- understand the rules and regulations pertaining to the organization
- facilitate learning by encouraging the student to tackle tough issues and learn from their experiences
- be a guide
- encourage effective communication and interpersonal relationship skills
- understand the implications of group dynamics
- provide a broad perspective on issues and problems by sharing experiences and expertise
- mediate group and individual conflicts when called upon to do so
- stimulate creativity and motivation
- recognize student leaders.

Student organization leaders should meet regularly with their advisors, and they should invite the advisor to organization meetings, executive board meetings, and programs/events. Have a conversation with your advisor to determine how active he/she will be with the student organization and executive board.

Advisor Responsibilities

An advisor's responsibilities can include, but are not limited to the following:

- assisting in the development of the organization and its members;
- interpreting University policies and regulations (*More information on university policies and procedures can be found in the Organizational Responsibilities section of this handbook*);
- providing financial and budgetary advice and insuring that University policies and procedures, as well as A&S statutes, are followed;
- signing or co-signing appropriate University forms when necessary;
- attending as many organizational meetings and functions as possible;
- meeting with organization officers or membership to discuss the progress and direction of the group;
- being available to the officers and membership;
- serving until a successor is appointed, if for any reason it is not possible to continue as the advisor to the organization.

Advisor Liability

Advisors to student organizations accept an added responsibility. The type of liability or risk for the advisor varies greatly depending upon the type of organization. What follows are some suggestions to assist with an advisor's responsibility regarding liability issues or concerns:

- It is important to be aware of University policies and regulations as they effect student

organizations. The Student Organization Handbook and Student Involvement website are great sources for University rules and regulations. The staff members in the Department of Student Life & Engagement can also serve as resources for you if you have specific concerns or questions.

- Try to anticipate risks which may arise out of any decision or situation, and then discuss with the officers what they can do to minimize risks. Regardless of what organization or activity is involved, there will always be an opportunity for something out of the ordinary to happen. However, if decisions are made consistently and in good faith, and reasonable precautions are taken, then the risk involved can be minimized. The University attorney is available to assist you with this and other issues.
- Advisors should never enter in to contracts on behalf of a student organization. All contracts must follow student organization contracting procedures and consultation with the Department of Student Life & Engagement. By signing or verbally agreeing to any contract, the advisor becomes personally liable.

ORGANIZATION'S RESPONSIBILITIES

All Registered Student Organizations are required to comply with all University policies, procedures and guidelines as outlined in the Student Code of Conduct, Student Organization Handbook, and the Standards for Student Organization Conduct. Additionally, all student organizations must comply with all guidelines set forth by the Department of Student Life & Engagement.

Student Organization Standards

Through their formation and registration, Registered Student Organizations (RSO's) are members of the USFSP community. With this membership come both benefits and responsibilities. The USF System/USFSP Student Code of Conduct and the Standards for Student Organization Conduct form the basis for behavioral expectations in the University's community for both individual students and RSO's

The USF System/USFSP Student Code of Conduct and the Standards for Student Organization Conduct are designed to protect the health, safety and welfare of members of this community so that they may pursue their educational goals without undue interference. In addition, the Code of Conduct helps to foster student's personal and social development, to maintain and enhance the ethical climate on campus, and to better prepare students to handle the responsibilities of citizenship. The following standards are designed to instill within the individual the necessity to develop a personal set of higher standards and to exercise personal self-discipline.

RSO's are expected to adhere to the USF System/USFSP Student Code of Conduct and the Standards for Student Organization Conduct. Violations of the Code and Standards by RSO's will be adjudicated within the Department of Student Life & Engagement. In attempting to resolve any infractions, the primary intent of the accountability process will be to educate members of the organization while holding them accountable for violations committed. Furthermore, it is our desire to encourage critical decision making skills that may prevent future offenses.

RSO's may be held accountable for a violation of the USF System/USFSP Student Code of Conduct and/or the Standards for Student Organization Conduct when one or more members or guests commit an offense, and any of the conditions below apply:

- Is sanctioned by an officer of that same organization
- Organization funds are used to finance the venture
- Is substantially supported by the organization's membership
- Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
- The organization fails to report or chooses to protect those individuals

- When the behavior relates to the good name of the University, the integrity of the educational process, or the safety and welfare of the University community either in its public personality or in respect to individuals within it.

Reasonable steps should be taken by RSO's to prevent infractions of university regulations. Such steps include a clear establishment of standards (preferably in writing), documented educational sessions for members regarding the standards, and established and documented enforcement of standards when violations occur. The RSO has the duty to take clear and firm action to prevent and/or cease the behavior in question.

If it is alleged that a Registered Student Organization (RSO) or its members have failed to comply with University policies or procedures, the University may conduct an investigation and render sanctions as it deems necessary. Failure to comply with University policies and procedures may result in a variety of penalties, including but not limited to suspension or the revocation of registration. A student organization that is suspended or no longer registered by the University loses all privileges and benefits granted to student organizations. Additional sanctioning may occur by the University to individual members of an organization if it is determined that members of a student organization violated the USF System/USFSP Student Code of Conduct and/or Standards for Student Organization Conduct while acting in accordance with student organization principles and/or philosophies.

Standards for Student Organization Conduct

The University of South Florida St. Petersburg is committed to maintain a safe and healthy living and learning environment for students, faculty and staff. Student organization behavior that is not consistent with the Standards for Student Organization Conduct is addressed through an educational process that is designed to promote safety and good citizenship, and when necessary, impose appropriate consequences.

Student Organization Member Responsibilities

Members of student organizations are expected to be good citizens and to engage in responsible behaviors that reflect well upon their student organization and USFSP; to be civil to one another and to others in the campus community; and to contribute positively to student life. Individual students can also be held accountable for violations of the USF System/USFSP Student Code of Conduct in addition to organizations being held accountable for violations of the Standards for Student Organization Conduct and other pertinent University policies and procedures.

The following Standards for Student Organization Conduct are meant to ensure that all student organization officers and members understand and accept responsibility for their actions and the actions of their members and guests.

Application of these Standards

The Department of Student Life & Engagement exercises jurisdiction over registered student organization and member conduct. This includes all registered student organizations and intramural teams and sport clubs. Action by the Department of Student Life & Engagement will be reported to the Office of Student Rights & Responsibilities. Individuals who are alleged to have violated the USF System/USFSP Student Code of Conduct (<http://usfsp.edu/srr/code.htm>) as a part of a student organization violation of the Standards for Student Organization Conduct will be referred directly to the Office of Student Rights & Responsibilities.

Sanctions for violations of the USF System/USFSP Student Code of Conduct may include actions such as withdrawal of registration, suspension of registration for a period of time, probation, restriction of privileges, restitution, and educational directives.

Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of USFSP, is within the jurisdiction of these Standards, regardless whether it occurs on or off campus.

Process

The Department of Student Life & Engagement, along with the Office of Student Rights and Responsibilities, each have responsibility for adjudicating cases of alleged student organization misconduct. Allegations are generally made in writing but USFSP reserves the right to proceed with a hearing without a written complaint. **In cases where it is determined that the safety and welfare of a student or students is immediately at risk, an organization can be provisionally suspended until such time that an investigation and hearing can occur.**

When a report is received of a student organization's alleged misconduct, a letter will be sent to the President of the student organization, as the representative of the organization, to schedule an initial investigation. The letter will notify the President of the alleged charges. An investigating officer will conduct an investigation regarding the alleged violations. After the investigation is completed, a hearing officer will be charged with hearing the case if charges are to be filed. The President of the organization will be notified of the hearing and the hearing officer responsible for hearing the case. The President shall have the opportunity to challenge the impartiality of the hearing officer within 2 business days of notification. An administrative hearing officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the hearing officer to proceed without regard to challenge. The hearing officer will make a determination if the organization is responsible or not responsible for the alleged charges. If the organization is found responsible for the alleged misconduct, the President will be issued a sanction(s).

The President, acting on behalf of the organization, may appeal the decision of the hearing officer. Appeals can be made only on the basis of the availability of new information; and/or accusations that the hearing was conducted unfairly; and/or that the sanctions imposed were inappropriate for the violations. If the President chooses to appeal the finding of the hearing officer, a written appeal must be submitted within 5 business days of the notification of the decision to the Department of Student Life & Engagement. If the appeal is granted, the Department of Student Life & Engagement will schedule an appeal hearing. The President will be notified of the final decision from the appeal hearing within 10 working days.

All formal hearing proceedings shall be recorded by audio tape or video. Deliberations shall not be recorded. The record will be the property of the USF system. A student and his/her advisor may not record any proceeding but may request a copy of the recording, if available. Records will be maintained according to our record retention schedule.

Please note that all hearing officers are trained by the Office of Student Rights and Responsibilities. All decisions regarding student organization conduct will be communicated to the Office of Student Rights and Responsibilities.

Governance

All student organizations are required to be registered by USFSP through the registration process administered by the Department of Student Life & Engagement. Registered student organizations are subject to USFSP governance and are responsible for the conduct of their members and guests. Governance pertains to USF and USFSP policies and procedures, including local, state, and federal laws, to which all student organizations are held responsible.

Unacceptable Student Organization/Member Behaviors

- 1. Theft** - The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services provided, owned or maintained by the USF system or by any person. "Services" includes, but is not limited to, unauthorized copying of software and acts considered to be in violation of copyright laws.
- 2. Misuse of Property** - Destruction, damage, misuse, or defacing of, or unauthorized entry into or otherwise accessing USF system buildings or property, private property and personal property, on the campus of the USF system.

3. Misuse of Materials - Unauthorized accessing, removing, duplicating, photographing, and/or forging, counterfeiting, altering or misusing of any USF system material (including USF system intellectual property), file document or record, computer records, software, data files and similar entities owned or maintained by any member of the USF system faculty, administration, staff, or student body.

4. Weapons, Firearms, or Explosive Devices - The unauthorized possession, storage, use or sale of any weapon (lethal or non-lethal), firearm, or any incendiary, explosive or destructive device. This includes but is not limited to, dangerous chemicals, air soft guns, Chinese stars, paint ball guns, fireworks, swords, and ammunition. This also covers any item used as a weapon to cause actual physical harm or threaten physical harm. Please also refer to the USF Weapons Policy (6-009).

5. Harassment - Conduct which creates an unsafe, intimidating or hazardous situation that interferes with the ability of a USF system student or employee to study, work, or carry out USF system functions.

6. Stalking - To follow another person or repeatedly interact with a person so as to harass that person.

7. Hazing - As used in this regulation, "hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law."

8. Disorderly Conduct - Breach of peace, such as causing a disturbance or being unruly.

9. Disruptive Conduct - Actions that impair, interfere with or obstruct the orderly conduct, processes and functions of the USF system. Disruptive conduct shall include, but not be limited to, the following:

- a. Interference with freedom of movement or with the right to address an audience of any member or guest of the USF system.
- b. Impeding or interference with the rights of others to enter, use or leave any USF system facility, service or scheduled activity, or carry out their normal functions or duties.
- c. Interference with academic freedom and freedom of speech of any member or guest at the USF system.
- d. Actions that disrupt, endanger, or disturb the normal functions of the USF system or the safety of a person or persons.

10. **False Alarm** - Issuing a bomb threat or other warning of impending disaster without cause. Intentional misuse, disabling, or tampering with any fire alarm or fire safety equipment.

11. **Threats of Violence** - An intentional threat by word or act to do violence to a person or persons.

12. **Injurious Behavior** - When one person actually and intentionally touches or strikes a person or persons against his/her will, or intentionally causes bodily harm to him/herself, or others.

13. **Reckless Injurious Behavior** - Conduct that may be unintentional, but is with conscious disregard for its consequences to person(s) or property and results in actual or potential damage, injury, or harm to a person(s).

14. **Sexual Battery/Rape** – Sexual battery is the oral, anal or vaginal penetration by or union with a sexual organ of another or anal/vaginal penetration by another object. The act is performed against the victim’s will or without her/his consent. An individual who is mentally incapacitated, asleep or physically helpless or unconscious due to alcohol or other drug consumption is considered unable to give consent. The type of force employed may involve physical violence, coercion or threat of harm to the victim.

15. **Sexual Misconduct** – Including sexual harassment; or the unwanted touching of another’s sexual parts without consent; or obscene or indecent behavior which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to other; or public indecency; or voyeurism.

16. **Misuse or Possession of Illegal Drugs** - Possession, use, sale or attempt to obtain any illegal drug. The term “drugs” includes, but is not limited to, any narcotic drug, central nervous system stimulant, hallucinogenic drug, barbiturate, or any other substance treated as such and defined by the law. Further, the unauthorized possession or use of a regulated or controlled substance, including prescription drugs and paraphernalia used for drugs is a violation. Attending class, an organizational meeting or other USF system event that is specific for an educational purpose while under the influence of drugs, as noted in this section, is a violation.

17. **Gambling** - Conducting or organizing any form of gambling. Gambling can include, but is not limited to, charging admission to events where a prize will be awarded to a winner (or winning team). Such events might be card games and video game tournaments.

18. **Misuse of Alcohol** - Failure to abide by the USF system Alcohol Policy (30-006) and all USF system protocols and policies and state and federal law regarding alcohol. Specific Code of Conduct standards include but are not limited to:

- The sale of, or intent to sell, alcohol without a proper license;
- Providing alcohol to any person who is not of legal age to possess or consume alcohol;
- Possession or consumption of alcohol by persons not of legal age;
- The operation of a motor vehicle by a person under the age of 21 while having a blood alcohol level of .02 or higher;
- The operation of a motor vehicle, by an individual of any age, under the influence of alcohol;
- The consumption of alcohol on streets, according to local ordinance;
- Public intoxication;
- Conducting an open house party which can include, but is not limited to, an event at which minors may possess or consume alcohol;
- Attending class, an organizational meeting or other USF system event that is specific for an educational gain while under the influence of alcohol is a violation.

19. **False Information** - Knowingly making a material false oral or written statement to any USF system official.

20. **Bribery** - Offering or accepting a bribe or inducement that would impinge upon or compromise the integrity of academic work product, student performance, or the unbiased and professional duty of faculty and staff of the USF system.

21. **Failure to Respond to Instructions** - Failure to comply with authorized official requests (oral or in writing) from or in agreement with USF system officials acting in accordance with their assigned duties.

22. **USF policies and/or Local Ordinance, State or Federal Law** - Such policies include, but are not limited to, the following:

(a) Inappropriate Use of Technology Resources:

- Unauthorized access, alteration or destruction of another user's data, programs, electronic mail or voice mail.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- Attempts to modify computer systems or software in any unauthorized manner.
- Transmitting unsolicited material such as repetitive advertising, chain messages, or unofficial mass mailings, phone text messages (SMS), or instant messages (IM).
- Transmission of threatening or abusive emails or publishing of material that violates USF system rules, regulations, policies or the Student Code of Conduct.
- Release of confidential, proprietary, or protected information, unless otherwise required by state or federal law.
- Attempts to masquerade as another user, hide your identity, or attempts to monitor network traffic

(b) Commercial Solicitation: The University prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements. Additionally, no material of any kind may be placed on automobile windshields.

(c) Use of the University Logo or Marks: The use of the name, logo and symbols of USF are registered federal trademarks owned exclusively by the University of South Florida. Use of these logos and marks is prohibited without the express permission of the University.

23. **Violation of Probation** - Failure to abide by the conditions of probation which resulted from previous behavior that was deemed unacceptable at the University level.

24. **Pledging and New Member Intake**- Student organizations that are not in compliance with pledging/new-member education requirements as outlined in their local and national constitutions and/or bylaws and/or Department of Student Life & Engagement or Office of Fraternity & Sorority Life procedures related to new member processes.

25. **Guests**- Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).

26. **Discrimination**- The University of South Florida St. Petersburg(University/USF) is a diverse community that values and expects respect and fair treatment of all people. The University strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The University protects its faculty, staff, and students from discrimination and harassment based on sexual orientation.

27. **Outstanding Debt**- Debts which are not paid in a timely fashion to University departments or

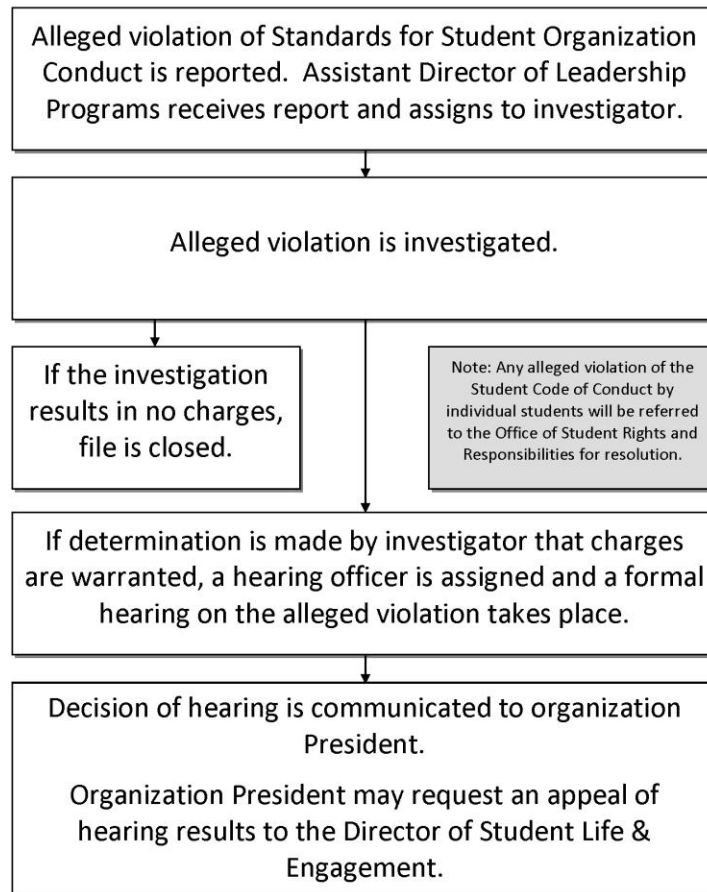
entities.

28. Adherence to Individual Student Organization local and national policies – Failure to abide by the governing rules of the individual student organization including the student organization’s constitution, by-laws, and/or national governing policies of procedures.

29. Posting and Advertising- Student organizations are responsible for adhering to all University posting and advertising policies. Organizations are responsible for knowing the appropriate procedures for the area in which they are advertising and/or posting materials. Chalking on campus is permitted but within advertised guidelines. Student organizations are specifically restricted from using university funds to produce advertisements that promote alcohol events. Commercial solicitation is expressly controlled **(22)**.

A diagram of the discipline process as it relates to Registered Student Organizations at the University of South Florida St. Petersburg is below:

University of South Florida St. Petersburg Standards of Organization Conduct Flow Chart



Off-Campus Checking Accounts and Tax Identification Numbers

It is often beneficial for student organizations to have an off-campus checking account to deposit dues and any revenue generated from fundraising that did not involve student activity fees. By having an off-campus checking account, student organization leaders can more readily make payments and purchase items. It is beneficial for the group to have at least two signatures on each check to ensure that fraudulent spending does not occur.

If your organization is looking to establish an off-campus checking account, you will need to receive a tax identification number from the Internal Revenue Service (IRS). You can contact the IRS at the following number, (800) 829-4933 or visit their website, www.irs.gov, and look for form SS-4. Please make sure that you are requesting a tax identification number and not a tax exempt number. There is a fee associated with a tax exempt number; whereas a tax identification number is free. In order to establish an off-campus checking account or receive donations, businesses/banks require you to have a tax identification number.

Please note, the Department of Student Life & Engagement does not maintain information about off-campus checking accounts. All details and account information must be maintained within the student organization. It is highly recommended that student organization advisors are involved with the creation and maintenance of off-campus checking accounts.

The USF Federal Credit Union frequently serves student organizations by providing checking accounts. The Department of Student Life & Engagement will provide a letter for organizations to verify registration to establish an account at the USF Federal Credit Union.

When a student organization ceases to exist for a time period of one year or more, and a bank account is not closed by the organization, the Department of Student Life & Engagement reserves the right to close the account and transfer any money remaining in the account to either another registered student organization with a similar mission and/or purpose or to an auxiliary account dedicated to supporting student organization development.

CAMPUS POSTING POLICY

The campus policy for posting of notices announcing meetings, events and activities of the campus community is designed to provide for consistent, convenient, visible and uncluttered appearance throughout campus.

Materials may not be hung for longer than two weeks. An organization is responsible for hanging and removing all materials in approved areas only. An organization is responsible for following all guidelines regarding posting and can be in violation of the student organization handbook for any misuses or inappropriate use of posting locations.

For USFSP events and organizations, notices may be placed at the following locations:

- ◆ Bulletin boards in the stairways of major buildings.
- ◆ Other Student Affairs designated bulletin boards within major buildings.
- ◆ Davis Hall first floor lobby bulletin boards.
- ◆ Exterior/interior portable bulletin boards and in Davis Lobby and the Coquina Club.
- ◆ On tables in Davis lobby and Coquina Hall dining center when submitted as table tents.

USFSP events and organizations are permitted to advertise in the following locations:

- ◆ Sidewalk chalk notices at designated building entry points (where rain can wash away).

- ◆ On building exterior walls if hung by rope, etc. for selected events/occasions.

For non-USFSP organizations and events, notices will be placed on bulletin boards designated for “Open Posting” in the following locations:

- ◆ The stairwell of Bayboro Hall nearest 7th Avenue.
- ◆ The first floor lobby of Davis Hall.
- ◆ The stairwells (2) of Davis Hall nearest 7th Avenue.
- ◆ The stairwell of Coquina Hall nearest the Campus Bookstore.
- ◆ The second floor of Coquina Hall and Davis Hall.

This policy is not meant to provide for jurisdiction over academic and other campus departmental bulletin boards, which shall remain in the purview of the respective units.

CAMPUS SOLICITATION POLICY

The following policy applies to the use of the University of South Florida St. Petersburg campus by groups, organizations or individuals not associated with USFSP for the purpose of:

- Disseminating information through the distribution of leaflets, handbills, newspapers, books, and other materials containing expressions, information, opinions, and ideas.
- The sale or promotion for sale of services or merchandise of any kind. A special discount must be offered to USFSP students when purchasing goods or services.
- Use of USFSP by outside groups for the purpose of disseminating information shall be limited to the campus grounds. No buildings, other than the Davis Lobby, are to be used at any time by such groups, organizations, or individuals for the aforementioned purposes.
- The sale of goods or services of any kind by a non-student, must be approved by the Department of Student Life & Engagement through the use of an official “Vendor Agreement”. Student Organizations may not enter into a vendor agreement without prior approval from the Department of Student Life & Engagement.
- An outside group, organization or individual seeking use of the USFSP campus must provide **five days** prior notice of its intention, by completing a Facility Reservations Request Form with Reservation Services in the Campus Activities Center. The request must include the following information:
 - a) Names of individuals requesting use of the campus
 - b) Date of use
 - c) Time of arrival and departure
 - d) Approximate number of individuals participating
 - e) Description of materials and manner of distribution
 - f) Name, address, and telephone number of person making request
- The outside group or individual may at no time impede the free flow of people and/or traffic on campus. In addition, at no time should people be approached or harassed. The university reserves the right to designate appropriate locations for use by outside groups, and restrict the number of groups, organizations, or individuals engaging in any of the aforementioned activities at any one time or location.
- Permission to use campus facilities may be denied if it has been determined through proper inquiry that the dissemination of information and opinions constitutes a clear and present danger to the university’s orderly operation.

- A representative of the organization, group, or individual shall pick up an authorized Facility Reservations Request Form from the Campus Activities Center prior to the distribution of any materials or information. The Facility Reservations Request Form shall be carried on the person of one of the individuals at all times while on campus and shall be made available for inspection by campus police or any member of the administration upon demand.

Distribution of Literature

The University prohibits the posting, distributing, stacking or placement in racks of any commercial material or advertisements. Additionally, no material of any kind may be placed on automobile windshields. Other non-commercial material or literature, the author of which is identified, may be handed out in any outdoor University location open to the general public. Other non-commercial speech activities are permitted in outdoor University locations open to the general public exclusive of sidewalks, building entrances or other areas where normal traffic may be obstructed.

Additionally, RSO's are not permitted to advertise events on or off campus where alcohol will be sold or given away. RSO's furthermore cannot use any A&S fees to produce advertisement for events where alcohol will be sold or given away. This includes utilizing university computers and printers to produce such advertisement.

Student organizations have a responsibility to distribute materials in a responsible way so that it does not litter the campus. RSO's cannot post flyers and materials on trees, sidewalks, or other non-approved posting areas. RSO's will be responsible for conducting clean-up for any materials that do litter the campus and the associated costs.

Temporary Campus Signage Policy

Student organizations may promote their organization or campus event by using large above ground signs. Approval requests will be based on factors such as the number of other requests received, other campus events occurring at the same time, etc.

For any major campus activity, a maximum of six large, above ground, non-electric signs may be posted at designated locations. Non-fabric signs must be no larger than 4'x4'. If larger signs are requested, special approval must be obtained. Signs must not block passageways, obstruct any building, or otherwise unreasonably distract or interfere with members of the university community in carrying out normal business. Signs should not be placed in a manner that would block a driver's vision at an intersection. All signs must be removed within 48 hours after the scheduled event.

Directional signs for meeting and conferences being held on campus may be posted at specific locations after approval by Campus Police.

University Hazing Policy

The University of South Florida St. Petersburg prohibits any form of hazing of its students, at any time, or at any location. The University will respond swiftly to investigate reports of alleged hazing received from any source, and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for prosecution as a criminal matter, or both. To that end, hazing is a violation of the Student Code of Conduct and illegal as defined in the Florida State Statute 1006.63.

A faculty member, staff member or student who observes hazing of any person or persons who may be USFSP students should immediately report the matter to the Department of Student Life & Engagement, Campus Activities Center 127, (727)873-4180, or to the Campus Police (727) 873-4140. Students who know, or suspect, that hazing has taken place are strongly encouraged to report it to the Director of Student Life & Engagement. Employees of USFSP are required to report such information.

"Hazing" as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution, regardless of a person's willingness to participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations of the USF system or applicable state law."

Non-Discrimination Policy

The University of South Florida reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, age, marital status, disability, or status as a disabled veteran or Vietnam era veteran. This policy applies to all programs and facilities including, but not limited to, admissions, educational programs, employment, and patient and hospital services. Any discriminatory action can be a cause for disciplinary action. Discrimination is prohibited by Executive Order 11246 as amended, Title VI and VII of the Civil Rights Act of 1964, Title IX, Sections 503 and 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Vietnam Era Veterans Readjustment Assistance Act of 1972 as amended, other federal and state statutes, regulations, and University policy. Additional information can be found at <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>

University Alcohol Policy

The University of South Florida's Alcoholic Beverage Policy establishes guidelines for sale, service, and consumption of alcoholic beverages on the campus in compliance with applicable federal and state laws, municipal ordinances and our concern for the health and safety of the campus community. This policy establishes areas where alcoholic beverages may be served and consumed and areas where alcoholic beverages may be sold. The policy also establishes approval procedures for programs and activities where alcohol is to be served, as well as penalties for individuals or groups found to be in violation of the policy.

The full text of the policy can be found at the web address listed below:

http://www.usfsp.edu/studentlife/student_organizations/Resources.htm

DVD/Video Copyright Law Guidelines

Federal copyright law restricts the use of videocassettes and DVDs for private showings and prohibits their public performance without prior written consent of the holder of the copyright. A public performance includes, but is not limited to, showing a motion picture in a location open to the public, showing a motion picture to a selected group of people gathered in a location not open to the public (i.e. residence hall floor or lounge), or showing a motion picture by broadcast or transmission. Student organizations choosing to publicly show a motion picture in any form (film, VHS video, DVD, etc.) must secure a license from a booking agency. For a list of booking agencies, please see the Office of Student Organizations. Videos or DVDs that are rented or purchased from a retail outlet are for home use only and cannot be shown on campus without the appropriate license from an approved booking agency.

Guidelines for Usage of University Logos and Trademarks

USF has registered its names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Permission is required before they may be reproduced. The use of the University's marks on a website or t-shirt is also protected by federal trademark laws.

Student organizations are encouraged to use green and gold when designing t-shirts and other clothing. Alternate colors we encourage include white, yellow, tan, gray and black. Any student organization wishing the use the USF logo or mark must have prior approval from the University Relations Office. Please contact Matt Morrin at mmorrin@usfsp.edu.

Student organizations wishing to use any of the athletic logos including the iconic U must get approval from Athletics. To use this artwork, logos must be in the approved colors. The logos cannot be used if the shirts or other items are going to be used as a fundraiser for the organization. All requests for use of any of the athletic logos must be submitted to Ayo Taylor-Dixon at ayo@admin.usf.edu.

Fundraising

Each student organization may engage in fundraising activities, the proceeds which may be devoted to the activities and projects of the organization itself in furtherance of its goals and objectives, subject to the following rules and regulations:

1. Registered student organizations desiring to engage in fundraising activities must secure approval at least **five (5)** working days in advance from the Department of Student Life & Engagement. A Fundraising Application must be completed and returned to the Department of Student Life & Engagement. The Department of Student Life & Engagement will notify the petitioning student organization of the approval and conditions for the solicitation of funds or denial of the fundraising request. If the request is denied, the reasons for denial will be stated. If the request is approved, calendar clearance and the conditions for solicitation of funds will be given with approval.
2. Fundraising activities that require the use of University space or facilities (which must be reserved in advance) may be limited by space availability.
3. All funds raised must be reported to the Department of Student Life & Engagement upon request. (Note: Where an organization uses A&S Fees to finance the fundraising, all proceeds from the sale must be deposited in the proper A&S Account. These funds will be available to the student organization to supplement their approved budget.)
4. An organization's privilege of engaging in fund-raising activities is subject to immediate cancellation if the methods used are disorderly, improper, or if they annoy or otherwise interfere with any individual rights to privacy and freedom from harassment.

Fundraising

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

Funds which are generated by student organizations, not using A&S fees, can be placed in off-campus accounts. If these revenues were generated from A&S funds, they must be deposited into your on-campus A&S fee account and cannot be spent on the purchase of alcohol, drugs, or other illegal activities, nor can they be used for personal gain. Always be aware that your organization is using the USFSP name, and funds should be managed appropriately. Monies generated must be in compliance with all federal, state, and local laws, USF, USFSP and A&S policies, regulations, and guidelines.

Groups can use campus facilities to host fundraisers. Reservations can be made for tables in the Campus Activities Center through the Reservations Services Office and by completing the form located at <http://www.usfsp.edu/studentlife/documents/OnCampus.pdf>. In the event your organization is hosting a fundraiser that requires ticket sales, please consult with the Reservation Services Office for specific information and assistance. *More information regarding university facilities and rates can be found at http://www.usfsp.edu/studentlife/campus_activities_center/Off-Campus.htm.*

Please remember that the intent of providing student organizations with A&S fee funding is to provide free and open events/programs for all USFSP students. Charging admission fees for an A&S fee funded event is a violation of Student Government statutes.

What Can Fundraising Do for Your Organization?

- Fundraising can provide unity within an organization. Fundraising will get people thinking up creative ways to attain the cash they need. If your organization is larger than normal, form a fundraising committee to assist in this process.
- Fundraising can provide unity between organizations. If the job just seems too large for your committee to handle alone, try sharing the responsibility with another organization by co-sponsoring an event.
- Fundraising can educate people about an important issue. If at all possible try making your fundraising idea an informative one. Holding a certain event may teach attendees as well as organization members about an important issue.
- Fundraising can inform others about your organization. It can never hurt to let people know what the purpose of your organization is. You will probably find that this process is very beneficial. Not only will it increase awareness about your organization, it will also help motivate your members to participate because the fundraiser is directly tied to the purpose of the group.
- Fundraising can create a huge, blockbuster event for campus. With every event that is planned, there is always room for success. Maybe your fundraising idea will be so successful that it becomes an organization tradition. It may even become an event students expect to attend again and again. See if you can make organization history! Remember, the more you spend, the less you make, so keep it simple.

Sources: McKinnon, Matt. "Fundraising." Organizational Leaders Workshop: September 1999. Stanford University website: <http://osa.stanford.edu/fundraising.shtml>

Characteristics of Successful Fundraising Events

- The event appeals to a large, broad audience.
- The event performs a needed service.
- The event is well-publicized. People outside of your organization know about it.
- The event brings your community or group together.
- There is little overhead cost.
- The event encourages people to interact.
- The event capitalizes on the talents of your group.

Additional Funding Opportunities

Membership Dues

Student organizations wishing to charge membership dues are not permitted to apply for A&S fees. All other student organizations may charge membership dues and those dues should be deposited in their off-campus checking accounts and be monitored with appropriate financial procedures.

Donations

Fundraising by soliciting donations, whether cash or merchandise, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation.

All of these provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. "Many businesses wishing to make donations ask for a tax-exempt number. Most student organizations are not tax exempt unless your organization has specifically applied for tax exemption from the IRS. Student Organizations cannot use the USF tax exemption number for the purposes of obtaining donations".

To find out more about donations, please consult the Department of Student Life & Engagement in the Campus Activities Center.

Raffles

A “raffle” means a game in which the prize is won by random drawing of the name or number of a person who has purchased chances. Raffles are limited to two (2) per non-profit organization per year. Section 849.0935 Florida Statutes dictates that only organizations exempt from Federal income taxation (tax exempt 501(c)(3) organizations) pursuant to Federal law may conduct raffles. In order to conduct a raffle, it must be done under the auspices of a 501(c)(3) corporation. If you are not a 501(c)(3) organization, you may not conduct a raffle under Florida law. The maximum cash prize that may be offered or paid for any one raffle is \$1,000 and if merchandise is used as a prize the value of the item cannot exceed \$25,000. **A tax exempt number is required.**

Raffles shall not be conducted in conjunction with BINGO games.

Net proceeds of a raffle means the receipts less the cost of prizes awarded (the amount left over after the prize is awarded). No less than ninety percent (90%) of the net proceeds of a raffle shall be used by the non-profit organization or association for charitable, religious, educational, civic, or other non-profit purposes. Therefore, if the raffle brings in \$1,000, and we give away \$500 as the prize, then the 90% rule applies to the remaining \$500. None of the net proceeds of the raffle may be used to pay any person to conduct the raffle, or to rent a building where the tickets are received or sold or the drawing is conducted.

A half-and-half raffle is allowed, but remember that the raffle prize winner’s earnings are subject to federal income tax. Additionally, the organization will have to report to the IRS any prize or award with a value of \$600 or more.

Under Florida law, a ticket or a chance for a raffle may not be conditioned upon the receipt of a contribution, donation, or other type of monetary remuneration. Additionally, any ticket of chance or any advertisement for a raffle must indicate in clear language that no contribution or donation is necessary in order to receive a ticket. Please visit the Department of Student Life & Engagement for more information about raffles.

Co-Sponsorship

Co-sponsorship of programs is a good funding alternative because it combines resources of existing groups and/or departments, and it generally benefits all co-sponsoring organizations, as well as the general student population. The most successful co-sponsorship arrangements consist of the following components:

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

A co-sponsorship form is available on the DSLE Website - http://www.usfsp.edu/studentlife/student_organizations/Resources.htm.

PLANNING A PROGRAM OR EVENT

Please note: This is just a suggested time line. USFSP requires 4 - 6 weeks' notice to process a contract and payment for a speaker or artist.

8-10 Weeks

- Brainstorm ideas with group members and campus for interest
- Contact agent/artist for information & promotional video cassette
- Check references for price, performance, attendance, audience reaction, potential concerns

6-8 Weeks

- Reserve facility and provide facility manager with all requirements (room set up, tables, seating, audio/visual, etc.)
- Determine budget
- Gather pre-contract information with agent/artist

5-6 Weeks

- Meet with advisor, student activities, club members, and other appropriate persons to discuss details of program
- Prepare publicity – flyers, newspaper ads, table tents, etc.

4-5 Weeks

- Complete and submit all forms and financial authorizations
Contract Approval Meet with Director of Student Life & Engagement– organization advisor signs
- Requisitions Complete and submit ERFs to Department of Student Life & Engagement Assistant
- Food Quotes Refer to catering section of this manual
Quotes must be attached with ERFs
- Bids If necessary for items or services needed
- Security/Parking Submit requests for special parking and security arrangements
Discuss with facility manager and Campus Police

3-4 Weeks

- Begin teaser ads once authorization and forms are complete
**Teasers are intended to peak interest and not provide full information*
- Meet with Coordinator of Student Activities to arrange ticket sales and provide CAC Information Desk with event information
- Begin ticket sales through the CAC Information Desk (Check daily for questions/updates)
- Letters/flyers in club mailboxes or out in campus mail
- Mail out invitations
- Solicit volunteers to help on day of event as well as with publicity
- Distribute/post publicity

2-3 Weeks

- Crow's Nests Ads
- Announce in Student Government and COC meetings

2 Weeks

- Confirm room set-up and equipment details with facility manager

1-2 Weeks

- New flyers, re-post materials where needed; Gimmicks (Hint: Word of mouth is the best!!)
- Assign volunteers to duties for event (set-up, hand stamp, tickets, hospitality, clean-up, etc.)

1 Week

- Confirm arrival/delivery times and re-check every detail of program

Day of Program/Event

- Last minute publicity (i.e., have someone hand out flyers in the café, Davis Lobby or high traffic areas)
- Check facilities and equipment
- Start on time and stick to schedule

After Program

- Submit any receipts and check on outstanding bills/invoices
- Take down all flyers/posters
- Returned any borrowed items
- Complete evaluation of event with members and advisor
- Send out thank-you notes

Note: Timetable guidelines are suggested for most events.

Advance planning will help increase the success of your event.

- *Large* scale events utilizing printed posters and imprinted promotional items should follow the high end of the timetable. Another week or two may still need to be added for events such as heritage months, Family Fest, Get On Board! Day, etc.
- *Smaller* scale events (daytime events such as local bands, coffeehouses, novelty) can deduct a week from the low end of the timetable. Check with your advisor or Student Life for suggestions.

Steps to Successful Program Planning

<i>Brainstorm:</i>	With your organization, brainstorm a list of programs you would like to provide for the campus community. Make sure to ask other students outside of your organization what they would like to see or experience.
<i>Choose an Idea:</i>	Make sure you have consensus and a broad range of members are committed to the idea.
<i>Develop Program Goals:</i>	Who is your target audience? What are your organization's goals? What are your objectives? Etc.
<i>Delegate Responsibilities:</i>	Involve the members of the organization in the various tasks needed to make sure the program is successful. Depending upon the size of the event, you may need committees or just committed individuals. Make sure new volunteers understand what they're signing on for, and use people's talents and interests to your group's benefit.
<i>Establish a Budget:</i>	Determining your budget will help you decide if you need to seek additional funding, or if your organization can cover the expenses.
<i>Reserve Program Location:</i>	Meet with the staff of the Event and Meeting Services office to tentatively reserve a location for your event.
<i>Contact Performers:</i>	If you have an outside performer - speaker, comedian, band, DJ, or other entertainment - that your organization will be paying, it is necessary to have a signed performance agreement. The DSLE can help you with information and support for this process.
<i>Consider Waivers, Releases, or Permits:</i>	When sponsoring off-campus activities or events involving physical activities, you may want to use a waiver to help reduce liability to your organization. Contact the DSLE for more information and assistance. Requests for on-campus outdoor

	events with amplified sound should be forwarded to the Reservations Services
<i>Plan your Marketing Strategy:</i>	Be creative, and plan your publicity to attract the audience you outlined in your program goals.
<i>Order Catering and Confirm Arrangements:</i>	Visit Event and Meeting Services to confirm your catering, room set-up, A/V requirements, and performer arrangements.
<i>Purchase Decorations and Supplies:</i>	Make your event special by putting in the extra touches. Make sure you consult with the DSLE BEFORE you make any purchases from A&S fees.
<i>Have a Great Event!</i>	After the work you've put in, enjoy the program.
<i>Pay the Bills:</i>	If you received co-sponsorship from other organizations, provide them with the information on actual costs.
<i>Thank the People Who Helped:</i>	Whether they are members of your organization, people on campus, or outside groups who provided assistance, make sure that they are ready to help you out the next time - thank people personally and/or in writing.
<i>Evaluate the Program:</i>	Ask participants what they thought of the event. Find out from your planning group what went well and what could have gone better.
<i>Leave a Record for Next Time:</i>	Save information in a program planner or binder to pass on to the next generation of your organization. Program planning is made easier when you can build on the success of those who came before you.

CONTRACTING A SPEAKER, EVENT, ETC.

Once an organization has selected a speaker, performer, or band the following steps need to be taken in order to insure timely payment for services rendered. **Meet with the Director of Student Life & Engagement before beginning any contracting procedure.**

Step 1: Complete an Expenditure Request Form (ERF). *Two authorized signatures (treasurer and president or vice-president) are required on the ERF.* ERFs can be obtained from CAC 125.

Step 2: Obtain the name, address and phone number of the performer and include that information on the ERF.

Step 3: Meet with the Director of Student Life & Engagement to develop a contract and other paperwork which will be returned to the Department of Student Life & Engagement Assistant for processing.

NOTE: IN ORDER TO PAY A PERFORMER THE DAY OF PERFORMANCE ALL THE FORMS MUST BE TURNED IN AT LEAST FORTY DAYS PRIOR TO THE DATE OF THE PERFORMANCE.

Questions about any of the forms should be directed to your organization's advisor or the Student Life Program Assistant.

Traveling as an Organization

Recommendations for Safe Driving

- Begin the trip well rested.
- Notify a designated contact person upon departure and arrival.
- Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- Plan routes in advance, and carpool and caravan when possible.
- Divide the trip into segments, stopping for rest as necessary.
- Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- Establish a reasonable departure and arrival time to and from the activity or event.
- Avoid driving between midnight and 6 a.m.
- Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- Carry a flashlight and approved fire extinguisher.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Guidelines for Participation Waiver Use

When participants in an activity sign waivers, they are voluntarily relinquishing their privileges to which they are legally entitled. Waivers are also referred to as “exculpatory agreements” because the participants are exculpating, or forgiving in advance, any future negligent conduct (NRPA, 1996).

It is important for USF departments and student organizations to utilize waivers to both protect the University from unnecessary liability and to inform students of the known risks associated with the event in which they are participating.

However, it is also important to recognize what a waiver does not do. For example, waivers do not excuse failure to train, failure to check equipment, failure to supervise and failure to take reasonable precautions. A participant cannot waive or release his or her right to any claim “based upon the willful or wanton misconduct of the provider” (NRPA, 1996).

Waivers should be used when a student or other individual participates in an elective or other voluntary activity such as:

- field trip
- study abroad
- recruitment program
- recreation program
- off-campus activity
- van/other transportation travel
- athletic activities
- on-campus facilities use

Waiver forms once signed by participants should be copied. The original copy should be kept with the advisor/department head on campus and any copies should be with the event coordinator(s) for if a situation arises.

If event requires travel, please also refer to the [Travel Waiver](#) form.

If any participants are driving, please also refer to the [Driver Waiver](#) for those participants.

Please refer to the [Participant Waiver](#) sample template that can be tailored to specific events and activities. Please utilize this sample to guide the generation and implementation of an acknowledgement of risk and waiver of liability for your department/area/student organization.

Examples of the above mentioned waiver forms are provided for you in the *Appendix* of this handbook. Please always refer to the DSLE website - http://www.usfsp.edu/studentlife/student_organizations/forms.htm for the latest versions of these waiver forms.

GENERAL MEETING GUIDELINES FOR STUDENT ORGANIZATIONS

A meeting agenda might include the following items:

- Call to order
- Reading/Approval of minutes for last meeting
- Committee reports
- Guest report(s)
- Unfinished business
- New business
- Adjournment (and announcement of next meeting time and place)

To conduct an orderly meeting:

- Prepare and distribute an agenda
- Stick to the agenda
- Start and end on time
- Discussions - introduce item and purpose, define issues, clarify differences, provide a positive atmosphere for discussion
- Recognize members for their good work

Your group's first meeting should include:

- Introductions
- Icebreaker/group activity to get everyone comfortable
- General information about your group - the big picture of the club and its organization,
- Information about how the club fits into the SG structure and the club's role on campus
- Expectations of members
- Past accomplishments/future plans
- Goals/objectives of the group

Attendance Sheets must be completed for each meeting and activity held by an organization. Copies of the sheets are to be submitted to the Department of Student Life & Engagement (when A&S funds are used).

Resources for an Effective Organization

Vision and Goal Setting

Creating the vision and goals is not strictly the responsibility of the leader, but requires teamwork and input from the members within your organization. By taking the time at the beginning of the year to plan, you will ensure that your organization is active and is effectively reaching the goals and

objectives. A vision is a big picture view of what your student organization can become. It is bigger than the immediate goals, projects, activities and people. It is the purpose for which your organization exists and usually does not change from year to year. Often this is the first statement in your constitution.

Think about these questions:

- What is the ideal for our organization?
- What do we want our organization to be remembered for?
- What few goals are most important to our organization?

After thinking about these questions with your members, you can establish a purpose or vision to be the overarching guide for your student organization. Developing a vision is hard work, but it can be extremely useful in focusing your organization's efforts throughout the year and beyond.

Goals are statements which describe what your organization wishes to accomplish. The goals should flow from your vision. Goals should be short-term and change from year to year and should be measurable. As an organization, you will want to decide the goals for the year *together*. This is important so that everyone feels invested in the organization and the process. Sharing this work will help you as you seek to delegate tasks and responsibilities later. For setting goals you should:

- Involve all members in the process of setting goals and objectives. This will encourage greater commitment, clearer understanding and better goals.
- Set realistic goals which can be attained in a year.
- Clearly define your goals and objectives. If you cannot put it into words on paper, it is not clear.
- Set measurable goals. How will you determine success?

Once you have participated in setting goals, you will need to develop objectives. Objectives are the details of what is specifically to be done to accomplish the goals. They are clear, measurable tasks, which have timelines.

Recruitment and Retention

Recruitment

- Get members early, before they have other commitments.
- Utilize the Student Organization Showcases in the fall and spring. Register in advance.
- Know who you want to target as your audience.
- Get publicity for all your events early and use a consistent theme throughout the year.
- Word of mouth is one of the best recruitment methods.
- Bring a friend to a meeting.
- Make sure the campus is aware of the purpose of your group and its goals.
- Analyze why the group has trouble getting and keeping members and develop solutions to those problems.

Retention

- Have a welcome meeting or ceremony for new members.
- Use team builders and ice breakers so that new and old members all feel like they are a part of the group.
- Meetings should be fun, after all, if it's not fun, why do it?
- Get the group's happenings out to members who cannot attend meetings via e-mail, newsletters, bulletin boards, etc.
- Get things done and stick to goals.
- Delegate!! This gives everyone ownership in the group.
- Try committees as a way to get and keep members involved – each committee should have its own distinct and individualized purpose.
- Make sure there are plenty of opportunities for new members to connect to old members.

Effective Meetings

Tips for Better Meetings:

- Always, always have an agenda.
- Listen to everyone who has something to say, then paraphrase what they have said to make sure you have understood the meaning/context.
- Keep all participants informed about where the meetings are and what's expected of them during the meeting.
- Give other people a turn to talk in the meeting.
- Use Parliamentary procedure.
- Make sure that decisions, assignments, and delegation are clear. Use a sign-up list for volunteers rather than a show of hands.
- Take accurate minutes of the meeting and give to all members within 24 hours.
- Make sure the meeting space is comfortable for all members in the group.
- Make sure everyone's opinions are heard, without being redundant.
- Give a quick recap of what was discussed in the meeting at the end.

Meeting Checklist:

Before the Meeting

- Set a beginning and ending time for the meeting.
- Reserve a room and notify members of the location.
- Make arrangements for the room set-up and any audio/visual needs.
- Prepare the agenda. Distribute it in advance so that members can be prepared to discuss.
- Make copies of the agenda for everyone and include the date, time, and place of the next meeting.
- Copy previous minutes for distribution.
- Space for people to write notes during the meeting.

During the Meeting

- Greet and welcome members and special guests. Introduce anyone new to the group.
- Start the meeting on time. Do not penalize those who are on time by waiting for latecomers.
- For large organizations or early in the year, use nametags until members know each other well.
- Take minutes.
- Maintain order and limit members who dominate conversation. Call on quiet members and ask them to participate.
- Explain any important decisions the group needs to discuss or decide upon then or in the near future.
- Describe any upcoming events or activities group members should be involved with.
- Announce any changes in leadership or opportunities for getting more involved.
- Announce next meeting date, time, and location.
- Ask for questions, concerns, and general feedback.

After the Meeting

- Leave the meeting location as clean as you found it.
- Collect any unused materials.
- Return borrowed or rented equipment.
- Distribute or post meeting minutes.
- Follow-up on any delegated responsibilities.
- Call group members not present for the meeting to tell them their input was missed.

Delegation

An organization is more than its leader. If you delegate leadership to others in your organization, you have already begun to build leadership. By sharing power and responsibility throughout the year, you are transferring your leadership knowledge and skills to others and also helping them feel they are truly a critical component of the team.

Delegation is not always easy for leaders. You may feel strong ownership and have a vision of how you want tasks to be accomplished. It is important to learn to let go. Everyone will have different styles of working and leadership and this variety will help to build and develop your organization.

You should ask yourself the following questions before you delegate any responsibility:

1. Who has the skills, interests, and/or abilities to successfully complete this assignment?
2. Have I carefully defined the responsibilities associated with this assignment? Does the person have adequate understanding of the job to be done?
3. Does the assignment create a challenge for the individual and does it provide an opportunity for some decision making on his/her part?
4. Is the responsibility delegated in an atmosphere of mutual trust and respect?
5. Has everyone in the group been delegated some degree of responsibility?

Delegation increases Involvement increases Loyalty increases Commitment

Team Building

To be an effective organization, it is important to have strong, positive interaction among group members. Teambuilding is an important tool to help group members solve problems, build interpersonal relations, improve the cohesiveness of the group and nurture individuals. Teambuilding can be work or play. It can occur as part of the daily functioning of the group or through special workshops and retreats. In general, the higher levels of connection and respect that group members have for one another, the more successful they will be in achieving their goals.

Teambuilding usually is most effective at the beginning of a group's development. This is why many groups have fall retreats or parties. Teambuilding can also be effective as your group members change, they seem bored with the organization, there appears to be conflict, or just to increase team spirit. Here are some great teambuilding activities:

- Participate in a Ropes Course
- Join together in a community service project
- Have a social
- Host a retreat at a location off-campus
- Have an outing, go to dinner together or play a recreational game
- Schedule a kayaking, sailing, or island adventure retreat at The Waterfront
- Reserve the Waterfront Pool for any of the above ideas or a BBQ

Teambuilding does not have to be anything special, it only needs to help members break out of the focus of their work and begin to really work together. Sometimes people only need a change of scenery or a chance to stop and laugh. You can also plan teambuilding activities that address specific problems within your organization. Many initiatives or challenge courses will help group members focus on communication and leadership skills.

Ethical Leadership

Seven Steps in Ethical Decision Making:

1. Identify the problem or dilemma
2. Identify the potential issues involved
3. Review relevant ethical guidelines
4. Obtain consultation
5. Consider possible and probable courses of action
6. Enumerate the consequences of various decisions
7. Decide on what appears to be the best course of action.

The 4 C's of Personal Ethical Leadership:

Ethical leadership isn't difficult to understand. However, it can be hard to sustain day in and day out. The components of ethical leadership remind us how to keep the higher road.

<i>Consciousness:</i>	Widen your focus and broaden your vision. Reflect occasionally on your goals and the tasks you have identified to achieve those goals.
<i>Choice:</i>	Ask yourself the following: What are the facts? Who stands to gain? Have I looked at the big picture? What are my own interests?
<i>Courage:</i>	The standard advice is to talk to someone you respect and trust who knows the organizational realities you face and can help guide you through them.
<i>Commitment:</i>	Remember and honor your commitments.

Recognition

If you really want to show members of your organization that you appreciate all their hard work, it is important to recognize them. Often student leaders are busy accomplishing the goals that they do not take time to stop and celebrate. This continuous cycle of work begins to wear people out. Just taking a few moments to recognize, reward and celebrate can be the boost of energy your members need to continue their work and stay committed and involved in your organization.

At the end of the year USF hosts a Leadership Awards ceremony for student leaders and organizations that you can also recognize people from your organization for doing a great job by nominating them for an award.

There are many creative ways to celebrate and recognize members throughout the year. Recognition does not need to wait until the end of the year at traditional awards ceremonies. Try to be a leader who is continuously rewarding and recognizing members. Here are some creative ways to recognize members:

- Share pictures of organization activities with each member.
- Give thank you notes or give appreciations at group meetings (you can even use electronic greeting cards).
- Recognize the successes your organization has accomplished and the hard work put in by members.
- Organize outings and other teambuilding activities to reward hard work.
- Give prizes for special occasions.
- Host dinners or parties to celebrate and enjoy each other.

Bill of Rights for Volunteers

RIGHT to Information

I would like to know what is expected of me.

I would like the training required to complete assignments.

I would like to know what resources are available and how to access them (i.e. budget, supplies, etc.).

I would like to know what opportunities and benefits are available.

I would like to be informed of activities and decisions.

RIGHT to Structure

I would like to share in planning group goals.

I would like to share in making rules that govern the group.

I would like to take part in the decision making process.

RIGHT to a Sense of Belonging

I would like to feel that no one objects to my presence.

I would like to feel sincerely welcomed into the group.

I would like to feel that I am honestly needed for my total self, not merely for my hands and time.
I would like to be treated as a co-worker.
I would like to not be taken for granted.

RIGHT to Participation

I would like to choose the amount and/or type of responsibilities.
I would like to have responsibilities that are challenging.
I would like to grow at a rate my abilities allow.
I would like to express ideas.
I would like to give constructive feedback.

RIGHT to Recognition

I would appreciate verbal recognition of a job well done.
I would appreciate appropriate rewards.

RIGHT to Enjoyment

I reserve the right to enjoy my experience despite others' attitudes.
I deserve to feel good about myself and tell others about how I feel so that they might want to volunteer too.

~ adapted by Leadersheets at the University of Alabama

Appendix

Important Forms and Documents



Allocation Policies

Student Government Office

Executive Officers
Mark Lombardi-Nelson, President
James Richards, Vice President

Coquina Hall Room 101

(727) 873-4147

The ***Student Government Allocations Policies*** provide important information about the budget allocation process for Student Government and other pertinent information regarding Student Government financial rules and procedures. All organizations submitting for and utilizing A&S Funds allocated from Student Government are responsible for the information included in this manual and following its policies and procedures.

Chapter 800:

Activity and Service Fees

800.1 "The purpose of Activity & Service Fees is to provide University of South Florida St. Petersburg students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance mind, body, spirit and the overall University experience."

800.2 All uses of Activity and Service (A&S) Fee money shall be subject to, and governed by, the Constitution and Statutes of the Student Government of the University of South Florida St. Petersburg, and where applicable state and federal laws, the rules and regulations of the University of South Florida, and the University Board of Trustees.

800.3 The Student Government Senate will allocate A&S money by strictly following the purpose as set forth in Statutes. Any variation from this purpose will be considered a misappropriation of funds and will not be allowed. A 3/4ths vote of Senate will be required to change the purpose as set forth in Statutes.

Chapter 801:

Activity and Service Fee General Regulations and Guidelines

801.1 All monies deposited into A&S Fee accounts shall be subject to the rules and regulations of the University of South Florida St. Petersburg Student Government and the State of Florida.

801.2 All capital outlay purchases, not previously outlined in the A&S funded entity's respective budget, must be approved by the Student Body President.

801.3 All one time expenditures over five thousand (\$5,000) dollars (including, but not limited to, contractual services, capital outlay, production costs or products) must receive no less than three (3) bids from three (3) different vendors or sources. All entities must purchase the bid that is the most economical, but not necessarily the least expensive.

801.4 All one time expenditures requiring an open bid (of over five thousand [\$5,000] dollars) must be approved by the Student Body President. All bids must be presented alongside with the expenditure request.

801.5 Any A&S account may be frozen by a simple majority vote of the Senate or the Student Body President in conjunction with the CFO for a period of five (5) academic days.

801.5.1 After the period of five (5) days, the frozen A&S account shall return to Senate at the next Senate General Assembly for reconsideration.

801.6 Student Organization accounts may be frozen by the Senate, with the approval of the Student Body President, for an extended period of time, beyond five (5) academic days.

801.7 Any A&S account may be frozen for an indefinite time by the Student Senate, after consultation with the Student Body President and CFO, by a 3/4ths vote at a regular meeting.

801.8 Any A&S account may be unfrozen by the Senate with a simple majority at a regular meeting.

801.9 A&S accounts may only be frozen for the following reasons:

801.9.1 Violation of Finance Code

801.9.2 Violation of Senate Committee on Appropriations proviso

801.9.3 Violation of University Regulations or Policy

801.9.4 Violation of Student Body Constitution or Student Government Statutes

801.9.5 Violation of Florida Statutes

801.9.6 Fiscal Irresponsibility as determined by definition

801.10 All A&S Fee funds must be spent for the direct benefit of the Student Body.

801.11 All events or services funded by A&S fees must be opened to all students, free of admission, dues or service charges.

- 801.12 All A&S Fee funded events should be held on campus unless reasonable accommodations are made to assist in the transportation of students to off campus events. No Student Organization may hold an A&S Fee funded event off campus unless receiving explicit permission from the Senate Committee on Appropriations.
- 801.13 No A&S Fee funded event may have the presence of any controlled substance.
- 801.13.1 Excluding any prescribed medication required by an attendant.
 - 801.13.2 Excluding alcohol served by a licensed vendor.
- 801.14 All Student Organizations must have at least one (1), but no more than two (2) Financial Officers.
- 801.14.1 All Financial Officers of Student Organizations must be registered students at the University of South Florida St. Petersburg.
 - 801.14.2 All Financial Officers must meet with the CFO within one (1) week of taking such a position. The CFO shall familiarize all Financial Officers, on a yearly basis or as needed, on the rules and guidelines of A&S Fee funds.
 - 801.14.3 All Financial Officers are responsible for maintaining their own financial records of their respective Student Organization's activities.
- 801.15 Any monies collected in conjunction with charging at an A&S funded service held or conducted by a Student Organization, up to the initial A&S cost of the event, must be deposited into the organization's respective A&S account. All funds must be deposited in the form of a bill of credit.
- 801.16 All A&S property must be accounted for by the Office of Management and Budget, and must be housed in a location on campus. All property purchased by A&S Fee funds are the sole property of the University of South Florida St. Petersburg Student Government and the State of Florida.
- 801.16.1 The use of all A&S property shall be in accordance with Student Government Statutes and Senate Committee on Appropriations policy and procedure.

Chapter 802:

Funding Eligibility

- 802.1 A&S Fee money shall not be allocated to entities and/or organizations that discriminate based on major, race, color, marital status, sex, religion, national origin, sexual orientation, disability, or age, as provided by law; consistent with University Policy.
- 802.2 No entity which requires a loyalty oath for application of membership, oral or written, professing any particular belief, creed, or ideology, shall be eligible to apply for A&S Fee funding. A&S Fee money shall not directly be allocated to entities which are not within the Division of Student Affairs and Enrollment Services, Student Government, or a student organization. Any request from an entity outside Student Affairs must be made through the Student Government Special Projects account, should it exist.
- 802.3 No entity that requires mandatory dues for membership (local or national) shall be eligible to apply for A&S Fee funding.
- 802.4 No student organization that withholds or denies membership privileges for any enrolled student shall be eligible to apply for A&S Fee funding.
- 802.5 Any organization seeking to request A&S funding must not be deactivated, must have a Constitution, and must be registered on Blackboard prior to being allowed to request or apply for funds.

802.6 In order to be considered an active organization, all A&S funded student organizations must have submitted an officer listing to the Department of Student Life. This list shall contain the following:

802.6.1 President

802.6.2 Vice President

802.6.3 Treasurer

802.6.4 Two (2) additional students

802.6.5 Advisor

802.7 The total number of students on the list must be at least five (5).

802.8 In order to be a registered organization, all A&S Fee funded Student Organizations must have an active membership that contains 100% currently enrolled students. Non-USF students will not be considered part of the active membership. As inactive members, non-USF students cannot vote, hold office, or direct the activities of the organization.

Chapter 803:

Activity and Service Fee Proviso Language

803.1 The following is the Activity and Service (A&S) Fee Proviso for fiscal year 2011-2012.

803.2 Rules and Regulations for all A&S funded programs, services and activities:

803.2.1 All A&S funded programs, services and activities that benefit the Student Body must be submitted with detailed justification for each item.

803.2.2 The Senate Committee on Appropriations and CFO shall set aside an abeyance of projected, adjusted net revenue as determined by the CFO. The abeyance must be at least 5% and no greater than 10% of projected fee collections. The abeyance account shall be used if fee collections are less than projected or in case of emergencies or unforeseen circumstances as approved by the Regional Chancellor.

803.2.3 No A&S Fee funds shall be used on or in behalf of any political campaign.

803.2.4 Political campaigns shall be defined as any person or party running for any position in:

803.2.4.1 Student Government Elections/Any Campus Election

803.2.4.2 Local Elections

803.2.4.3 State Elections

803.2.4.4 National Elections

803.2.5 A&S Fees shall not be spent to directly benefit non-USF students, excluding the use of A&S monies for the following purposes as defined in this chapter:

803.2.5.1 Recognition of USF Faculty, Staff, Advisor's, and/or Coaches.

803.2.5.2 Speaker fees and/or honorariums.

803.2.5.2.1 Exceptions may be made at the discretion of the Senate Committee on Appropriations up to \$800.00. Any amount greater than \$800 must be approved by a majority vote of the General Senate Assembly.

803.2.6 All A&S funded events shall be opened to all students at no charge with the exception of Student Government sponsored events with the advice and consent of SG Senate.

803.2.7 Student Government funded campus-wide activities need the sponsorship of an SG branch or agency in order to be considered a Student Government sponsored event.

803.2.8 All A&S funded events shall be held on campus.

803.2.8.1 On campus shall be defined as anywhere on the USF St. Petersburg Campus or any venue where a USF sponsored event is being held.

803.2.8.2 The Senate Committee on Appropriations can approve off-campus events.

803.2.9 Travel may be funded with proper justification that includes how a trip directly benefits the organization, Student Body, University, and/or State of Florida. Individual travel for students to present papers, posters, or personal academic work, is not considered eligible for "organization funding." Travel for the purposes of "job search/career fair/networking" is strictly prohibited.

803.2.10 The Senate Committee on Appropriations has the discretion to deny grant requests with the proper justification.

803.2.10.1 The Senate Committee on Appropriations is not obligated to fully fund any A&S Fee eligible program, service, or activity. All Student Organizations are encouraged to seek outside financial support.

803.2.11 The Senate must either re-approve or amend Title Eight (8) by the First (1st) General Senate Assembly meeting of the Fall semester.

803.2.12 Any deviations from proviso by the CFO or the Senate Committee on Appropriations Board must be for exceptional circumstances, and must be brought to the senate floor and approved with a super-majority vote.

803.2.13 The following items shall not be funded by A&S Fee Monies:

803.2.13.1 Awards of cash value and scholarships

803.2.13.2 Fundraising costs (except when the full costs are recovered at the conclusion of such an event)

803.2.13.3 Personal items

803.2.13.3.1 With the exception of items deemed necessary and approved by the Senate Committee on Appropriations.

803.2.13.4 Individual membership

803.2.13.4.1 With the exception of items deemed necessary and approved by the Senate Committee on Appropriations.

803.2.13.5 Any controlled substances

803.2.13.4.2 The following items can be funded to a maximum amount listed or may be funded to exceed that amount with the approval of the Senate Committee on Appropriations and the CFO:

803.2.13.4.2.1 Costume Rental/Purchase: \$500.00 per rental/purchase.

803.2.13.4.2.2 Trophies/Plaques: \$150.00

803.2.13.4.2.3 Tee Shirts: \$10.00 per shirt

803.2.13.4.2.4 Polo Shirts: \$20.00 per polo

803.3 Additional rules and regulations for Student Government Branches, entities, and agencies:

803.3.1 The following items can be funded to a maximum amount per year by Activity and Service Fee monies as defined in this chapter:

803.3.1.1 Student Government Banquet: \$10.00 per student (for food).

803.3.1.2 Name tags for Students: \$5.00 per name tag.

803.3.1.3 Business cards maximum one-thousand (1,000) per employee per year, limited to the top two officers of each Branch, Executive Cabinet Directors, Senate Executive Officers, Agency Directors, and their Assistant Directors, the Supervisor of the Election Rules Commission, and full-time Staff Members.

803.3.1.4 Additional Rules and Regulations for Student Organizations:

803.3.1.4.1 Admission will not be charged to any USF student at any A&S Fee funded Student Organization event, however non-students can be charged with approval from the Office of Management and Budget. All

funds raised from an A&S funded event must be deposited into the organization's A&S account.

803.3.1.4.2 Student Government shall not fund more than one of each of the following events per organization per semester (Fall & Spring semesters only):

803.3.1.1.2.1 End of semester banquet.

803.3.1.4.3 Items that shall not be funded with A&S Fees:

803.3.1.4.3.1 Media Advertising (With the exception of campus publications).

803.3.1.4.4 Such items can be funded by the Senate Committee on Appropriations, with proper justification and at no more than the maximum amounts listed below:

803.3.1.4.4.1 Office Supplies (with proof of location): \$150.00

803.3.1.4.4.2 Food: \$10.00 per student in attendance per event

803.3.1.4.4.3 Meeting refreshments: \$200 per year.

803.3.1.4.4.4 Banners: \$200.00

803.3.1.4.4.5 Campus newspaper and/or radio ads: \$100.00

803.3.1.4.5 Travel can be funded no more than the maximum amounts per year listed below ("least cost" method will be used):

803.3.1.4.5.1 Total travel expenses: Maximum of \$3,000.00 per year

803.3.1.4.5.2 Airline tickets: \$1,500.00 maximum per year

803.3.1.4.5.3 Car Rental: \$60.00 per day (exclusive of total gas receipts)

803.3.1.4.5.4 Rooms: \$50.00 per student per night

803.3.1.4.5.5 Registration: \$300.00 per student per conference

803.3.1.4.5.6 Personal Vehicles: as defined by State Statute or University Policy

803.3.1.4.5.7 Van Rental: \$250.00 per day, per van

803.3.1.4.5.8 Bus Rental: \$1,500.00 per event

803.3.1.4.5.9 Food for travel may be provided as defined by State Statutes or University policy.

Chapter 804:

Annual Activity and Service Fee Budget Procedure

804.1 The Submission deadline for budget requests from A&S fee funded entities shall be the first Friday in February.

804.2 The Student Body President shall formally communicate via e-mail with administration by the last Friday in January requesting the projected A&S fee revenues for the next fiscal year and shall inform administration of SG statutory deadlines.

804.2.1 The President shall include the Senate Appropriations Chair on this formal communication.

804.3 The CFO's Official Executive Budget Proposal submission deadlines shall be:

804.3.1 To the Senate Committee on Appropriations fifteen academic days after the first Friday in February.

804.3.2 To the Senate General Assembly within one academic week of the submission to the Senate Committee on Appropriations.

804.4 The Senate Committee on Appropriations shall report their recommendations on the Official Executive Budget Proposal to the Student Government Senate General Assembly in

the form of a bill within fifteen academic days of the CFO's budget submission to General Assembly.

804.5 If the budget is not approved by the Student Government Senate, the CFO, under the direction of the Student Body President, will revise the budget taking into consideration the concerns of the senate. The CFO will re-present the revised budget, in the form of a bill, to the senate.

804.6 The approved budget shall be forwarded to the Student Body President who shall approve or veto the budget within ten academic days.

804.6.1 The Student Government Senate shall have the power to override a presidential veto by a super-majority vote.

804.7 The approved budget shall be submitted to the Regional Chancellor through the Division of Student Affairs and Enrollment Services within two academic days of passage. The Regional Chancellor shall approve or veto the budget within five academic days of being presented the budget.

804.7.1 If the Regional Chancellor vetoes the budget, the Senate President shall call a special Senate Committee on Appropriations meeting to act upon areas of disagreement. A new budget must be approved and re-submitted within ten academic days of being returned by the Regional Chancellor.

804.8 Should the budget be vetoed by either the President or the Chancellor after the last Spring meeting of the Senate General Assembly. A committee chaired by the Chief Justice and comprised of the outgoing Chief Financial Officer, Senate Appropriations Chair, President and Senate President as well as the President Elect and Senate President Elect shall form and pass the annual budget with a simple majority vote no later than 11:59 p.m. on the date of Commencement. In the event of a tie the Chief Justice will hold the tie-breaking vote.

Chapter 805:

Executive Branch Budget

805.1 The Executive Branch of Student Government shall be funded for the entire fiscal year through interim funding. This shall be completed by the administration that will be in office for the fiscal year of which the budget is written.

805.2 The following items shall be eligible for funding by Interim Funding:

805.2.1 Payroll for all paid positions

805.2.2 Operating expenses

805.2.3 Travel

805.2.4 All programming

805.2.5 Any Operating Capital Outlay (OCO)

805.2.6 Anything else that can statutorily be funded

805.3 The Interim Funding request by the incoming Executive Administration must be submitted to the Senate President within one (1) academic day of the certification of the general election. Should no budget be submitted in one (1) academic day, the current Executive Administration shall submit its own budget proposal.

805.3.1 The Executive Budget must be approved and passed by the last Senate meeting of the Spring semester.

805.3.2 If no budget is approved by the Senate, the Executive Branch shall receive monthly pro-rated amounts in a ratio equal to one-twelfth (1/12) of the budget allocated to the Executive Branch the previous year. Upon passage of the Executive Budget by the Senate, funds already spent or encumbered will be deducted from the approved allocation.

805.3.3 This initial interim funding request shall include all payroll and operating expenses for the entire year.

805.4 No more than 60% of the interim funding account may be used for the time period July 1st-December 31st (Fall).

Chapter 806:

Student Organization Grant Request Procedure

806.1 A grant request will only be made available to an organization that meets the eligibility requirements as defined in Title 8.

806.2 Grant requests will be reviewed and approved by the Senate Committee on Appropriations.

806.3 In addition to serving as an ex-officio member of The Senate Committee on Appropriations, the CFO will be responsible for the following procedures:

806.3.1 Verifying the eligibility for A&S funding.

806.3.2 During meetings of the Senate Committee on Appropriations, provide committee members with the appropriate information about the organizations' financial history, overall status and other pertinent information.

806.3.3 Ensuring that each eligible organization has access to the appropriate resources.

806.4 Grant requests do not require second readings, and may be voted upon at first reading.

806.5 The Senate Committee on Appropriations shall allocate grant requests up to \$800, and shall make recommendations to the Student Government Senate on all grant requests over \$800.

806.5.1 The Senate Committee on Appropriations shall allocate travel requests up to \$1000, and shall make recommendations to the Student Government Senate on all travel requests over \$1000.

806.6 All club grant requests will be submitted to the CFO in digital format.

806.6.1 No later than 10 academic days prior to funds being required.

806.6.2 All grant requests pertaining to travel must be submitted not later than 15 academic days prior to funds being required.

806.7 The Senate Committee on Appropriations shall review proposed grants in a four step process.

806.7.1 Read through each grant request noting any exceptions to proviso.

806.7.2 Contact, and if possible, meet with organizations to discuss their grant requests prior to making recommendations concerning their budget.

806.7.3 Review each grant request and amend the requests according to proviso, taking into consideration the organization's past year's performance and the funds available for allocation during the next fiscal year.

806.7.4 Allocate a period of time for organizations to review their allocation and, if necessary, submit an appeal. Appeals shall be presented to the full senate by the appropriations chair, the CFO and the appealing organization.

806.8 Once the president and/or treasurer of a club for a given fiscal year attends a mandatory informational meeting between the last week in April and the first week in May \$300 will be allocated until further funding can be received.

806.8.1 These informational meetings shall include explanations of the funding procedure, ERFs, and all other funding based questions.

806.8.2 Clubs that miss the mandatory informational meetings will still be allowed to receive funding throughout the year. Clubs that are created or re-activated, after the deadline(s) mentioned in 805.5, are able to receive funding through grant requests once they attend a meeting, where the CFO will inform them in the same manner that other clubs were informed. These new and reactivated clubs will not be entitled to receive the \$300 allocation.

806.8.3 Clubs will be required to submit a performance report as part of this meeting. The performance report shall include, but is not limited to:

806.8.3.1 The organization profile (mission, officer listing and membership).

806.8.3.2 Additional items may be requested by a majority vote of the Senate Committee on Appropriations or the CFO.

806.9 Clubs will then use Grant requests to request funding on a per event/project basis.

806.10 The Senate Committee on Appropriations shall have the authority to sweep unspent club allocations back into the Clubs and Organizations account for reallocation.

806.10.1 This may only occur pending consultation with affected student Organizations.

806.10.2 Such sweeps shall occur automatically for clubs and organizations that become inactive.

Chapter 807:

Student Government Signature Events

807.1 Student Government shall sponsor up to ten (10) Student Organization signature events per fiscal year.

807.2 The final budget shall stipulate the total budget for Signature Events, not to exceed \$20,000.00. The budget line shall fall under the executive branch.

807.3 Signature Events shall be evaluated and determined by the Senate Committee on Student Services and Audits, after consultation with the student body vice president and senate president.

807.4 Any active club may apply for a Signature Event, so long as the event follows the guidelines outlined in Title 8.

807.4.1 Signature Events shall be subject to the same rules and regulations as set forth by Student Government.

807.5 Active clubs seeking funding for signature events must do so fifteen (15) academic days prior to the event.

807.5.1 These deadlines may be changed by a majority vote of the Senate Committee on Student Services and Audits.

807.6 It is required that an event be sponsored by a minimum of three organizations and/or a university entity, office or department (other than Student Government).

PURCHASING

OBTAINING A PURCHASE ORDER – Food & Supplies

Step 1: Refer to the **Accepts Purchase Orders List** for someone who provides the items needed.

Please note: There are certain vendors that are willing to work with and are more understanding of our University purchasing process. Therefore, they have become our preferred vendors for certain services and are listed as such on the vendor list.

If the vendor desired is not on the Purchase Order List, the organization must confirm the vendor accepts purchase orders and is willing to accept net 40 days for payment.

Quotes are required for any purchases over \$100 and/or involving printing or imprinting. Organizations will need to contact at least 3 vendors providing the items needed. From these 3 vendors, acquire the appropriate price quote information to complete the **Student Life Quote Form** that must accompany all such Expenditure Requests.

Step 2: Complete an **Expenditure Requisition Form (ERF)** itemizing all the items to be purchased, listing the prices for all items, and indicating the name and all appropriate information for the vendor you intend to use (attach the completed Student Life Quote Form if applicable). ***Two authorized signatures (treasurer and the 2nd signer) are required on the ERF.***

ERFs can be obtained from COQ 101. A list of the vendors who accept purchase orders can be obtained from the Student Life Program Assistant, DAV 244.

Step 3: Turn in the completed ERF to the Student Life Program Assistant, DAV 244.

Step 4: An **Authorization Letter** with a **Purchase Order** approving your purchase will be in your organization's mailbox within 10 working days if an existing PO is used. A new PO could take at least 2 weeks. Please allow no less than a week for processing.

Step 5: Take the Authorization Letter and Purchase Order with you to the vendor and purchase what you need. Be sure to sign the receipt/store invoice and include the name of the organization you represent. If applicable ensure the correct account number is on the invoice. This is found on the authorization letter.

Step 6: Turn in all **receipts/store invoices** to the Student Life Program Assistant, CAC 125 within **three working days**. Whenever possible, receipts should be itemized. Failure to return receipt/invoice within three working days may result in the loss of spending privileges.

******If an invoice is unable to be paid due to error on part of the organization spending privileges will be suspended until the vendor has been paid.***

Important: If an organization purchases items **without** an Authorization Letter and/or Purchase Order the maximum reimbursement possible is \$25.00.

Address

USF St. Petersburg
140 7th Avenue South
Campus Activities Center
St. Petersburg, FL 33701-5016



Phone Numbers

Office: 727-873-4596
Fax: 727-873-4190

**STUDENT ORGANIZATION
ATTENDANCE SHEET**

Organization Name: _____ Event Date: _____

Event Title: _____ Location: _____

Total in Attendance: _____ Refreshment Cost (if A&S expenditure): _____

Members:

- | | |
|-----------|-----------|
| 1. _____ | 22. _____ |
| 2. _____ | 23. _____ |
| 3. _____ | 24. _____ |
| 4. _____ | 25. _____ |
| 5. _____ | 26. _____ |
| 6. _____ | 27. _____ |
| 7. _____ | 28. _____ |
| 8. _____ | 29. _____ |
| 9. _____ | 30. _____ |
| 10. _____ | |
| 11. _____ | |
| 12. _____ | |
| 13. _____ | |
| 14. _____ | |
| 15. _____ | |
| 16. _____ | |
| 17. _____ | |
| 18. _____ | |
| 19. _____ | |
| 20. _____ | |
| 21. _____ | |

Guests:

- | |
|-----------|
| 1. _____ |
| 2. _____ |
| 3. _____ |
| 4. _____ |
| 5. _____ |
| 6. _____ |
| 7. _____ |
| 8. _____ |
| 9. _____ |
| 10. _____ |

After the event, submit one (1) copy of this form to the

Address

USF St. Petersburg
140 7th Avenue South
Campus Activities Center
St. Petersburg, FL 33701-5016



Phone Numbers

Office: 727-873-4596
Fax: 727-873-4190

FUNDRAISING APPLICATION

Date: _____

Organization: _____

Contact Person: _____ Phone: _____

Email: _____

Date(s) of Fundraising Activity: _____

Location of Fundraising Activity: _____

Please give a brief statement on the type of fundraising you are proposing.

Will your organization use A&S Funds to fund this activity? Yes _____ No _____

If so, what is the amount requested? _____

The organization agrees to report to the Department of Student Life & Engagement the amount of money raised for this fundraising activity. If A&S Funds are used, the organization agrees to deposit all moneys raised into the A&S Account.

Organization's Representative Signature

- Approved
 - Not Approved
- Reason(s):

Department of Student Life & Engagement



Student Life Quote Form

For items or services over \$100.00 and/or NOT under State Contract
(minimum 3 quotes required)

Date: _____ Organization: _____

Club Representative: _____ Phone: _____

Vendor Name, Address, & Phone	Vendor Federal ID Number	Item/Service Description	Price Quote	Response (letter, phone, etc.)

Comments:

Are any of the above vendors University, employees, family, friends, or students? Yes No

Organization's Representative Signature



Enter Your Organization/Department Name and Event Here
TRAVEL ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

In consideration of being permitted to travel for participation in the Event/Activity Name/Description of Organization/Department Name, I do hereby release, waive and discharge the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members from any and all actions, damages, claims or demands which I, my heirs, personal representatives, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal injuries, accidents or illnesses (including death), known or unknown, which I have or may incur by participation in the above stated event and for all damages and loss to my property.

I understand that my traveling for participation in this event is voluntary and that this event carries with it certain dangers and risks, including but not limited to: (list known risks associated with participation in event, including injury and death – i.e. overexertion, poor judgment, emotional strain, slipping, falling, equipment failure, etc.) which could ultimately result in injury, permanent disability, or death. I realize that I am responsible for any injuries to persons or property which may be incurred in connection with my participation in this event.

I also agree to indemnify and hold harmless the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members of the aforementioned from any and all costs, damages, liabilities and losses that they may incur due to my traveling and participation in this event. I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned.

I further expressly agree that the foregoing acknowledgement of risk and waiver of liability is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, the undersigned, am at least 18 years of age. I have read this Travel Acknowledgement of Risk and Waiver of Liability and fully understand its terms. I acknowledge that I am signing this waiver freely and voluntarily with full knowledge of its significance. **If the participant is younger than 18 years of age, then his/her parent or legal guardian must also sign where indicated below.**

Printed Name

University ID

Signature

Date

I am the parent or legal guardian of the participant indicated above, who is under the age of 18. I agree on behalf of my child or ward to all the terms contained in this release.

Signature of Parent or Legal Guardian
(if participant is younger than 18)

Date

Printed Name of Parent or Leal Guardian



Enter Your Organization/Department Name and Event Here DRIVER ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

In consideration of being permitted to drive to City & State of Event on Date(s) of Event for travel for participation in the Event/Activity Name/Description of Organization/Department Name, I do hereby release, waive and discharge the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members from any and all actions, damages, claims or demands which I, my heirs, personal representatives, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal injuries, accidents or illnesses (including death), known or unknown, which I have or may incur by participation in the above stated event and for all damages and loss to my property.

I understand that my driving for travel for participation in this event is voluntary and that this event carries with it certain dangers and risks, including but not limited to: (list known risks associated with driving, including injury and death – i.e. overexertion, poor judgment, emotional strain, slipping, falling, equipment failure, etc.) which could ultimately result in injury, permanent disability, or death. I further assume all responsibility related to complying with all applicable motor vehicle laws, including but not limited to: (list known laws/rules associated with driving – i.e. those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcohol beverages, etc.) I realize that I am responsible for any injuries to persons or property which may be incurred in connection with driving for participation in this event.

I also agree to indemnify and hold harmless the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members of the aforementioned from any and all costs, damages, liabilities and losses that they may incur due to my driving for travel and participation in this event. I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned.

I further expressly agree that the foregoing acknowledgement of risk and waiver of liability is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, the undersigned, am at least 18 years of age. I have read this Driver Acknowledgement of Risk and Waiver of Liability and fully understand its terms. I acknowledge that I am signing this waiver freely and voluntarily with full knowledge of its significance. If the participant is younger than 18 years of age, then his/her parent or legal guardian must also sign where indicated below/next page.

Printed Name

University ID

Signature

Date

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY
(Page 2)

I am the parent or legal guardian of the participant indicated above, who is under the age of 18.
I agree on behalf of my child or ward to all the terms contained in this release.

Signature of Parent or Legal Guardian (if participant is younger than 18) _____ **Date**

Printed Name of Parent or Leal Guardian

Additional Automobile and Insurance Information for Driver:

Driver's License Number: _____
Automobile Info (check one):
<input type="checkbox"/> Commercial: Company Name: _____
Type of Automobile Requested: _____
<input type="checkbox"/> Personal: Make: _____ Model: _____
Licensing State and Plate Number: _____
Automobile Insurance Company: _____
Policy Number: _____

As the driver, it is highly recommended you review the ***Recommendations for Safe Driving*** Form.



Enter Your Organization/Department Name and Event Here
ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

In consideration of being permitted to drive to City & State of Event on Date(s) of Event for travel for participation in the Event/Activity Name/Description of Organization/Department Name, I do hereby release, waive and discharge the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members from any and all actions, damages, claims or demands which I, my heirs, personal representatives, executors, administrators or assigns may have against any and all of the aforementioned for any and all personal injuries, accidents or illnesses (including death), known or unknown, which I have or may incur by participation in the above stated event and for all damages and loss to my property.

I understand that my driving for travel for participation in this event is voluntary and that this event carries with it certain dangers and risks, including but not limited to: (list known risks associated with driving, including injury and death - i.e. overexertion, poor judgment, emotional strain, slipping, falling, equipment failure, etc.) which could ultimately result in injury, permanent disability, or death. I further assume all responsibility related to complying with all applicable motor vehicle laws, including but not limited to: (list known laws/rules associated with driving - i.e. those concerning vehicle safety, vehicle operation, insurance, and the transportation and consumption of alcohol beverages, etc.) I realize that I am responsible for any injuries to persons or property which may be incurred in connection with driving for participation in this event.

I also agree to indemnify and hold harmless the State of Florida, University of South Florida Board of Trustees, their representatives, its officers, employees, agents, advisors, employees, and members, and the event sponsor, Organization/Department Name, and its advisor(s), officers, and members of the aforementioned from any and all costs, damages, liabilities and losses that they may incur due to my driving for travel and participation in this event. I hereby agree to abide by any policies, rules and regulations adopted by the aforementioned.

I further expressly agree that the foregoing acknowledgement of risk and waiver of liability is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

I, the undersigned, am at least 18 years of age. I have read this Acknowledgement of Risk and Waiver of Liability and fully understand its terms. I acknowledge that I am signing this waiver freely and voluntarily with full knowledge of its significance. If the participant is younger than 18 years of age, then his/her parent or legal guardian must also sign where indicated below/next page.

Printed Name

University ID

Signature

Date

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY
(Page 2)

I am the parent or legal guardian of the participant indicated above, who is under the age of 18.
I agree on behalf of my child or ward to all the terms contained in this release.

Signature of Parent or Legal Guardian (if participant is younger than 18) _____ **Date**

Printed Name of Parent or Leal Guardian

Medical and Insurance Information for Participant:

<p>In Case of Emergency, Contact: _____</p> <p>Relationship to student/member filling out form: _____</p> <p>At the Following Number (Number best to reach at 24/7): _____</p> <p>Health Insurance Company: _____</p> <p>Policy Number: _____</p> <p>Allergies: _____</p> <p>Medications Currently On: _____</p> <p>Please list any special services you may require due to an existing medical condition or physical disability: _____</p> <p>_____</p>
--

If event requires travel, please also attach the ***Travel Waiver.***

If any participants are driving, please also attach the ***Driver Waiver*** for those participants.



UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG

*140 7th Avenue South
Campus Activities Center
St. Petersburg, FL 33701*

STANDARD PERFORMANCE AGREEMENT

The University of South Florida, acting for and on behalf of the Board of Trustees, a public corporation of the State of Florida (“University”) and:

Name of Performer(s) Representative _____

Name of Performer(s) _____

Address _____

Telephone Number _____

Social Security Number or Federal Tax Identification _____

(“Performer”) enter into this Agreement for the Performance, further described below, by Performer and payment for such performance by the University. In consideration of the mutual promises and undertaking described herein, the parties have agreed as follows:

1. Date, Location, and Time of Performance:

Date of Performance _____

Rain Date of Performance _____

Performer will perform at (location and address):

Performance will begin at _____ and continue until _____.

Performer must arrive at venue at _____ and must vacate venue by _____

2. Description of Performance:

3. **Compensation:** The University will pay Performer \$ _____ for the performance.
Payment will be made by University check:
_____ immediately following the performance or
 X within 40 working days after the performance.

The payment described above is the full and complete compensation to be paid by University for the services by Performer under this Agreement. The University is not responsible for making travel arrangements or paying any travel-related expenses for Performer. (If the Agreement is modified to include reimbursement for travel expenses, such reimbursement will provided only in compliance with section 287.058(1)(b) and section 112.061 of the Florida Statutes.)

4. **Inclement Weather:** University has the right to cancel an outdoor performance at its sole discretion in the case of inclement weather. If no rain location is listed in item 1 of this Standard agreement, and the University notifies performer of cancellation due to predicted weather, at least 24 hours before performance begin time listed in item 1 of this Agreement, University will **NOT** be liable to pay performer.

If performance is canceled due to inclement weather anytime within the 24 hour period proceeding performance, Performer has the option of either accepting a 50% payment for the performance as full payment which would be paid by University check 10 days after scheduled performance time, or negotiating with University representative to schedule another performance date for full payment. If an alternate date can not be mutually agreed to, performer will receive 50% of originally contracted payment amount as full compensation.

5. **Production Costs:** The University will pay any copyright fees necessary for a musical performance. The University is NOT responsible for the payment of any other license fees, royalties, union fees, insurance or any cost of production.

6. **Technical Requirements:** The University will comply with the following technical requirements.

Electricity within 50 Feet

7. **Security:** Performer will cooperate with University Police or security personnel upon request. Performer will refrain from performing until the University's security goals have been accomplished. Performer will not inhibit the University in its efforts to assure safety on the premises, and more specifically, Performer will not encourage, by speech or conduct, any imminently dangerous activity (such as moshing, slam dancing, crowd surfing, stage diving, etc.).

Performer's failure to abide by this provision may be considered a breach of this Agreement which may result in forfeiture of Performer's compensation, at the discretion of University.

8. **Alcoholic Beverages:** The University may not purchase or provide alcoholic beverages for the Performer.

9. **Sound Control:** Performer will allow the University to exercise full control over the volume and levels of all sound amplification equipment used during the performance, including amplification equipment owned or operated by Performer.

Performer's failure to abide by this provision may be considered a breach of this Agreement which may result in forfeiture of Performer's compensation, at the discretion of University.

10. **Photographs and Videotaping:** Performer will allow picture taking (no flash) by the media during the first five minutes of performance, and will allow video taping of entire performance for security, archival, and public television station broadcasts. It is agreed that videotaping may not occur for commercial purposes without the written consent of Performer.

11. **Intranet Data Transmission:** Performer will allow intranet (on-campus) data and re-broadcast of performance on the computers of USF computer account holders. Access to this recorded material will not be available off-campus and is not intended for commercial purposes.

12. **Public Records:** Performer shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 19, Florida Statutes, and made or received by Performer in conjunction with this Agreement. Performer's refusal to allow such public access shall be grounds for cancellation of this Agreement by the University.

13. **Public Entity Crime:** In accordance with section 287.133, Florida Statutes, Performer hereby certifies that to the best of Performer's knowledge and belief, neither Performer nor Performer's affiliates have been convicted of a public entity crime. Should the Performer or Performer's affiliates violate section 287.133 of the Florida Statutes the University will have grounds for cancellation of the Agreement.

14. **Limitation of Performer's Liability:** In the event Performer fails to perform for reasons other than those within the control of the University, Performer will reimburse the University for its actual expenses incurred, not to exceed \$ 50.00.

15. **Indemnification:** Performer will indemnify and hold free and harmless and defend the State of Florida, the Board of Regents, the University, and the officers, employees and agents of each from and against any and all actions, claims, liabilities, assertions of liability, losses, costs and expenses which directly or indirectly may arise or be alleged to have arisen the presence, activities or conduct of Performer or its officers, employees, agents and contractors related to this Agreement.

16. **Relationship of Parties:** Nothing herein is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the parties or as constituting either party as an agent or representative of the other party.

17. **Modifications to Agreement:** All amendments or modifications to this Agreement must be:
a. written,
b. approved by all signatories, and
c. signed or initialed

18. **Duration of Offer:** The University reserves the right to void this Agreement if Performer does not properly sign and return the Agreement to the University to the University within 10 days after this Agreement is sent to Performer.

19. **Applicable Law:** This Agreement is subject to the laws of the State of Florida and all rules, regulations and statutes governing the University of South Florida.

20. **Timely Payment Problems:** A Vendor Ombudsman has been established within the Department of Banking and Finance. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment from a state agency. The Vendor Ombudsman may be contacted at (904) 488-2924 or by calling the State Comptroller's Hotline, (800) 848-3729.

21. **Rider:** An additional Contract or Contract Rider is is not X attached hereto and incorporated herein by reference. In the event of any conflict between the terms of this Agreement and the terms of the Contract Rider, the terms of this Agreement shall control.

In witness whereof, the parties hereto have executed this Agreement on the dates indicated below.

Performer

By:

Title:

Date Signed:

University of South Florida

By:

Matthew R. Morrin

Title:

Director of Student Life, USFSP

Date Signed:

INDEPENDENT CONTRACTOR - CONSULTING & PROFESSIONAL SERVICES WORKSHEET (Rev. 10/04)

**UNIVERSITY OF SOUTH FLORIDA
DISBURSEMENTS QUALIFYING FOR FORM 1099 ISSUANCE**

INSTRUCTIONS (This form must be sent to Purchasing with the Requisition Tracking Number given below where indicated):

If you are hiring an individual or sole proprietorship, it is important to establish that the nature of the service does not constitute an employee/employer relationship. The Independent Contractor Questions are important to both USF and the prospective payee to enable proper tax withholding and reporting in accordance with the IRS. Please complete them carefully with the prospective payee's cooperation and their understanding. Contact Purchasing at 974-2481 with any questions.

Requisition # _____ USF Department _____

_____ Individual _____ Sole Proprietor* _____ Corporation/Government** _____
Partnership _____ Other _____

* A Federal Employer Identification Number (FEIN) is also appropriate.
** If you checked Corporation/ Government, the Independent Contractor Questions do not have to be completed unless the payment is intended for a specific individual in which case questions should be answered for that individual.

Payee Name (see back of form for more instructions) _____
Payee Home Address _____
City, State, Zip _____

Federal Employer Identification Number (FEIN): ____ - _____

Social Security Number (SSN) or IRS Individual Tax Identification Number (ITIN):

_____ - _____ - _____

(Note: If you have ever been issued a SSN or ITIN the number is still valid. You may have a number if you have bank deposits or investments in the U.S., were a student in the U.S., or previously lived or worked in the U.S. The IRS issues ITINs to alien individuals not eligible to obtain a SSN. The individual must submit Form W-7 to the IRS in order to obtain an ITIN. All individuals receiving payment via payroll are required to obtain a SSN.)

Recipient is (check one of the following 3 boxes):

- A Citizen or National of the United States A Lawful Permanent Resident Alien (has a "green card" issued by BCIS - former INS)

A Nonresident Alien (A USF Payroll Foreign National Information Form and supporting documents must be submitted with this form to ensure compliance with IRS tax withholding and reporting requirements. If not submitted, the payment will be taxed at 30%)

If a Nonresident Alien, is 100% of the work performed and/or services rendered completed in the U.S.? YES NO

The following to be completed by USF NRA Tax Coordinator:		Gross Payment Amount _____ . ____
Tax reporting: <input type="checkbox"/> 1042-S <input type="checkbox"/> 1099 <input type="checkbox"/> None	Federal Taxes to be Withheld _____ . ____	(tax rate ____ %)
	Net Payment Amount _____ . ____	
Approval from NRA Tax Coordinator _____	Date _____	Date received IRS Forms: _____ 8233 _____ W8-BEN

Yes No

XXXX	1. Is the payee a USF employee or a student at USF employed through Student Appointments in Human Resources?
XXXX	2. Is the individual working exclusively for USF (with respect to the service being performed)? [Answer 'No' if the individual has a business where the service is performed for clients other than USF.]
XXXX	3. Is the work performed a key aspect of the regular business of the unit or department? For example, are you hiring someone to teach a course? (Normally performed by USF employees).
XXXX	4. Is USF providing assistance to the individual such as additional personnel support, facilities, supplies, equipment, etc.? A 'YES' for a speaker who is not performing training or teaching duties is an acceptable answer for payment as an independent contractor.
XXXX	5. Is USF providing TRAINING concerning procedures to be followed and methods to be used by the individual in performing the services?
XXXX	6. Does the prospective payee/independent contractor report to a USF staff member who has the right to change HOW THE JOB GETS DONE? [An independent contractor only receives instructions regarding the END RESULT, is not directly supervised by a USF employee, and does not receive evaluations concerning details of how the work was performed].
XXXX	7. Is there a regular or on-going relationship with the prospective payee/independent contractor? For example, are you paying the individual more than once to perform the same task? ['Yes' is an acceptable answer for payment as an independent contractor if the individual has a business where the service is performed for clients other than USF - see #2.]
XXXX	8. Is the prospective payee/independent contractor using experience or expertise gained as a current or previous employee of USF to provide the independent contractor service?
XXXX	9. Is USF required to pay the individual for unsatisfactory work?

I agree with the statements made above by the individual approving payment employed with the University of South Florida. Furthermore, I understand that as an independent contractor, I am not covered under the State of Florida Worker's Compensation Law (F.S. Chapter 440) and that I meet the independent contractor definition also defined in F.S. Chapter 440 on the back of this form. Furthermore, **I am a U.S. citizen or permanent resident of the U.S. or a non-resident alien** and the address and SSN, ITIN or FEIN above is correct. I understand that the payment from USF is taxable income to me and that I am required to report this income on my U.S. Tax Return annually. I understand that falsification of this information may result in disciplinary action. Also, that Florida law provides that a person who knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a **misdemeanor of the second degree**, punishable as provided in section 775.082 or 775.083.

Payee Signature (Must be Payee Named Above)	Phone	Date
<u>Matthew Morrin, Director of Student Life & Engagement</u>		
Print Name & Title of Individual Approving Payment for USF	Signature of Approval (Must have payroll authorization)	Date

(Rev. 10/04)

An independent contractor under Chapter 440.02(13)(d), F.S.:

- a. Maintains a separate business with his own work facility, truck, equipment, materials, or similar accommodations;
- b. Holds or has applied for a federal employer identification number, unless the independent contractor is a sole proprietor who is not required to obtain a federal employer identification number under state or federal requirements;
- c. Performs or agrees to perform specific services or work for specific amounts of money and controls the means of performing the services or work;
- d. Incurs the principal expenses related to the service or work that he performs or agrees to perform;
- e. Is responsible for the satisfactory completion of work or services that he performs or agrees to perform and is or could be held liable for a failure to complete the work or services;
- f. Receives compensation for work or services performed for a commission or on a per-job or competitive-bid basis;
- g. May realize a profit or suffer a loss in connection with performing work or services;
- h. Has continuing or recurring business liabilities or obligations; and
- i. Is successful in his business when his/her business has receipts greater than expenses.

Payee Name: If you are an individual, you must generally provide the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage, without informing the Social Security Administration of the name change, please enter your first name, the last name shown on your social security card, and your new last name.

If you are a sole proprietor, you must furnish your individual name and either your SSN or FEIN. You may also enter your business name or "doing business as" name. Enter your name(s) as shown on your social security card and/or as it was used to apply for your FEIN on Form SS-4.

The **Payee Address** must agree with the Purchase Order.

The **Payee Signature** and **Signature of Approval** must be original signatures. A facsimile will be accepted to begin the approval process, however, original signatures must be provided before payment is made. The **Signature of Approval** must be made by an individual who has the authority to approve payroll certifications.

TEMPORARY PERSONNEL AGENCIES **which are corporations or partnerships** only:

- 1) The agency will only fill out the worksheet once;
- 2) The employing department signature will NOT be required;
- 3) Purchasing will keep a copy of the worksheet on file and will only issue purchase orders to corporations with the form on file;
- 4) Purchasing will NOT have to attach a copy of the worksheet to each Purchase Order; and
- 5) Accounts Payable will assume that Purchasing has a worksheet on file and will not need a copy in order to process payments.

NOTE:

Any payment made to a person who is a USF employee must be made through Payroll. Approval to pay dual compensation is not approval to pay an individual as an independent contractor. Any payment made to a USF student employed through Student Appointments in Human Resources must be made through Payroll.

Examples of Persons That Are Employees of USF:

1. A person teaching a course for credit (even if the course is only one day long).
2. A person teaching a continuing education course not for credit (even if the course is only one day long).
3. A person employed by USF in any other capacity (including Student Appointments in Human Resources).

4. Persons performing services that are a key aspect of the regular business of a USF department (ex. aerobics instructor at Recreation Center, accountant in Finance and Accounting, computer specialist in Information Technologies, attorney in Office of General Counsel).

5. Former employees that return on a part time basis to perform duties similar to those performed previously for USF.
6. Individuals performing services for USF that do not perform those services for other businesses.

Examples of Persons That May Be Independent Contractors:

1. A person who is not a USF employee that is presenting a brief lecture.
2. A person who is not a USF employee that is in the business of providing a service to the general public and provides the same service to USF (ex. move piano, string tennis racquet, pay C.P.A. firm to evaluate business practices).
3. Individuals performing services for USF that are performed for other businesses. Individual should have business cards and/or a listing in the yellow pages.

ANY TAXES, INTEREST OR PENALTIES ASSESSED BY THE IRS DUE TO MISCLASSIFICATION OF AN INDIVIDUAL AS AN INDEPENDENT CONTRACTOR WILL BE PAID BY THE DEPARTMENT AUTHORIZING THIS FORM. THE EMPLOYMENT TAXES, INTEREST AND PENALTIES WILL BE APPROXIMATELY EQUAL TO THE INDEPENDENT CONTRACTOR PAYMENT MADE TO THE INDIVIDUAL.



Recommendations for Safe Driving

- Begin the trip well rested.
- Notify a designated contact person upon departure and arrival.
- Avoid driving when conditions are hazardous (this includes but not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- Plan routes in advance and carpool and caravan when possible.
- Divide the trip into segments, stopping for rest as necessary.
- Do not text or use cell phone while driving. Pull over to side of road if this can be done safely.
- Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- Establish a reasonable departure and arrival time to and from the activity or event.
- Avoid driving between midnight and 6 a.m.
- Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- Carry a flashlight and approved fire extinguisher.
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Recommended items to check if driving a personal vehicle

- Brake system / brake fluid capacity / washer fluid capacity / steering operation / battery condition / steering fluid capacity / engine belts and hoses / engine oil condition / exhaust system condition / engine oil capacity / headlights / transmission operation / tire condition / transmission fluid capacity / tire inflation / radiator condition / parking brake operation / radiator and overflow tank capacity / horn operation / wiper blade condition / rear view mirror condition

