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## Student organization handbook : 2009-2010

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# **Student Organization Handbook**

**2009-2010**

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

Fall 2009

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 70+ 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 you need to operate on campus. It is by no means comprehensive. Please get to know the staff in the Department of Student Life & Engagement, in the Campus Activities Center, 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

The *Student Organization Handbook 2009-2010* is a publication of the Department of Student Life & Engagement. All policies and procedures are subject to change. Any changes that are made will be e-mailed to all student organizations and posted on the University of South Florida St. Petersburg website in the *Student Organizations – Resources* section of the Department of Student Life & Engagement webpage at:

**<http://www.stpt.usf.edu/studentlife>**

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# 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 and the Activity and Service (A&S) Fee guidelines and procedures (available at <http://www.sg.usf.edu>). 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 both the Department of Student Life & Engagement and the Campus Activities Center. 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.stpete.usf.edu/studentlife/index.htm>. 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 Desk maintains a small “Lost and Found” for articles usually lost within the building. Items of value are immediately submitted to Campus Police. If you have lost something within the CAC or elsewhere on campus, check the Reception Desk first and then with Campus Police and the Library.

The Department of Student Life & Engagement is open during the academic year Monday – Friday, 8am – 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 the Campus Activities Center

## ***CAC Hours of Operation***

Monday-Thursday	7:00 AM - 10:00 PM
Friday	7:00 AM - 6:00 PM
Saturday	9:00 AM - 5:00 PM
Sunday	1:00 PM - 5:00 PM

*Hours are subject to change and vary during semester breaks and holidays.*

## Department of Student Life & Engagement Staff Directory

<b>Matthew Morrin, Director</b>	<b>CAC 127</b>	<b>34180</b>
<b>LaTarri Canty, Asst. Director of Multicultural Affairs</b>	<b>CAC 130A</b>	<b>34845</b>
<b>Charlie Justice, Asst. Director of Leadership Programs</b>	<b>CAC 130B</b>	<b>34118</b>
<b>Don McCarty, Asst. Director of Student Life</b>	<b>CAC 124</b>	<b>34598</b>
<b>Jeffrey Parker, Graduate Assistant – Student Programs</b>		
<b>Tim Oetinger, Program Assistant</b>	<b>CAC 125</b>	<b>34569</b>
<b>Marty Dempsey, Coordinator of Campus Recreation</b>	<b>CAC 148</b>	<b>34202</b>
<b>Teresa Przetocki, Coordinator of Aquatics</b>	<b>COQ 108</b>	<b>34421</b>
<b>Zac Oppenheim, Coordinator of Watercraft</b>	<b>COQ 108</b>	<b>34948</b>
<b>Gonzalo Crivello, Coed Sailing Team Coach</b>	<b>COQ 108</b>	<b>34203</b>
<b>Allison Jolly, Women’s Sailing Team Coach</b>	<b>COQ 108</b>	<b>34518</b>

# CAMPUS ACTIVITIES CENTER POLICIES

1. Equipment and furnishings assigned to the Campus Activities Center are available for use. Items to be used must be checked out at the DSLE Reception Desk.
2. Any damage to the building or to the equipment will be charged to the individual or group responsible. Improper use of furniture and furnishings will not be tolerated. Acts of misconduct or destruction will be brought to the Director of Student Life & Engagement for action.
3. No classes or accredited courses of any type shall be scheduled in the Campus Activities Center during the academic year unless approved by the Director of Student Life & Engagement.
4. Bicycles, skateboards, and rollerblades are not to be used in the Campus Activities Center at anytime.
5. Gambling: In compliance with Florida State Law and for the protection of the student body and the university, gambling is forbidden at all times on campus.
6. Animals of any kind, with the exception of seeing-eye dogs, are not permitted in the Campus Activities Center at any time unless approved by the Director of Student Life & Engagement.
7. Fire: all fires should be reported immediately either by activating the nearest fire alarm, notifying the Coordinator, or contacting Campus Police. All occupants of the building are expected to evacuate the building immediately.
8. Weapons, ammunition, explosives, and fireworks of any kind are not permitted on University property.
9. Only authorized personnel are permitted to remain in the Campus Activities Center after the official closing time or on holidays. Student Government Officers and Crow's Nest staff are permitted to occupy the building after closing. For safety reasons, they must notify Campus Police when entering and exiting the building, request Campus Police to escort them out of the building, and check that doors are locked when exiting.
10. Sponsoring organizations shall conduct orderly meetings that will not incite others to behave disorderly. Meetings are not to be abusive to other groups or individuals by reason of race, creed, color, gender, or sexual orientation.
11. No university facility, building, or grounds shall be used for unlawful purposes.
12. A request for use of facilities, once granted, is not transferable to another organization.
13. Usage of the Campus Activities Center is regulated by the *Campus Space Use Policy*.

# 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 can not 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.

### 2009-2010 Re-Registration Process:

1. Log in to BlackBoard (my.usf.edu)
2. Click the "Organizations" 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. (Steps 1-4 above).
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 2009-2010 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

Groups who are deactivated for cause as listed above, shall remain inactive for a period of not less than one semester. Upon elimination of cause for deactivation, an organization must complete the new student organization request process in its entirety to become reactivated. Reactivation of student organizations who have previously been deactivated occurs at the discretion of the Department of Student Life & Engagement.

### 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://involvement.usf.edu>).
2. Meeting with a DSLE staff person by contacting the Department of Student Life & Engagement at (727) 873-4596 or stopping by the office in the Campus Activities Center.
  - 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 Filled Out 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.

## CONTINUED REGISTRATION

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

1. **Student Organization Registration Form**: An information form that includes a list of the members presently enrolled at USFSP St. Petersburg who are serving as officers, their student identification numbers, their addresses, email and phone numbers must be submitted to the Department of Student Life & Engagement before the end of the fourth week of each semester. Additionally, this record should be updated whenever a change occurs.
2. **Finances**: An agreement to supply the Department of Student Life & Engagement with a review of the books and records of the organization upon request.
3. **Membership Roster**: A roster of all members must be submitted. All organizations must have a minimum of five (5) members to remain active.
4. **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.

5. **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.
6. **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.
7. **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.

## 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.

### Student Organizations Council (COC) Meetings

*The COC is chaired by the Vice President of the Student Government Association. These meetings are designed to allow club representatives to come together to discuss issues of concern, learn what other clubs are sponsoring or planning, and provide a forum for discussion. Attendance at this meeting is very important. Thus, an organization's attendance at these meetings is considered during the budget allocations process. Meetings are held once a month throughout the semester. Check with Student Government for date, time, and location of meetings. Meeting dates and times will be sent via e-mail to the club President and Advisor at least 2 weeks prior to meeting date.*

# **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 see the Department of Student Life & Engagement.

## **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:

- 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.
- 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.
- 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 (RSO's) are required to comply with all University policies, procedures and guidelines as outlined in the Student Code of Conduct and the Student Organization Handbook. Additionally, all student organizations must comply with all guidelines set forth by the Department of Student Life & Engagement.

## Student Organization Compliance with the Student Code of Conduct

Through their formation and registration, Registered Student Organizations (RSO's) are members of the USF community. With this membership comes both benefits and responsibilities. The University of South Florida's Student Code of Conduct forms the basis for behavioral expectations in the university community for both individual students and RSO's.

The USF Student Code of Conduct is 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 Student Code of Conduct and violations of the Code 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 Student Code of 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 Student Code of Conduct while acting in accordance with student organization principles and/or philosophies.

## **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 Activity & Service 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](http://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.

All items to be posted will be collected at the front desk of the Department of Student Life & Engagement in the Campus Activities Center. Materials will be date stamped so that they are hung for no longer than two weeks. An individual designated by the Department of Student Life & Engagement will hang all items appropriately.

For USFSP events and organizations, notices will 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.
- ◆ Davis Hall and Coquina Hall storefront windows except for doors.
- ◆ Exterior/interior portable bulletin boards and in Davis Lobby and the Coquina Club.
- ◆ On tables in Davis lobby and Coquina Hall dining center when done 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 (not permitted for SG elections).

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

The Department of Student Life & Engagement shall be responsible for administering this policy in such a manner as to ensure fair and equitable access for the various campus organizations, events and activities and shall provide for a policy of pre-approval for all posted material.

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

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.

## 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.stpete.usf.edu/studentlife/student\\_organizations/Resources.htm](http://www.stpete.usf.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 Annette Hamon at [Annette@spadmin.usf.edu](mailto:Annette@spadmin.usf.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](mailto:ayo@admin.usf.edu).

## SALES, SOLICITATIONS, FUNDRAISING, COLLECTIONS

- A. 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.

## 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 if applicable and provide CAC Information Desk with event information
- Begin ticket sales through the CAC (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.

# RESERVING A ROOM/SPACE ON CAMPUS

The following spaces are available for student organizations to use on campus:

- Academic classrooms
- Coquina Club
- Campus Activities Center (CAC)
- Coquina Pool
- Davis Hall, Room #130
- Davis Lobby
- TERR 300- Presidential Conference Room
- Harborside (outside lawn area between Davis Hall and the harbor)

Steps to reserving a space:

1. Call or ask at the Department of Student Life & Engagement if the room or space desired is available for that particular date and time.
2. Complete the Facility Reservations Request Form. This form is available at the CAC Information Desk. Important: the only way to reserve a room is to complete a Facility Reservation Request Form.
3. Submit the completed form to the Department of Student Life & Engagement Reception Desk.
4. An approved Facility Reservation Request Form will be returned in the Student Organization's mailbox.

Please note: Rooms are reserved on a first come first served basis and facilities are not guaranteed until an approved form is received.

## 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.stpete.usf.edu/studentlife/student\\_organizations/forms.htm](http://www.stpete.usf.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.
- Analyze why the group has trouble getting and keeping members and develop solutions to those problems.
- 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.

### ***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 if there are topics that members should 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***

## 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 contract. 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 Event and Meeting Services office.
<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.

## 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 level 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 event
- Host a retreat at a location off-campus
- Have an outing, go to dinner together or play a recreational game

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***



UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

# Student Government

## *Allocations Manual*

*(revised August 2009)*

**Student Government Office**  
Executive Officers

Campus Activities Center 138  
(727) 873-4147

The ***Student Government Allocations Manual*** provides 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 100

### Activity and Service (A&S) Fees and Budget

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- 100 The primary purpose of A&S Fees is to ensure that student activities, both University sponsored as well as the organizations, receive a subsidy that will help cover operational costs.
- 100.1 The USFSP St. Petersburg A&S Budget is created by the collection of a (as of 7/08) \$9.76 per credit hour fee. These fees are then allocated through the Student Government budget process.
- 100.2 Student Government may call for a fee increase in any year.
- 100.3 In order to increase the A&S fee there shall be a committee comprised of ½ students appointed by the Student Government President and ½ faculty or staff appointed by the University Chancellor (or the Vice Chancellor of Student Affairs if so delegated). Assuming that a proposed fee increase passes a committee, final approval rests with the University President and the Board of Trustees. This process takes time, so Student Government must consider the long-term needs of the campus.

## Chapter 101

### Budget Committee and Budget Process

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- 101 The purpose of the Budget Committee is to make recommendations to the Student Government concerning student organization budgets, Student Government's budget, and University department budgets funded by A&S Fees.
- 101.1 The Budget Committee shall be chaired by the SG Treasurer. There shall be at least two members on the Budget Committee in addition to the chairperson. Additional information about the Budget Committee is available in the SG Statutes.
- 101.2 The Budget Committee will consider budget requests for the next allocations period (e.g. The current year's Budget Committee considers budget for the next year) and special requests for the current allocations period.
- 101.3 Clubs and Organizations will use the budget request form supplied by the treasurer. Budget requests must be **typed** and **full explanations** must be given for each line item in order to be considered for funding.
- 101.4 Budget requests must be signed by the Treasurer, President, and Advisor of the organization.
- 101.5 In accordance with Student Government by-laws, budget requests for student organizations are due to the Budget Committee no later than the first school day of March for the allocation period of July 1 through June 30.
- 101.6 All other recipients of A&S Fees monies (other than organizations) shall present the appropriate Budget Request forms to the Student Government Budget Committee by the first school day of March to be considered for an allocation for the fiscal year of July 1 through June 30.

## Chapter 102

### Funding Restrictions

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- 102 Any expense judged to be the responsibility of the college or departments or the personal responsibility of the members of student organizations will not be funded.
- 102.1 Personal money spent without prior approval in excess of \$25.00 will not be reimbursed.
- 102.2 All tangible equipment and supplies purchased with A&S funds must be inventoried, tagged, and signed for by an active member of the organization. All A&S property must be housed or stored in an on-campus location that will be established and kept on file with the Student Government. Any items purchased with A&S funds are the property of the students of USF St. Petersburg and must be available for all clubs and organizations to use. Student government reserves the right to designate the storage location of all items purchased with A&S monies.

- 102.3 Any organization or department may check out any A&S equipment for use at their meetings or events.
- 102.4 Admission shall not be charged to any USFSP student with proper identification at any A&S funded event. Non-students may be charged a small fee to help cover costs associated with the event. Student Government may make an exception for major or high-cost events.
- 102.5 All monies raised from an A&S sponsored event or financed using A&S money must be deposited into the organization's A&S account.
- 102.6 A&S funds will be limited to \$300.00 total for the registration fees for any local or national conference for USFSP currently enrolled credit-seeking students who are active members in that organization. This allocation may only be utilized once every fiscal year. Travel, lodging, and meals for such a conference are the responsibility of the organizations. Exceptions may be granted for organizations participating in competitions that support the mission of the organization.
- 102.7 Once a funding request has been considered and funded, the same request cannot be resubmitted for additional funding during the same allocations period without extreme circumstances and approval by the SG Treasurer.
- 102.8 Any requests that were denied for an allocations period will not be reconsidered for funding within that allocations period without extreme circumstances and approval by the SG Treasurer.
- 102.9 Deficits incurred by the organization or department without prior approval of the Student Government will not be funded.
- 102.10 Every student organization is required to attend all Student Organizations Council meetings. Groups that fail to attend these meetings may be assessed a penalty from their operating budget. Assessed penalties will be deducted from funds allocated for the next allocations period as per review of COC attendance sheets by the Budget Committee.

### **Chapter 103**

#### **Fundraising Policy**

The following is a rule that the University must abide by in accordance with the section 6c4-6017 of the Florida Administrative Code, and is not related to the Student Government Constitution or the Allocations Manual.

- 103 Each student organization may engage in fund-raising activities, the proceeds of 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:
- 103.1 Registered student organizations desiring to engage in fund-raising activities must secure approval at least five working days in advance from the Department of Student Life & Engagement. The Department of Student Life & Engagement should notify the petitioning student organization in writing of the approval and conditions for the solicitation of funds or denial of the fund-raising request within three working days from the date of the request. If the request is denied, the reason for denial must be stated. If the request is approved, calendar-clearance and the conditions for the solicitation of funds will be given with the approval.
- 103.2 Fund-raising activities that require the use of University space or facilities must be reserved in advance and may be limited by space availability.
- 103.3 All funds raised must be reported to the Department of Student Life & Engagement. (Note: Where an organization uses A&S Fees to finance the fund-raising, all proceeds from the fund-raiser must be deposited into the proper A&S account. These funds will be available to the student organization to supplement their approved budget.)
- 103.4 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's right to privacy and freedom from harassment.

## Chapter 104

### Activity and Service Fee Eligibility

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- 104 In order to be eligible for any A&S funding, a student organization must be registered with the Department of Student Life & Engagement.
- 104.1 Any student organization that discriminates against students based on race, gender, ethnicity, religion, or sexual orientation shall not receive any A&S funding.
- 104.2 Any student organization that requires dues (local or national) or that restricts membership to USFSP enrolled students in any way will not be eligible for A&S funding.
- 104.3 In order to be eligible for A&S funding a student organization must be comprised of at least 70% USFSP currently enrolled credit-seeking students. The other 30% of membership may be comprised of currently enrolled noncredit-seeking students or non-students. The membership roster will be used to determine the status of each member. An average membership will be taken from the attendance sheets to determine the amount of funding the organization qualifies for in regards to refreshments and banquet expenses.
- 104.4 A&S funding shall be based in part on the number of active members of a student organization. Active membership may comprise of currently enrolled credit-seeking students, currently enrolled noncredit-seeking students, or non-students. Active membership, as it applies to the budget process, is defined as the sum of the total number of members and advisors attending all meetings/functions divided by the number of meetings/functions. Membership figures will be taken from the attendance sheets.
- 104.5 Currently enrolled credit-seeking students are defined as any USFSP students who are currently enrolled for classes at USFSP who are earning credit.
- 104.6 Currently enrolled noncredit-seeking students are defined as any USFSP students who are currently enrolled in classes at USFSP who are not earning credit.
- 104.7 Non-Students are defined as any person who is not a USFSP student currently enrolled at a USFSP campus.
- 104.8 The attendance sheet included in this manual is the only sheet that can be used for an official student organization attendance sign in sheet. Signatures that are not on this sheet will not be accepted.
- 104.9 All officers must be currently enrolled credit-seeking students.
- 104.10 No organization shall allow a non-student or currently enroll noncredit-seeking student to vote on matters that involve the budget or the constitution.

## Chapter 105

### Student Organization Budget Requests

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- 105 Each organization shall prepare and present a budget request to Student Government for each allocation period in order to receive A&S funding. The request must include a written report describing how the funds that were allocated for the previous allocation period were utilized (types of events, attendance, refreshments, travel, etc).
- 105.1 The budget request must be clear and concise and must be **typed** on the forms provided by Student Government to the organization.
- 105.2 All budget requests shall be itemized (except for the club supplies line) and include explanations for each expenditure. The requests will be reviewed by the Budget Committee and will then be forwarded to Student Government with an allocation request.
- 105.3 All budget requests shall be reviewed according to the following guidelines:
- 105.3a The nature and expense of the proposed activities.
  - 105.3b The request in proportion to the funding of other A&S Fee funded activities comparable to the event.
  - 105.3c The past stability and productivity of the A&S Fee recipient.
  - 105.3d The benefit of the proposed activities to the student body, the university, and the community.

- 105.3e Any cover letter or additional data, which may be made available by the A&S Fee recipient.
- 105.3f The number of current student members, the number of persons in attendance at the past activities, which are most similar to the proposed activities, and the estimated attendance for the proposed activities.
- 105.4 Budget hearings will be scheduled as necessary during Budget Committee meetings. Each organization will be allotted a maximum of 30 minutes to explain and defend their particular requests. A schedule will be posted outside of the Student Government Office, so each organization can sign up for a specific time.
- 105.5 Student Government officers and Budget Committee members reserve the right to verify if the number of active members indicated are in agreement with attendance sheets as well as any other areas in which irregularities may exist.
- 105.6 All budget requests must be signed by the student organization Advisor, President and Treasurer.
- 105.7 Any budget requests that do not follow the above regulations will not be considered for review.
- 105.8 Attendance (sign-in) sheets for all events must be provided to Student Government, in addition to the Department of Student Life & Engagement. They should be submitted with the budget request forms. Any organization, which does not turn in their sign in sheets, may not receive funding for any budget category based on membership such as meeting refreshments and banquets.
- 105.9 A maximum of 16 meetings per semester will be considered for refreshments funding.
- 105.10 Each student organization may request up to a maximum of \$1.50 per general meeting refreshments for the average number of members attending general organization meetings, not attendance at events or the attendance of non-active members. Active membership will be determined by the attendance sheets.
- 105.11 Each student organization may request up to a maximum of \$10.00 for banquet expenses per currently enrolled credit-seeking student based upon active membership taken from the attendance sheets.
- 105.12 A&S Fees may not be used to fund non-student events.

## **Chapter 106**

### **Utilizing Allocated Funds**

- 106 Any department or organization wishing to utilize or transfer their allocated monies must complete an Expenditure Requisition Form (ERF).
- 106.1 The ERF is to be typed or printed and returned to the Department of Student Life & Engagement for approval of the expenditure prior to the actual purchase.
- 106.2 The maximum amount allowed for reimbursement for purchases made without an ERF is \$25.00 and reimbursements should be used only as a last resort. This will be allowed a maximum of three (3) times per allocation period. Failure to comply with this will result in funds not being reimbursed.
- 106.3 When making a purchase sign the purchase order and make sure you receive a receipt.
- 106.4 All original invoices or receipts must be returned to the Department of Student Life & Engagement within three (3) days of the purchase.
- 106.5 A copy of the attendance sheet must be submitted with the receipts when food is purchased.
- 106.6 A list of commonly used vendors for which blanket purchase orders have been established is available. If a vendor is not on the list, approval for the purchase order may take up to three (3) weeks.

## **Chapter 107**

### **Overspending**

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- 107 There is never a time when an organization may overspend its total allocation. Organizations that exceed the allocated amount will be penalized for that amount in their future budget allocations.
- 107.1 All student organizations are responsible for their own line item totals. In the event that an organization needs additional funds in a particular area, a line item total may exceed its total allocation by 20% only if the organization can take the amount from another area. (For example, if the organization's allocated amount for refreshments is \$200, the organization may take up to \$40 from another line item area to use as refreshment money. No more than 20% can be overspent in any line item area. Organizations that exceed the allocated amount by more than 20% in any area will be assessed penalties in that area for the following budget.)
- 107.2 If an organization has an area that has surplus of funds and wishes to use those funds in another area, they may come back to Student Government and ask to transfer that money into another line item. The organization may not do this without the approval of the Student Government.

## **Chapter 108**

### **Funding for Provisional Organizations**

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- 108 Provisional status may be granted to any student organization that does not already receive A&S funding as long as they comply with all A&S eligibility regulations.
- 108.1 Provisional student organizations may receive funding from the provisional organization line in the SG budget.
- 108.2 Budget requests for provisional student organizations may be submitted to the Budget Committee using the same forms that registered student organizations are required to use.

### **Budget Categories**

---

The following categories are areas in which funding may be requested. Items submitted for funding must be within one of these categories to be considered.

#### **Club Supplies #210**

This category is used for things like copies, flyers, posters, stationary, and postage. Any amount requested which exceeds \$50.00 must be fully itemized.

#### **Meeting Refreshments #352**

Funding for meeting refreshments is limited to \$1.50 per currently enrolled credit-seeking student, per meeting, up to a maximum of 16 meetings, using active membership as a base for this calculation. Funding for currently enrolled noncredit-seeking students for meeting refreshments is \$.25 (10%) based on active membership.

#### **Banquets #353**

Banquets are budgeted at a maximum of \$10.00 per currently enrolled credit-seeking student per semester. The total amount of funds allocated for each organization may be capped, or the maximum amount per active member may not be given. This decision will be based on Student Government's current budget constraints.

### **Campus Showcase #503**

Please keep in mind that all organizations must participate in Campus Showcase in order to receive a Campus Showcase budget allocation from Student Government. This allocation can only be used for the Campus Showcase for that allocations period and cannot be transferred to another line item. Provisional organizations or organizations that are currently reorganizing may request to be excused from this requirement by attaching a letter to the budget request for the next allocations period explaining why they were absent from Campus Showcase.

### **Programs #599**

#### Speakers

- This category is usually, by most organizations, used for token gifts given to guest speakers. Individuals who are invited to speak at meetings or functions often realize that university organizations do not have the finances to pay them for their time. Most volunteer their services. As a result, Student Government has capped this category at \$75.00 per speaker.
- If your organization wishes to bring in a speaker who does charge an honorarium, you need to work in conjunction with the Department of Student Life & Engagement to find ways to generate the funds needed.

#### Inter-club events

- This category should be used when two or more organizations are planning joint activities.
- Please be specific about the type of event planned and which organization(s) will be participating.
- Funding for such activities may not be requested by more than one organization for the same event.

### **Equipment #730**

- This category may be used for equipment rental for special events, including audiovisual equipment check out in the library.
- It may also be used for small equipment purchases. Please keep in mind that any equipment purchased using A&S Fee money becomes property of the University. As such, this equipment must be turned over to the Division of Student Affairs, upon request or if the organization disbands.
- It is possible that Student Government may be able to find other funding sources for certain equipment deemed necessary.
- Equipment may be utilized by other organizations when available.

## **REIMBURSEMENTS**

**Step 1:** Complete an **Expenditure Requisition Form (ERF)** with the name, address, telephone number, and social security number of the person receiving the reimbursement. A receipt documenting the purchase must be provided. Whenever possible, receipts should be itemized. **Two authorized signatures (treasurer and president or vice-president) are required on the ERF.**

ERFs can be obtained at the CAC Information Desk.

**Step 2:** Turn in the completed ERF to the Student Life Program Assistant, CAC 126.

**Step 3:** A reimbursement check will be mailed directly to the person.

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

**Reimbursements are not intended as a substitute for submitting expenditure requests in sufficient time for a purchase order. Also, reimbursement requests may be denied.**

# 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 2<sup>nd</sup> signer) are required on the ERF.***

ERFs can be obtained from CAC 126. A list of the vendors who accept purchase orders can be obtained from the Student Life Program Assistant, CAC 126.

**Step 3:** Turn in the completed ERF to the Student Life Program Assistant, CAC 126.

**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 126 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**  
USFSP St. Petersburg  
140 7th Avenue South  
St. Petersburg, FL 33701-  
5016



UNIVERSITY OF  
SOUTH FLORIDA  
ST. PETERSBURG

**Phone Numbers**  
Office: 727 873-4180  
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. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_
17. \_\_\_\_\_
18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_
21. \_\_\_\_\_

22. \_\_\_\_\_
23. \_\_\_\_\_
24. \_\_\_\_\_
25. \_\_\_\_\_
26. \_\_\_\_\_
27. \_\_\_\_\_
28. \_\_\_\_\_
29. \_\_\_\_\_
30. \_\_\_\_\_

**Guests:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

- Submit one (1) copy of this form to Student Government for allocation purposes.
- Submit one (1) copy of this form to the Department of Student Life & Engagement with your refreshments receipt when A&S funds are used.





UNIVERSITY OF SOUTH FLORIDA ST. PETERSBURG

FUNDRAISING APPLICATION

Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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 for your fundraising 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

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**USFSP St. Petersburg Student Government  
Budget Line Transfer Request**

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*This form should be completed when an organization needs to transfer money from one line of their Student Government budget to another.*

Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Other Signer: \_\_\_\_\_

Advisor: \_\_\_\_\_

**Transfer Money From:**

Original Request No. \_\_\_\_\_ Code \_\_\_\_\_

Description \_\_\_\_\_

Original Intended Use: \_\_\_\_\_

Current Amount of Line \_\_\_\_\_

**Transfer Money To:**

New Request No. \_\_\_\_\_ Code \_\_\_\_\_

Description \_\_\_\_\_

Amount to be Transferred \_\_\_\_\_

Requested New Use: \_\_\_\_\_

Justification for Change: \_\_\_\_\_

-----  
**For Student Government Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

**FINAL APPROVAL:**

SG Treasurer \_\_\_\_\_ Date \_\_\_\_\_

SG President \_\_\_\_\_ Date \_\_\_\_\_

*Transfer Completed:*

Student Life \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Student Government Treasurer upon completion of the transfer.

## Sample Authorization Letter

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### AUTHORIZATION LETTER

**TO:** Bayboro Books  
121 7<sup>th</sup> Avenue S  
St. Petersburg, FL 33701

**FROM:** Matthew Morrin, Director of Student Life  
(727-873-4180)

**DATE:** **December 31, 2007**

**RE:** Authorization to Purchase – PO # XXXXXXXXXXX

---

**Jane Doe** of the USFSP St. Petersburg **XYZ Club** is authorized to purchase at Bayboro Books using the **USFSP St. Petersburg Purchase Order #XXXXXXXX** on or before **January 15, 2007**.

The purchase is not to exceed **\$100.00**.

NOTICE TO VENDOR: Purchaser must sign receipt.

USFSP St. Petersburg Florida Tax Exempt ID: 59-73-0209k

Purchase is tax exempt.

Please monitor purchase.

Thank you.



**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 Legal 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

**DRIVER 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 Legal Guardian

***Additional Automobile and Insurance Information for Driver:***

Driver's License Number: **Enter Driver's License Number**

Automobile Info: (Check One)

\_\_\_\_\_ Commercial: Company Name: \_\_\_\_\_

Type of Automobile Requested: \_\_\_\_\_

\_\_\_\_\_ Personal: Make: \_\_\_\_\_ Model: \_\_\_\_\_

Licensing State and Plate Number: \_\_\_\_\_

Automobile Insurance Company: **Enter Automobile Insurance Company Here**

Policy Number: **Enter Automobile Insurance Company Name Here**

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**

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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 Legal Guardian

***Medical and Insurance Information for Participant:***

In Case of Emergency, Contact: **Enter Emergency Contact Name Here**

Relationship to student/member filling out form: **Enter Relationship Here**

At the Following Number (Number best to reach at 24/7): **Enter Phone Number Here**

Health Insurance Company: **Enter Health Insurance Company Name Here**

Policy Number: **Enter Health Insurance Policy Number Here**

Allergies: **Enter Allergy Information Here**

Medications Currently On: **Enter Medications Currently On Here**

Please list any special services you may require due to an existing medical condition or physical disability: **Enter Information Here**

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

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





# Department of Student Life & Engagement

## Event Information Form

*This form must be completed before the start of the event and submitted to the Department of Student Life & Engagement, CAC 126.*

Event information, excluding contact info, will be posted as written on the Department of Student Life & Engagement's website and Facebook Info page.

Please check if this event should NOT be posted on these sites. \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Event Chairperson: \_\_\_\_\_

Cell Phone # \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b><u>Event To-Do List</u></b>	
Make a Room Reservation & Complete Event Info form (include all technical and custodial needs)	_____
Complete an ERF (Expenditure Request Form) and confirm method of payment	_____
Submit flyers for posting to CAC the Friday before event (minimal time needed)	_____
Submit receipts within 3 days of end of event	_____
Submit event attendance sheet after event	_____

**Please see any staff member if the Department of Student Life & Engagement if you need assistance. Additional information concerning the planning of events on campus can be found in the 2009-10 Student Organization Handbook.**