



2006-07

**Student Organization
Resource Guide & Policy
Handbook**

for Student Leaders and Faculty/Staff Advisors

**(Additional information available online at
www.asu.edu/clubs)**



Student Organization Resource Center
Memorial Union Third Floor
PO Box 873001
Tempe, AZ 85287-3001
(480) 965-9665

email: sorc@asu.edu
www.asu.edu/clubs

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Editor Note:

This publication is intended to provide all student groups with useful information regarding the University, SORC, organizational privileges and responsibilities, and program planning.

While this guide is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- 1) It is not a complete statement of all procedures, rules, and regulations of Arizona State University;
- 2) the University reserves the right to change, without notice, any procedures, policies, and programs that appear in the SORC Resource Guide & Policy Manual; and
- 3) the various colleges, schools, and departments of the University may have their own procedures and policies that apply to student organizations.

W E L C O M E ! ! !

August 21, 2006

Dear Student Organization Members and Advisors:

This information packet has been developed to introduce you to the many services and resources available to registered student organizations at Arizona State University, as well as policies that impact your organization. More detailed information is available at the SORC homepage at www.asu.edu/clubs and we encourage you to review that site on a regular basis for policy updates and important announcements that impact your club. Please review the materials provided in this manual and pass this information on to the members of your organization. If you have any questions, call SORC at (480) 965-2255, or stop by the Sun Devil Involvement Center on the 3rd Floor of the Memorial Union. Best wishes for a successful year!

SORC Staff Members

Stop by and introduce yourself to the SORC staff.

We look forward to meeting you!

Jennifer Stults
Assistant Director

•

Brian Goehner
Coordinator, Sr.

•

David J. Leo
Coordinator

•

Aaron Kravitz
Management Intern

•

Angela Vasco
Management Intern

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Amanda Gwilliam
Office and Programming Assistant

RESOURCES

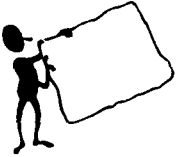
Copies



ASU Document Production Services offers each registered student organization **100 free** copies per semester to be used for publicizing club activities, events, and meetings. Copies can only be made at the Copy Center in the Lower Level of the Memorial Union. Copies left unused in the fall semester will not roll over to spring.

Limitations: Neither the SORC nor the Copy Center is responsible for negligent use of this privilege. *Therefore, the only officer authorized to make copies is the President.*

Posters



Each organization can receive **five free** posters (approx. 23" x 30") per semester. Posters are to be used for publicizing club activities, events, and meetings. To create your poster, bring an 8-½ x 11 printout of your design to SORC on the 3rd floor of the MU. Posters will be ready for pickup 48-hours later. Posters left unused in the fall semester will not roll over to spring.

Limitations: The SORC is not responsible for negligent use of this privilege. *Therefore, the only officer authorized to make copies is the President.*

Sound Equipment

The SORC offers students use of equipment including:



- Sound System (complete with CD player and microphone)
- Stage
- Portable Sound System (includes microphone and mini-CD player)

Equipment can be reserved through MU Event & Meeting Services (located in Room 182, next to the Information Desk). You will need to complete an Outdoor Event & Sales Area Request Form (see sample forms). A \$50 refundable deposit is required. Equipment must be reserved at least two weeks prior to your scheduled event.

Sound Guidelines



Amplified events will only be approved during the hours of 11:30 AM to 1:00 PM in the areas designated by the Memorial Union. These areas are assigned on a first-come, first-serve basis. Amplification cannot exceed 85 decibels at 30 feet and is limited to speakers, radio broadcasts, recorded music, and certain types of live performers. *Bands that include electric instruments or drums require special approval, notification of all areas affected by the performance, and will be limited to specific dates/times as determined by ASU.*

E-Mail

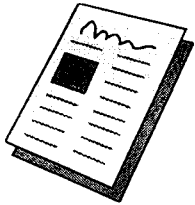


To create an email account for your club, go to <http://www.asu.edu/askit/>. Request a mailbox name that is 5-8 characters long and an alternate name just in case your first choice is not available. (i.e. ASIA@asu.edu or AsiaStudies@asu.edu) The Email request also needs to contain the names, email, ASU ID number or ASURITE of both the person who will act as the primary contact or owner of the mailbox and a secondary contact. This is usually the Club Advisor and a student. ASU Information Technology will contact the owner of the mailbox after it has been created. *For more information, please call the Computer Accounts Office at 965-1211.*



Advisement

Need help planning an event? Looking for sponsors? If you have questions or need help, contacting the staff in the Sun Devil Involvement Center is a good place to start.



Newsletters and Listserv

SORC sends out newsletters four times a year to inform student organizations of upcoming events. In addition, your organization president is added to the SORC listserv to be kept informed of registration deadlines and major events on campus. Email SORC@asu.edu.



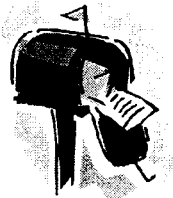
Banner Paper and Helium Tank

Large rolls of banner paper are available through the SORC office. The helium tank is available for student organizations, but you must supply your own balloons. Please contact the SORC office at sorc@asu.edu at least five days in advance to reserve the helium tank.



Conference Rooms

The conference rooms on the third floor are open during normal MU building hours and can be reserved only by registered student organizations. Conference rooms located throughout the Memorial Union are reserved through the Memorial Union Event and Meeting Services Office. Please call (480) 965-3406 to make a reservation.



Mailboxes / Storage Space

Student Organization mailboxes are located on the 3rd floor of the MU in the SORC. Mailboxes are assigned on a yearly basis and mail is delivered each weekday. File cabinets and limited storage space are also available for organizations on a first-come, first-served basis each Fall.



Fundraising Opportunity

Sparky's Den in the lower level of the Memorial Union will allow use of the bowling lanes for 1 hour on a Sunday once a semester to ASU registered student organizations. The organization may use this time to raise money for their group or for charity, or as a teambuilding event for their organization. Call Judy Schroeder at 480-965-5291 or e-mail judy.schroeder@asu.edu to reserve your time or to get advice on how to run a bowl-a-thon.



Team Challenge Course Opportunity

Student Organizations have an opportunity to participate in a free team challenge course sponsored by the SRC. Team Challenge courses include icebreaker activities, team builders, conflict resolution and problem solving. They are ideal for organization leaders and for larger group dynamics. Contact Stefani Price at 965-8900 at least two weeks in advance to schedule an event.

Starting New Organizations



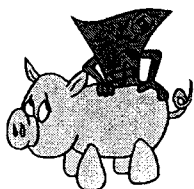
The first step to starting a new campus organization is to do a little research first, to explore whether a similar organization already exists. With over 500 student organizations at ASU, there are many interest areas being met. Check the website at www.asu.edu/clubs or the SORC office. SORC has packets available for new organizations. In order to be eligible, the following paperwork is required: (1) a completed registration form signed by the officers and an advisor (full time faculty/staff); (2) roster of members, comprised of ASU students and a (3) constitution which outlines how the organization will govern itself.

New Organization Registration and Annual Re-Registration



Registration of student organizations is an ANNUAL process and expires at the end of each academic year. The re-registration process for existing organizations occurs in the spring. All organizations are encouraged to submit their re-registration packets **beginning in April** in order to take advantage of the services available to your organization without a lapse in services.

Back Accounts and Federal Tax ID Forms



The Credit Union on the lower level of the Memorial Union and most banks allow organizations to set-up accounts under the organization's name. Typically, your organization must provide: 1) Proof that your organization is an official registered student organization through SORC; 2) A Tax ID on file with the IRS. To obtain a Tax ID, complete form "SS-4 Application for Employer Identification Number" at www.irs.ustreas.gov. It typically takes 3-4 weeks to obtain your Tax Identification Number, which can remain with the organization even though your officers may change. Your advisor should always be listed as a co-sponsor, and receive invoices.

Campus Vendors



Vendors sponsored by registered student organizations are allowed on campus **Tuesday, Wednesday and Thursday**. Registered student organizations are allowed a specified number of fundraising activities per semester. Detailed information on sponsoring a vendor on campus is available at SORC and MU Event & Meeting Services.

Where else can I find answers?



Each fall, a series of Information Sessions are scheduled for all student organizations. Attendance at one session is mandatory for at least one organization representative, but all club members are welcome. These sessions provide you with specific information about your rights and responsibilities as a registered ASU student organization, resources available, and other important information. Of course, SORC is available to assist! Call us at (480) 965-9665 or visit the web at www.asu.edu/clubs, or email sorc@asu.edu.

COMPUTING SERVICES

www.asu.edu/clubs

❖ MyASU Blackboard Group

To create a discussion group using Blackboard and MyASU, submit a request to myASU-q@asu.edu. Create a group name that is easy to remember and a password. The Email request needs to contain the names, email, ASU ID number or ASURITE of the person who will act as the primary contact. You will receive an email from MyASU After the discussion group has been created.

❖ Club Listserv

To create a listserv, submit a Request for Computer Access form. The form is available at: www.asu.edu/computeraccounts, the SORC or the second floor of the Computer Commons.

Section 1: Should be completed, signed and dated by the person who will own the list ID. This person can be faculty, staff, or a student.

Section 2: Check the box marked NEW LISTSERV. Create a listserv ID (5-8 characters long), an alternate listserv name, and write out the purpose of the list.

Section 3: Leave blank

Section 4: Your club advisor MUST sign this section as a secondary contact for the Listserv. This person will be contacted if the owner of the list leaves the University so that we can continue uninterrupted service to the listserv members. Information on the administration and use of Listserv lists is available at <http://lists.asu.edu/>.

❖ Club E-Mail

To create an email account for your club, go to <http://www.asu.edu/askit/>. Request a mailbox name that is 5-8 characters long and an alternate name just in case your first choice is not available. (i.e. ASIA@asu.edu or AsiaStudies@asu.edu) The Email request also needs to contain the names, email, ASU ID number or ASURITE of both the person who will act as the primary contact or owner of the mailbox and a secondary contact. This is usually the Club Advisor and a student. ASU Information Technology will contact the owner of the mailbox after it has been created. For more information, please call the Computer Accounts Office at 965-1211.

T A B L E S O N T H E M A L L



S I M P L E S T E P S T O R E S E R V I N G A T A B L E O N T H E M A L L

- 1) Decide if your organization wants to do an activity on the mall.
- 2) Stop by SORC, MU Event & Meeting Services (Room 182, next to the Information Desk) or go online at <http://www.asu.edu/clubs> for an Outdoor Event & Sales Area Request Form. (Special restrictions for amplified and large scale events).
- 3) Complete the required information, and have the president of your organization sign the form.
- 4) Return the completed form to MU Event & Meeting Services, Room 182 at least TWO WEEKS prior to your event.
- 5) Once your request has been approved and scheduled, you will receive a confirmation report.
- 6) Please be considerate of other organizations and occupy the zone assigned to your organization. All spaces are marked, and the daily mall activities are posted at the north end of the MU. Failure to show during your assigned dates will result in loss of mall privileges or fines.
- 7) All tables are dropped off on the north side of the MU. The student organization representatives are responsible for picking up the table and two chairs, and returning them to the same location.
- 8) Be sure to have enough volunteers to staff your table during the lunch hours. You may want to bring information about your organization's meeting schedule, recruitment opportunities and upcoming events.

NOTE: An Outdoor Event & Sales Area Request Form can be used to reserve a table for a maximum two-week period. If you are interested in having a table on the mall beyond a two-week period, then you will be required to submit a new request.

*Download the "Outdoor Event and Sales Area Request Form" online at
www.asu.edu/clubs*

FOOD SALES AND CATERING

Arizona State University departments and registered student organizations must use authorized catering service for on-campus events. **Due to liability issues it is imperative that individuals representing ASU through university functions insure that all risk management concerns are addressed by securing approved catering services as outlined in the following information.** Details and additional links are available at <http://www.asu.edu/mu/catering.htm>

Events Held in the Memorial Union

Distinctive Catering must be used for food and/or beverage service for an event hosted in the Memorial Union. For more information or menu options, please contact Distinctive Catering at 480.965.6508 or stop by their office located within the Event and Meeting Services on main level of the Memorial Union behind the Information Desk. In addition, groups may also order from Domino's Pizza (903 S. Rural Rd. location only) for events within the building.

Events Held in the University Club

Atlasta Catering Service (www.atlastacatering.com/) must be used for food and/or beverage service for an event hosted in the University Club.

Events Held in Intercollegiate Athletics (ICA) Venues

Sodexo Sports and Leisure must be used if hosting an event in Sun Devil Stadium or Wells Fargo Arena. For more information or menu options please call 480.965.4215.

Events Held in ASU Public Events Facilities

Please contact ASU Public Events (<http://www.asupublicevents.com/>) or catering options in Grady Gammage Memorial Auditorium, Kerr Cultural Center, or Sun Dome.

Events Held in Other Tempe Campus Facilities

ASU departments or registered student organizations in other campus facilities may either use Distinctive Catering, Atlasta Catering Service, or secure a caterer from the Preferred Caterer List. For events held at the Downtown Phoenix campus please refer to their web site for catering services.

Donated Food or Special Menu Item

If an ASU department or registered student organization expect to receive food donations or require a special menu item that cannot be provided by Distinctive Catering or from the Preferred Caterer List (per vendor evaluation), a Food Waiver Request must be completed and submitted to:

Student Development and Memorial Union
Event and Meeting Services office
Memorial Union #182, Mail Code: 0901
Phone: 480.965.5310 Fax: 480.965.5834

Please forward Food Waiver Request a minimum of **14 days** prior to the event date.

RESERVING A ROOM IN THE MU



TO RESERVE A ROOM IN THE MEMORIAL UNION:

1. The Memorial Union (MU) offers 35 meeting/dining rooms with a wide variety of possible setups and amenities. You can make a reservation for a room in the following ways:
 - Via telephone @ (480) 965-3406.
 - Via Fax @ (480) 965-5834.
 - Via e-mail @ MUReservations@asu.edu
 - Set a personal appointment with an Event Coordinator.
 - Walk in during regular business hours (8:00am-5:00pm, M-F).
2. Event and Meeting Services is located on the main floor of the Memorial Union in Room 182, east of the Information Desk.
3. When making a room reservation you will need to know the following details:
 - Date of the event with back-up dates
 - Number of persons in attendance
 - Set-up and audio/visual equipment needs
 - Time of event—ending and beginning/whether or not early access is needed
 - Food/beverage needs
4. There is no charge for a student organization to reserve a room in the MU, unless your organization plans to have donations, auctions or charge admission for the event.
5. Registered Student Organization Officers and Advisors are permitted to reserve rooms on behalf of the student organization. Please bring a current list of Officers to Event and Meeting Services when you make your initial reservation.
6. Requests should be made as far in advance as possible. Late requests for space submitted less than 2 full working days of the event will be charged a late fee of \$10.00.
7. Changes, additions and cancellations not made within the allotted timeframe (30 days, 2 weeks or 2 full working days based on the room reservation) will incur a late fee. Failure to use a reserved room will result in a no-show fee based on the category of the room reserved.
8. Representatives making reservations for their organization need to be sure of the group's desired meeting date and time. Once a reservation has been confirmed, a change of room or time to a series of dates results in a \$25.00 fee.
9. Registered student organizations are allowed to book 2 meeting rooms per week, 2 hours per meeting. Additional rooms can be reserved within one week of the event, pending availability.
10. The reservation will usually be processed within 24 hrs of your request. The reservation will be confirmed when all the requested information has been verified and a contract has been signed. For information on Major Events/Dances, please see www.asu.edu/clubs

RESERVING A ROOM IN AN ACADEMIC BUILDING



To Reserve a Room in an Academic Facility:

STEP ONE

Send an email request to Facilities Planning & Space Management at rooms@asu.edu please include the following in your email:

- a. Organization Name
- b. Requester Name if different than email
- c. Advisor Name
- d. Date and room needed
- e. Size of room needed
- f. If you have a particular room in mind please mention it.
- g. Will you need media? What type?

STEP TWO

Once you receive your email response with your event number go to www.asu.edu/classroomsupport/scheduling/index.html and click on Facility Request – Registered Student Organization. You can then download or print the form.

STEP THREE

Fill out the form. Include the event number under the dates of activity area.

STEP FOUR

If you have elected to use media you must contact Information Technology – Classroom Support at 5-3342 to schedule a time for training. If you have already done this for another meeting you can move directly to step 5.

STEP FIVE

Required signatures: Classroom Support (if media is being used); Advisor Signature; and Organization President. Email may be used as a form of signature. As long as the emailed, filled out form is attached through the process from your organization president to your advisor to rooms it is acceptable.

Ways to get signatures:

1. You can carry the printed copy with you to Classroom Support for their signature, then to your organization President and Advisor.

2. You can save your form and email it as an attachment to classroom.support@asu.edu. When you receive their approval back you can then email the form to your organization president, who would then email it to your advisor.

STEP SIX

Submitting the Form

1. The completed form can be delivered to CPCOM 422.
2. You can fax the completed form to 480-965-0112.
3. You or your advisor can attach the completed form to email and send it to rooms@asu.edu
4. For Sunday events you must go to the Student Organization Resource Center located in the Memorial Union, Room 340 to request their Sunday form and proceed with previous instructions.
 - Remember if you need media training that must be done prior to your event.
 - If you encounter any problems or have questions please call Facilities Planning & Space Management at 480-965-6578.

Use of Academic Facilities is a privilege available to registered student organizations. Please be respectful and adhere to all policies to allow for future use of this privilege.



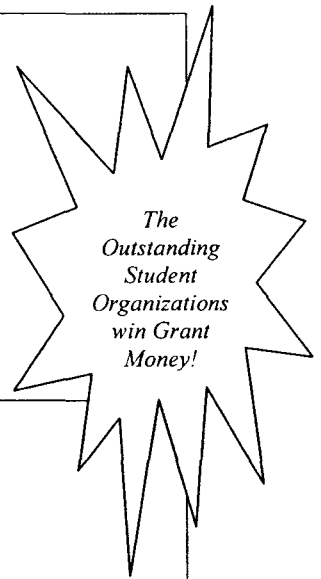
HALL OF FAME RECOGNITION NIGHT



SORC is proud to announce the tenth annual Hall of Fame, Student Organization and Advisor Recognition Night. The "Hall of Fame" will take place **Wednesday, April 11, 2007 at 6:30PM in the Arizona Ballroom** of the Memorial Union. This ceremony provides the SORC with an opportunity to recognize and award outstanding organizations, individuals and advisors in various categories. Join us for this evening of celebration and recognition as we salute your accomplishments

The recognition categories and award recipients from the 2005-2006 school year are:

LEADERSHIP	<ul style="list-style-type: none"> • Outstanding Student Organization <ul style="list-style-type: none"> ○ American Institute of Architecture Students (AIAS) • Outstanding Paraprofessional Student Organization <ul style="list-style-type: none"> ○ Programming & Activities Board (PAB) • Outstanding Student Leader <ul style="list-style-type: none"> ○ Amy Maris, Pi Sigma Epsilon – Iota Chapter • Most Promising New Organization <ul style="list-style-type: none"> ○ Project Literacy ○ Women Beyond Borders • Distinguished Service Award <ul style="list-style-type: none"> ○ Lee Ann Witt, Delta Zeta Sorority • Outstanding Advisor <ul style="list-style-type: none"> ○ Lara Klinkner, Panhellenic Council
PROGRAMMING	<ul style="list-style-type: none"> • Collaborative Programming Award <ul style="list-style-type: none"> ○ College of Education Student Council • Outstanding Annual Program <ul style="list-style-type: none"> ○ Sigma Lambda Beta • Best Web Design <ul style="list-style-type: none"> ○ Barrett Honors College Council
SERVICE	<ul style="list-style-type: none"> • Outstanding Group Service Participation <ul style="list-style-type: none"> ○ Muralcles ○ American Indian Science and Engineering Society (AISES) • Individual Achievement in Service <ul style="list-style-type: none"> ○ Mandy Ward, Circle K International • Social Consciousness Award <ul style="list-style-type: none"> ○ Theta Nu Xi Multicultural Sorority



*"In the arena of human life the honours and rewards fall to those who show their good qualities in action."
-Aristotle*

STUDENT ORGANIZATION GENERAL POLICIES

More detailed information and policies may be found at:

<http://www.asu.edu/aad/manuals/sta/>
<http://www.asu.edu/aad/manuals/sta/sta1002-01.html>

The purpose of registered student organizations at ASU is to complement its academic programs of study and to enhance the overall educational experience of students through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

Registration of student groups is necessary before University facilities and/or services will be available. Registration is facilitated through the Student Organization Resource Center (located on the 3rd floor of the Memorial Union). The center will maintain a list of all registered student organizations as public information.

Registration of student organizations is an annual process and must be completed each academic year. Priority registration begins each Spring for the following academic year and student organizations are encouraged to register during the priority timeframe.

Registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. It does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Board of Regents.

Eligible organizations are permitted to register and maintain registration during the academic year unless the university finds that the organization:

1. seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
3. seeks personal gain; or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
5. refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or university rules and regulations.

In denying or revoking registration, Arizona State University considers among other factors:

1. individual members' past conduct
2. organization's past conduct
3. the organization's stated objectives
4. failure to meet financial obligations to the university.

If registration is denied or revoked by the SORC, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct.

CRITERIA FOR REGISTRATION OF A STUDENT ORGANIZATION

To register as a campus organization, campus organizations must:

1. meet and follow membership and officer requirements
2. follow all registration procedures
3. follow conduct rules specified in this policy
4. have a full-time ASU faculty member, academic professional, or staff member as an advisor to assist the organization in developing a constructive program within university policy.

Details regarding registration are available at:

<http://www.asu.edu/aad/manuals/sta/sta1002-01.html>

Hazing (see <http://www.asu.edu/aad/manuals/sta/sta104-03.html>)

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited.

All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the university.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. the act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the university and

2. the act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Organization” means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university. “Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

ASU Fraternity and Sorority Policy Summary and Recognition

Visit the Greek Life web site at www.asu.edu/studentaffairs/mu/greeklife or the ASU web site for more information or the specific policy statements including:

STA 1001-01 ASU Relationship Statement with Fraternities and Sororities

Grievance Policy

Complaint against a Student Organization:

To file a formal complaint against a Student Organization you should follow these steps: 1) file a complaint at the SORC; 2) the program coordinator of the Student Organizations will contact the organization's advisor and ask for a recommendation on the situation; 3) if necessary, the student organization will be referred to the department of Student Life for code of conduct.

Complaint against an Advisor:

To file a formal complaint against an advisor of a Student Organization you should follow these steps: 1) student should file a complaint at the SORC and document the situation 2) the SORC will review the complaint and follow-up with the appropriate individuals or department.

Role of the Student Organization Advisor

The advisor plays an integral role in helping student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational. To adjust to the changing dynamic of higher education, and to advance a proactive risk management strategy at Arizona State University, the Division of Student Affairs has adopted the following model:

The Facilitator Model: A Guiding Philosophy of Shared Responsibility

As facilitators, advisors work with students to make intelligent, fair, and reasonable choices within the boundaries established by state, federal, and local laws, University policies, and the educational mission of Arizona State University. Universities should strive to facilitate the coordination of organization events and help student leaders take corrective actions and proactive steps to minimize accidental injury and loss.

The role of the advisor is included in the student organization registration packet, and can be viewed at http://www.asu.edu/studentaffairs/mu/clubs/advisor_role.htm

In an effort to provide enhanced resources and guidance for advisors, the SORC will also provide advisors with relevant articles, listserv announcements, and professional development opportunities throughout the year. For more information about these resources, please continue to visit the SORC website at www.asu.edu/clubs or contact sorc@asu.edu.

SALES AND SOLICITATION REGULATIONS

Memorial Union Event & Meeting Services and/or SORC will issue permits authorizing solicitation in areas under the jurisdiction of the Memorial Union. Representatives of registered student organizations may apply for sales and/or solicitation with Event & Meeting Services, located on the first floor of the Memorial Union.

Details are available at: <http://www.asu.edu/aad/manuals/sta/sta503-02.html>

Freedom of Expression

Arizona State University recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University's commitment to free speech is available on the Campus Environment Team website at <http://www.asu.edu/president/cet/>

Raffles:

The Arizona Attorney General has determined that ASU and its departments and administrative units are **NOT** permitted to conduct raffles. Some other non-profit groups are legally permitted to conduct raffles, however, subject to the limitations described below.

Raffles can be an effective and entertaining way to raise money. If done incorrectly, however, a well-intentioned fund-raiser may violate the Arizona laws that regulate gambling. Violating these laws may create liability for the university and for the individuals involved. Any group planning a raffle should become familiar with the law and should contact the Office of the Arizona Attorney General for additional information.

No one may conduct a raffle or any other form of amusement gambling unless the event is registered with and approved by the Arizona Attorney General's Office, 1275 West Washington Street, Phoenix, AZ 85007, (602) 542-3881. To register, you must complete a written Amusement Gambling and Raffle Registration Form for approval by the Attorney General's Office. The law permits some tax-exempt organizations to conduct raffles, but only if the organization is tax exempt under paragraphs 1, 2, 4, 5, 6, 7, 10 or 11 of A.R.S. 43-1201. The ASU Foundation satisfies this condition and is eligible to conduct raffles. An organization, such as a student organization or other ASU affiliated organization, cannot legally conduct a raffle unless the organization meets this condition.

Recommended Cash and Inventory Procedures

Cash handling and inventory control are two high-risk areas for any organization. Student organizations are no exception. ASU student organizations have a responsibility to manage cash handling and inventory control to reduce risk of misappropriation, loss and theft. As such, guidelines have been developed to assist student leaders with establishing controls to reduce the risk associated with cash handling and inventory. Specifically, your organization should have strategies and operating procedures for:

Inventory Control - controlling access to inventory, issuing items to be sold, verifying quantities of unsold items returned; physical inventory counts, ordering merchandise, receiving purchases.

Revenue Control - safeguarding assets under your control, receiving sales proceeds, reconciling cash and sales, depositing sales proceeds

Accounting - verifying deposit of proceeds, verifying the accuracy of inventory receiving, preparing vouchers, reviewing physical inventory results, investigating variances, preparing financial reports, reconciling change in inventory

Authorization - approving invoice payment and reconciliations, reviewing asset variances

Misuse of University Assets

Misuse of university assets is a violation of policies of the Arizona Board of Regents (ABOR), the *Academic Affairs Policies and Procedures Manual* (ACD), the *Staff Personnel Policies and Procedures Manual* (SPP), the *Student Code of Conduct*, and other policies of the university (collectively “board and university policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the university, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of university assets.

Disciplinary action against employees or students for misuse of university assets will be pursued under one or more of those policies, using the procedure applicable to that category of employees or students in connection with those policies.

The policy is available at <http://www.asu.edu/aad/manuals/acd/acd123.html>

ASU Trademark and Licensing Regulations

All logos, seals, names, symbols and slogans associated with Arizona State University are trademarks and are the exclusive property of Arizona State University. Reproduction of these marks must have University authorization. ASU Trademark Management is responsible for protecting the use of Arizona State University trademarks and for licensing commercial use of these marks. The University reserves the ASU sunburst logo for institutional uses and the seal of the University for official and ceremonial uses. Students and student groups may not use the ASU sunburst logo, the seal or Sparky without permission. Uses and modifications of the University’s trademarks are governed by the Arizona State University Graphics Standards Manual available at www.asu.edu/gsm/. Any exceptions to the Manual must be approved by the President’s office. Additional information is available at

<http://www.asu.edu/purchasing/tm/>

For additional information, please contact the Trademark Licensing Office at 965-5499 or 727-7848.

STUDENT RISK MANAGEMENT

Detailed event planning guides and student risk management information is available at:
www.asu.edu/studentaffairs/mu/clubs/studentriskmanagement.htm

Purpose

The Student Organization Resource Center (SORC), in support of proactive risk management efforts for students, has identified resources and services to assist student organization leaders, members, and advisors in learning to identify the potential and perceived risks involved in their activities. The resources are provided to encourage the development of prudent judgment skills used to reduce risk and increase success, and help student leaders create an environment within their organizations that is productive, safe, enjoyable, and educational.

Efforts have included the development of an advisor agreement letter which adopts the advisor as facilitator model by Robert D. Bickel and Peter F. Lake (1999). The SORC continues to offer workshops for student organization leaders and advisors, and also initiated a Student Organization Advisor Network comprised of key academic and department advisors from across all ASU campuses to communicate issues and provide feedback on student risk management efforts and policies.

Services Offered for Students and Student Organizations

Student leaders as well as faculty and staff advisors are encouraged to collaborate on the creation of student organization environments that support members and leaders in their decision-making processes. The facilitator model encourages the empowerment of students to make intelligent, fair and reasonable choices within the boundaries established by state, federal or local laws, Arizona State University Code of Conduct as well as institutional policies, and the educational mission of Arizona State University. To support this distributed model of student risk management, in which advisors serve as a first point of contact for student groups, the Student Organization Resource Center will provide the following resources and services:

- Web-based resources for student organizations
 - Event planning checklists
 - Fiscal and money management
 - Planning safe travel
 - Strategies for complying with university policies, rules, and procedures
- Advisor and Student Development Series, offering topic-specific workshops
 - Comprehensive event planning
 - Fundraising and fiscal management
 - Organizational development issues
- Targeted outreach to academic engagement units and departments as related to student organization efforts
- Advisor Network meetings and listserv to provide additional training and networking opportunities
- Linking students with campus and community resources via the SORC website and ReSORCful News e-newsletter
- Assistance with identifying and navigating university policies, procedures and protocols

Hosting Events with Alcohol

Student organizations must be in compliance with all federal, state, county, city and university regulations (including STA 106-03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; DPS 202-03: Sales and Service of Alcoholic Beverages on Campus; STA 104-01: Student Code of Conduct and Student Disciplinary Procedures) as well as any national alcohol/risk management policies that apply.

Student organizations must also be in compliance with Arizona State University Tempe campus "Procedures for Student Organization Events with Alcohol." This includes the use of a third party vendor to serve alcohol and must include documented compliance of all "Third Party Vendor Checklist" items.

Details about the alcohol policies are available at the SORC and online in the Policies section of the SORC website at: www.asu.edu/clubs

Guidelines for Student Organization related Travel

ASU recognizes that student organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the organization, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel!

Student Organizations should consult with their organizational advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A travel worksheet should be completed with the assistance of the organizational advisor no less than 7 days prior to departure. In addition to the travel worksheet, student organizations should consider having participants submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. Finally, if personal vehicles will be used, all drivers must submit a photocopy of their current drivers license and insurance to the advisor. The advisor should be left with a copy of all relevant documentation. A post-trip evaluation should be completed with the organizational advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Whenever possible, student organizations should use chartered bus/van service for transportation. Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passengers vans is **prohibited** at Arizona State University. Student Organizations and Student Groups **are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.**

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose. Student Organizations that wish to travel outside of the United States should consult with staff from the Student Organization Center (SORC) no less than 14 days prior to departure. A travel worksheet must be completed prior to departure.

Additional travel policies and downloadable forms are available at: www.asu.edu/clubs

RELEASE, INDEMNITY, ASSUMPTION OF RISK AND CONSENT TO MEDICAL TREATMENT

Name of Participant: _____

Trip/Activity Description/Organization: _____

I am signing this statement so that I can participate in the Trip/Activity described above. This Release, Indemnity and assumption of Risk Statement covers all events and occurrences associated with the Activities, including any associated travel and meals. If I have any concerns about my health or ability to participate, I agree to discuss my concerns with my physician before deciding to participate.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me, or damage to or loss of my property. I agree to indemnify Arizona State University (ASU) and/or Arizona State University Memorial Union and/or the organization coordinating travel and agree not to take legal action against ASU and/or ASU Memorial Union and/or the organization coordinating travel for any harm or damage associated with my participation or travel if the harm or damage is not due to the negligence or fault of ASU and/or ASU Memorial Union and/or the organization coordinating travel. I understand that my participation in this trip is voluntary.

HEALTH/EMERGENCY INFORMATION

Allergies (medicine, food, etc.): _____

Medications taken: _____

Physical Limitations: _____

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the physician/health care provider rendering the treatment.

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person: _____

Home/Cell Phone: _____ Work Phone: _____

If the emergency Contact Person I have listed is not available, please contact:

Name: _____ Phone: _____

Insurance Company: _____ Policy # _____

In this agreement, "ASU and ASU Memorial Union" means Arizona State University, the Arizona Board of Regents, the State of Arizona, Memorial Union and their employees and agents.

Signature of Participant: _____ Date: _____

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign:

Signature of Parent or Legal Guardian: _____ Date: _____

PREFF Event Planning Guide

List potential risks/problem areas associated with each component of your activity and the action steps your organization will take to mitigate them. Answer the following questions for each identified risk to help in determining how mitigation is possible.

- ⇒ **What can you do to mitigate this possible risk?**
- ⇒ **How does this actually mitigate the risk?**
- ⇒ **How can you put this strategy in place?**
- ⇒ **What resources will you need to make this happen?**
Who will be responsible for making sure this is done?

<p>Physical Physical risks can include things such as food poisoning, injuries that may result from physical activities, injuries that may result from travel related accidents</p>	
<p>Reputation Reputational risks are those things that may result in negative publicity for your organization, ASU, your advisor and/or the venue where you are holding event.</p>	
<p>Emotional Emotional risks are those things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the ASU community</p>	
<p>Financial Financial risks are those things that negatively impact the fiscal stability of your organization and/or other organizations financially supporting your event</p>	
<p>Facilities Facility risks are those things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event)</p>	

This form was adopted with permission from Student Activities Risk Management at Texas A&M University

The examples of risks given on this form are not intended to be all-inclusive; rather they are intended to act as a guide for students using the form when assessing risks associated with their activities.

TRANSITION CHECKLIST FOR STUDENT ORGANIZATIONS

A smooth transition is the responsibility of both the outgoing and incoming members of an organization, working closely with the advisor. Successfully transitioning your club acts as a means to provide training for new officers, closure for outgoing leaders, and helps the organization maintain consistency from year to year.

Re-Register your student organization ANNUALLY!

Materials are available at SORC (MU 340) or on-line at <http://www.asu.edu/clubs/> beginning in April of each year to re-register your club for the next school year. Clubs registered early will continue to be listed on the SORC website, and can begin booking meeting rooms for next year.

Complete a “Change of Officer Form” with SORC when you have new officers.

Forms are available at SORC (MU 340) or on-line at <http://www.asu.edu/clubs/>

Share files and create a binder related to your position and organization.

What? You don't keep any files? Written information and computer copies of files are very helpful if the outgoing officer graduates or moves on to a different role on campus. Keep a binder in a central location that officers can access. Your advisor should have copies of all important files and an operations manual with important information about your club.

Make sure the incoming officer has a copy of the following items, which should be part of an **Operations Manual** for your student organization:

- Copy of Constitution and By-laws
- Mission, philosophy, goals and purpose of group
- Position description of officers and members
- List of committees and their description
- Member & officer contact list
- Meeting minutes and agendas
- Contact information of important people/offices on campus
- Financial records and access to accounts
- List of basic annual procedures and/or calendar of annual events
- Web page and webmaster information. How do you maintain the site?
- Email, Blackboard group logins and passwords. Who has access? How do you transition accounts?
- Any historical records of the organization

Set up a meeting and/or plan a retreat.

Don't just drop off a binder and leave a note that says, “Good luck!” Make sure that the outgoing and incoming officers meet together and discuss all of these issues and answer questions.

Retreats are a fun way to train new officers. Topics to consider on a retreat include: goal setting, idea brainstorming, group development, and direction of the organization.

Review a calendar of the year.

Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember everything you did, but looking at your calendar may jog your memory.

☐ Review budgets and funding. Update Bank Accounts!

What is the financial status of the organization?

Where did the organization get money from this year?

Did the organization apply for ASASU funding and/or receive funding?

Which fundraisers worked – which didn't?

If the club has a bank account, who has access? Can you transition prior to the old officers leaving? Is the advisor one of the person's with access to the account? Does the advisor receive bank statements?

There is excellent information available at http://www.asu.edu/studentlife/risk/event_management.html

☐ Review past and future organization events.

Which events were successful this year? Which should be continued?

When should the planning start?

Which events didn't go well? Should they be revamped and tried again or just dropped?

Were there any pitfalls or things that could have been improved?

☐ Book Meeting Rooms and Dates.

Where were meetings held? What worked? What didn't?

Has a summer contact list been created for the organization?

Have you booked your meet rooms? Rooms book quickly and groups that are registered early and have planned ahead have the best opportunities. Contact Event & Meeting Services in MU 182.

☐ Recruitment activities.

What recruitment activities were done? What worked? What didn't work?

Why did new members stick around? If they didn't – what made them leave?

A great way to recruit new members is at Passport to ASU during Sun Devil 101 Welcome Week.

☐ Make introductions to resources.

Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (SORC, Event & Meeting Services, ASASU, Facilities Management). Make sure new officers meet with the organization advisor as well.

☐ Next Steps – create a “To Do” list.

Work together to make a list of “things to do” for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Be sure to trade contact information so that the outgoing officer can be a resource in the year ahead.

☐ Attend an SORC Information Session.

As a registered student organization at ASU, you have numerous benefits available to you, but also responsibilities. A series of information sessions in the Fall will cover “Frequently Asked Questions” and provide your organization with a revised copy of the SORC Resource Guide and Policy Manual.

☐ Bookmark and frequently check the SORC Website.

The SORC website has important information and resources to help your organization throughout the year. The site includes information about sign-ups for activity fairs, downloadable forms, FAQ's, policies, recognition events and more! www.asu.edu/clubs/

Information adapted from Marquette University, Office of Student Development

