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SOUTH FLORIDA

University of South Florida
2015-2016

Student Organization Handbook
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Written and Distributed by:

Center for Leadership and Civic Engagement
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www.usf.edu/BullSync

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Table of Contents

Introduction	4
About the Center for Leadership and Civic Engagement Staff	
Being a Student Organization	6
What is a Student Organization?	
Types of Student Organizations	
Registration Process for Student Organizations	
Organization Status	
Active Status	
Deactivated Status	
Procedure for Reactivation of Organization	
New Student Organization Checklist	
Constitution Guidelines	
Organization Advisors	
Advisor Roles	
Advisor Responsibilities	
Advisor Liability	
Benefits to Registered Student Organizations	16
Student Organization Showcases	
Student Organization Mailboxes	
Resource Center and Print Shop	
Signage	
Meeting Space	
Office Space	
BullSync	
The Leadership Challenge	
Lead Fellows	
Involvement Consultants	
Organizational Responsibilities	18
Student Code of Conduct	
Unregistered Student Organizations	
University Hazing Policy	
Non-Discrimination Policy	
University Alcohol Policy	
Distribution of Literature	
Temporary Campus Signage Policy	
DVD/Video Copyright Guidelines	
Guidelines for Usage of University Logos and Assets	
Financial Information	27
A&S Fee Eligibility and Sources	
Additional Funding Opportunities	
Fundraising Policy	
Off-Campus Checking Accounts and Tax Identification Numbers	
Financial Responsibility	

Event Planning..... 33
Marshall Student Center
Facility Information for the Campus Recreation Center
Contracts and Agreements
Marketing

Resources for an Effective Organization..... 38

Traveling as an Organization..... 44
 Recommendations for Safe Driving
 Guidelines for Participant Waiver Use
 Travel Waiver
 Driver Waiver
 Participant Waiver

Internet Resources..... 51

Introduction

This handbook is intended to be a tool for all registered student organizations at the University of South Florida. 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 Center for Leadership and Civic Engagement and the Marshall Student Center. If you find something that is unclear or not addressed, please let us know. The Center for Leadership and Civic Engagement (CLCE) 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 www.usf.edu/BullSync. 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).

About CLCE:

The Center for Leadership and Civic Engagement envisions that each student at the University of South Florida becomes an educated and empowered catalyst for positive social change and strives to provide a purposeful and positive out-of-class experience for USF students and student organizations. This is achieved in many ways and always complements the educational mission of the University of South Florida. The uniqueness and variety of these programs, services, and activities allows for all members of the campus community to interact with others and be involved in meaningful ways of their choosing.

Vision of CLCE:

Each USF student becomes an educated and empowered catalyst for positive social change.

Mission of CLCE:

The CLCE educates and challenges students to be effective, ethical leaders who serve as engaged citizens for the global community.

The core values of the mission expressed above include:

- Learning
- Empowerment
- Innovation
- Diversity and Inclusion
- Citizenship

The Center for Leadership and Civic Engagement is open during the academic year Monday – Friday, 8am – 5pm. For more information, students are encouraged to call the Center for Leadership and Civic Engagement at (813) 974-7912, send an e-mail to ORGS@usf.edu or stop by the office on the first and third floors of the Student Life Tower in the Marshall Student Center.

Staff:

The Center for Leadership and Civic Engagement (CLCE) plays a vital role in supporting USF's important goals related to the leadership and civic education of its students. CLCE staff are:

Center for Leadership and Civic Engagement Staff			
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Being a Student Organization

What is a Student Organization?

According to the University of South Florida Student Code of Conduct, a “student organization” means any group of students officially recognized by the USF System as a registered organization, including fraternities and sororities. These include, but are not limited to, political groups, fraternities and sororities, student sports clubs, and all other registered student organizations of USF. Student organizations usually are formed to unite a group of currently enrolled University of South Florida students to promote a common interest. Student organizations may include other members of the University community as associate members including USF faculty, staff, or alumni and their spouses/ partners and spouses/ partners of student members. These associate members shall not be given the rights and privileges of active USF students including, but not limited to voting rights, use of facilities or equipment, and/ or benefits from student-funded resources. Associate membership may be no more than 20% of the organization’s overall membership. Only currently enrolled students can vote on organizational matters and hold office. If an organization wishes to receive funding from Activity and Service (A&S) fees, 100 % of its membership must be students. In addition, A&S fee money cannot be used to fund programs or trips designed for individuals not currently enrolled at the University. USF recognizes the vital contributions that student organizations make to the quality of life on campus, however, registration as a USF student organization is not to be interpreted as an endorsement, approval, or a reflection of the mission, purpose, and/or activities of USF 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.”

Types of Student Organizations

All student organizations are governed by the Center for Leadership and Civic Engagement. Funding for student organizations through A&S fees is governed by the USF Student Government.

<i>Academic (Pre-Professional)</i>	Organizations designed for students interested in a particular career or academic field of study who want to establish networks and further develop their skills in that area.
<i>Campus Wide</i>	Organizations which are university sponsored only such as the Campus Activities Board, Student Government, and Residence Hall Association.
<i>Councils</i>	These organizations are typically governing type organization for colleges or groups of organizations such as sports clubs or the College of Engineering.
<i>Graduate</i>	Organizations designed specifically to meet the needs of graduate students in their field of study or interest.
<i>Fraternities/Sororities</i>	Also known as Greek-letter organizations, these academic, social and service-oriented groups work to foster the ideals of friendship, leadership, service and integrity. Organizations in this category must meet the definition of a fraternity or sorority as defined by the United States Department of Education.

<i>Honor Societies</i>	Local and national honor societies that provide service and/or leadership opportunities and recognition for students with academic honors.
<i>International</i>	Focused on providing support, knowledge, and awareness, through interactions and discussions of international culture, language, and people in the global community.
<i>Special Interest</i>	Organizations that exist to enhance campus life and to provide support to students through a variety of programs and events.
<i>Multicultural</i>	Focused on providing support and fostering community within the various cultures, races, religions, and orientations represented among the student body.
<i>Political</i>	Student groups that encourage expression, debate, and support of political issues, views, and/or candidates.
<i>Religious (Spiritual)</i>	Groups that provide spiritual and/or religious development and support.
<i>Service</i>	Organizations that provide volunteer opportunities for civic-minded students eager to serve the campus and/or community.
<i>Recreational</i>	Groups that encourage participation in and promotion of physical fitness, health and wellness as well as leisure and special interest activities.
<i>Sport</i>	Groups that compete as sports teams with other colleges and club teams in the area.
<i>Social Justice</i>	Representing a wide range of social issues, these organizations are geared toward creating social change in the world.

Risk Statement

All individuals participating in student organizations at USF do so at their own risk. These risks may include but are not limited to: psychological and emotional injury such as invasion of privacy, infliction of emotional distress, and defamation; physical injury due to accidents, injury, medical emergencies, temporary or permanent disability, damage to personal property, and/or death; financial injury due to fraud and/or misrepresentation. The University of South Florida and its Board of Trustees are not responsible for any injury incurred while participating in a student organization and/or any of its activities. Participation in any student organization is on a purely voluntary basis. Individuals are encouraged to identify potential risks related to participation in any activity such as physical, reputational, emotional, and/or financial risks prior to participation in all student organization activities.

BullSync User Terms of Use

All users must comply with applicable law and all USF regulations and policies, including but not limited to USF's policies governing the acceptable use of USF IT Resources and commercial solicitation. All users of the BullSync (powered by OrgSync) shall only utilize and participate in the use of the system according to its prescribed educational use to communicate, share, and/or obtain campus involvement and engagement information. BullSync is restricted to educational use only by current USF faculty, staff, students, with an

active NETID and university-designated community organizations and may not be used for the commercial purposes or benefit of third-parties.

Violations of applicable law and/or USF regulations or policies, as determined by USF in its sole discretion, may result in revocation of access, suspension of accounts, disciplinary action (including referral to the USF Office of Student Rights & Responsibilities), civil liability and/or criminal prosecution. Users of BullSync do have no expectation of privacy and all use of BullSync is subject to disclosure in accordance with Florida law. Any evidence of inappropriate or illegal activity may be turned over to the appropriate authorities.

Use of BullSync is not required and an individual use of BullSync constitutes acceptance of these terms. USF reserves the right to remove individual access to BullSync in accordance with these terms and USF policy and reserves the right to discontinuing providing and supporting the BullSync system at any time. USF may collect data about BullSync users. Any such collection of data shall be in accordance with USF's privacy policy regarding the use of usf.edu located at <http://www.usf.edu/about-usf/about-this-site.aspx>.

Registration Process

New student organizations can register at designated times throughout the academic year by visiting www.usf.edu/BullSync and completing the required process.

Only students whose home campus is the USF Tampa Campus may register a new student organization, participate in organization activities, hold officer positions, or hold membership privileges at the Tampa Campus. Home campus designation will be confirmed during the registration process.

When a student registers as a member in a registered student organization, the organization roster is public record.

Annual Re-Registration Process for Existing Student Organizations

Existing student organizations are required to register annually with the Center for Leadership and Civic Engagement. Although re-registration is required to receive funding and formal registration status for the upcoming year, any student organization and its members who have been registered in the last academic year or who represent themselves as a Student Organization at USF will be held responsible to abide by all standards of behavior and conduct. All existing student organizations must register with the Center for Leadership and Civic Engagement by 5:00 p.m. of the registration deadline 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 and adhere to any additional requirements as deemed by the Center for Leadership and Civic Engagement.

For information regarding the 2015-2016 registration process, visit the Center for Leadership and Civic Engagement website at www.usf.edu/BullSync or the offices on the first or third floors of the Student Life Tower in the Marshall Student Center.

Adding Members

Organization presidents can add or delete members from the roster. If you are a new president or have not accessed your organization's roster as president, you must submit a completed "Student Organization President's Registration" form to the Center for Leadership and Civic Engagement (MSC 3302). *The form is available and can be submitted online at www.usf.edu/BullSync.* Once you have been listed as the organization's

president, rosters will be managed online through BullSync, the online management system for campus involvement opportunities. For more information, visit the www.usf.edu/BullSync or contact the Center for Leadership and Civic Engagement.

Confirming Membership

Every organization member and advisor must confirm their membership in the online management system by creating and/or updating a personal profile. Confirming membership and utilizing the online management system also indicates that the individual has read and acknowledged the student organization waiver statement and that he/ she will abide by USF policies for proper use of the organization management system. To create and/or update a personal profile, visit www.usf.edu/BullSync for instructions.

Organization Status

Active Status (Registered Student Organization)

Once your organization has completed the entire process in creating a new student organization or successful re-registration, it has fulfilled its obligation to become a Registered Student Organization (RSO) at the USF Tampa Campus. 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. *More information on university services and facilities can be found in the Benefits of Student Organizations and Event Planning sections of this handbook.*

Membership in the USF 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.
- Update organization membership information, including registering the names and email addresses of advisors and officers/members of the organization with the Center for Leadership and Civic Engagement, by the registration deadline and whenever there is a change.
- Comply with all university policies or procedures, as stated in the Student Handbook, Student Organization Handbook, and Code of Student Conduct.
- Have a current USF full time faculty/staff or graduate assistant advisor at your home campus and maintain advisor's current contact information on the organization roster.

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 Center for Leadership and Civic Engagement may occur for the following reasons (non-exclusive list):

- Failure to update Officer Listings and Advisor information before the registration deadline.
- Failure to complete all of the steps of the new student organization registration process.
- Failure to make constitution revisions within the two-week period of the request for revision by the Center for Leadership and Civic Engagement.
- Election of one or more non-students to elected Officer Positions within the organization.

- Evidence of non-student 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

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 that have previously been deactivated occurs at the discretion of the Center for Leadership and Civic Engagement.

<h2 style="margin: 0;">New Student Organization Checklist</h2>
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1. Submit online request to start a new student organization along with a proposed constitution for the organization.
 - Constitution Guidelines, Template, and Sample are available online (www.usf.edu/BullSync). Organizations are highly encouraged to utilize the Constitution Template.
 - *Note:* If you are establishing a Sports (Recreational) Club, please set-up a meeting with the Sport Clubs Coordinator at the Campus Recreation Center by calling 813-974-6291.
 - *Note:* All Fraternities and Sororities must meet the United States Department of Education definition of a fraternity or sorority and be recognized by one of the four governing councils before registering the organization.. Contact the Office of Fraternity and Sorority Life for more information.
 - *Note:* Organizations not recognized by the Office of Fraternity and Sorority Life who hold a formalized membership intake process will become members of and will be subject to the rules and procedures of the Center for Leadership and Civic Engagement.
 - Based on the Title IX Education Amendment of the United States Department of Education, all student organizations must be open to all students regardless of gender. Title IX prohibits discrimination on the basis of sex in educational programs and activities at a university. Student organizations may have specific interests or missions that may focus on one sex or gender interests; however, they must permit all students to join if desired.
 - Organization enters Provisional status
2. Organization must complete the following requirements within 30 days of entering provisional status. (Failure to meet requirements within 30 days will result in an inactive status for a time period of no less than 1 semester)
 - Designate a full-time Faculty/Staff member or Graduate Assistant at home campus to serve as Advisor (Must have a current USF NetID). Note: Advisors may not serve concurrently as officers and/or members of a student organization.
 - Organization information completed for registration
 - Organization general information
 - Advisor and President information
 - Must have required membership count in organization's roster

Spring 2016, organizations with no National and/or Regional affiliation/ oversight are not authorized to facilitate membership intake activities and must be open to all USF Tampa campus students.

- Based on the Title IX Education Amendment of the United States Department of Education, all student organizations must be open to all students regardless of gender. Title IX prohibits discrimination on the basis of sex in educational programs and activities at a university. Student organizations may have specific interests or missions that may focus on one sex or gender interests; however, they must permit all students to join if desired.

3. Membership Qualifications:

A. Requirement for Membership

Acceptable wording for Student Government funded organizations (A&S): (Minimum # of Members is 10)

Only undergraduate and graduate students currently enrolled on the University of South Florida- Tampa campus are eligible for membership. 100% of active membership must be USF- Tampa students and open to all students. Associate members may be USF faculty, staff, or alumni and spouses and domestic partners of student members. These associate members shall not be given the rights and privileges of active USF students including but not limited to voting rights, use of facilities, or equipment, and/or benefits from student-funded resources.

Acceptable wording for organizations that are not Student Government funded: (Minimum # of Members is 10)

Only undergraduate and graduate students currently enrolled on the University of South Florida- Tampa campus are eligible for membership. 100% of active membership must be USF- Tampa students. Associate members may be USF faculty, staff, or alumni and spouses and domestic partners of student members. These associate members shall not be given the rights and privileges of active USF students including but not limited to voting rights, use of facilities, or equipment, and/or benefits from student-funded resources.

B. Length of term for membership.

C. Requirements for continued membership.

D. Specifications for the removal of members from the group. Please specify a process for the removal of members, as well as what specific reasons might cause a member to be removed.

E. Voting rights (MUST include that non-USF-students cannot have voting rights).

4. Dues/Fees:

List all dues/fees (local and national) required by the organization. If no dues/fees are collected or charged, state so in your constitution.

- **NOTE:** Activity and Service fee funded organizations cannot charge local dues/fees and any national dues/fees must be optional for membership.

5. Quorum:

A quorum statement detailing the percentage of regular members that is required to form a quorum to vote on issues relating to the group's operation or its constitution.

6. Officer Description:

- A. Lists the titles of required officer positions and describe each officer's duties. Include length of term.
- B. Specify whether the position is elected or appointed.
Note: Non-USF-students may not hold officer position within the organization.
- C. List other optional officer positions within the organization's structure. Include the length of term.

7. Election of Officers:

Student organization officers are either elected or appointed to their positions. Please specify their term of office and the election process, including what happens when a position has been vacated either voluntarily or by removal.

8. Removal of Officers:

In the life of any student organization there may be a time when an officer has to be removed from his/her position. Please specify a process for the removal of officers, as well as what specific reasons might cause an officer to be removed.

9. Advisor(s):

Student organization advisor(s) is/are chosen by the leadership/membership. Please specify the procedure and criteria for selecting an advisor. Please list the minimum duties the organization has chosen for the advisor to fulfill. Organizations must state the procedures for selecting, removing, and the length of term for Advisors. Advisors may not have voting, financial management, or decision-making authority in the organization.

10. Meetings:

- A. Must specify an officer transition(s) meeting by no later than 2 weeks following election of new officer(s).
- B. Specify frequency of general member and officer meetings (*i.e. weekly, monthly, etc.*).
- C. Specifications of calling special or more frequent meetings by decision of officers are included.

11. Rules of Order:

Select established Rules of Order for Parliamentary Procedure under which meetings will be conducted (*i.e. Robert's Rules of Order or Sturgess Rules of Order*).

12. Amendments:

Describe the procedure for amendments to constitution and by-laws.

- o **MUST INCLUDE:** *Amendments and revisions to the constitution must be approved by the Center for Leadership and Civic Engagement once adopted by the organization.*

13. Hazing (**MUST INCLUDE WORD FOR WORD the statement in BOLD**):

Anti-hazing statement and written-out copy of State Statute 1006.63. Inclusion of USF Anti-Hazing policy, which reads as follows:

“This organization prohibits its members, both individually and collectively from committing any acts of hazing as defined herein:

“Hazing” as defined by §1006.63, Florida Statutes, means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes

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

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

14. Organization Agreement (**MUST INCLUDE WORD FOR WORD**):

Organization agrees to abide by Florida State Statute #1006.63 regarding hazing. Furthermore, agrees to abide by all Center for Leadership and Civic Engagement policies as outlined in the student handbook, to check the organization's mailbox regularly, to communicate via email upon request, and to update the organization's records whenever there is a change.

If this organization applies for funding through the Activity and Service funding process within Student Government, this organization agrees to abide by all Student Government policies.

Organization Advisors

All student organizations are required to have an advisor. The advisor must be a current full-time faculty or staff member or a graduate assistant at the USF Tampa campus with a valid USF email address and NetID. The Center for Leadership and Civic 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 Center for Leadership and Civic 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 they 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 Center for Leadership and Civic Engagement website are

great sources for University rules and regulations. The staff members in the Dean of Students office and Center for Leadership and Civic Engagement can also serve as resources for you if you have specific concerns or questions.

- Advisors should never enter into contracts on behalf of a student organization. All contracts must follow student organization contracting procedures. Advisors are encouraged to consult with the Center for Leadership and Civic Engagement regarding any contracting procedures. By signing or verbally agreeing to any contract, the advisor becomes personally liable.
- Advisors cannot be listed on student organization bank or financial accounts and are not permitted to have signature authority on student organization accounts.

Benefits to Registered Student Organizations

Student Organization Showcases

Student Organization Showcases take place throughout the school year. These showcases provide an opportunity for students to connect with registered student organizations at USF. Student organization members staff tables where they can recruit new members and distribute information about the organization to the USF community. The Center for Leadership and Civic Engagement will advertise these events through a variety of marketing venues. All registered student organizations are eligible to participate in student organization showcases. Visit www.usf.edu/BullSync to see the dates and to register for this year's showcases.

Student Organization Training

The Center for Leadership and Civic Engagement offers training for student organizations each year. Student organization trainings occur throughout the year and give information about how to run a student organization, updates from the Center for Leadership and Civic Engagement, and important organization information. For more information on student organization trainings, visit www.usf.edu/BullSync.

Student Organization Mailboxes

RSO's can have access to a USF Post Office mailbox right in the convenience of the Marshall Student Center. The Center for Leadership and Civic Engagement has available boxes that can be obtained (on a space available basis) by request to the CLCE office, Marshall Student Center Room 3302.

HYPE Resource Center

- Buttons: make your own buttons.
- Helium: Bring your own balloons
- Banner Paper: Available in assorted colors
- Graphic Designers: Available to design promotional materials such as flyers, posters, etc.

Some services may have associated fees. Please see the Pricing Sheet in the Center for Leadership and Civic Engagement for more information. The Center for Leadership and Civic Engagement reserves the right to update the Pricing Sheet at any time without notice. Please contact the Center for Leadership and Civic Engagement for current fee schedule.

USF Print Shop

The USF Print Shop (powered by Ricoh) specializes in serving USF students, faculty, departments, and student organizations. Services provided include, but are not limited to, the production of copies, fliers, posters, postcards, binding, vinyl banners and much more. For more information, contact Printshop@usf.edu or visit MSC 1505.

Signage

The Center for Leadership and Civic Engagement coordinates the approval process for student organizations. Reservation forms and guidelines regarding the use of signs on campus are available in the Center for Leadership and Civic Engagement, Marshall Student Center, room 3302. *For more information on advertising for your student organization and/or events, please see the Distribution of Literature information, Temporary Campus Signage Policy, and Guidelines for Usage of University Logos and Assets sections of this handbook.*

There are many designated sign locations throughout campus. Each organization is responsible for making its own sign and posts at its own risk. Student organizations, once approved for signage posting, are responsible for the placement and removal of their signs. This is an excellent way to advertise your organization's events and recruit members.

Meeting Space

RSO's may use university facilities and sponsor activities on campus. The responsibility for proper use and conduct is placed on the officer representing the organization. Furthermore, the organization requesting use of facilities shall be responsible for all expenses involved in the use of these facilities. *More information regarding university facilities and rates can be found in the Event Planning section of this handbook.*

Office Space

A limited number of student organizations are granted office space in the Marshall Student Center. Space is awarded through an application process each Spring for the following academic year. For details regarding the application process, please contact the Center for Leadership and Civic Engagement.

BullSync

BullSync is the new online management system designed to help streamline organization and campus involvement information as well as to assist in the promotion of organization events and activities at the USF Tampa Campus. All students can utilize the system to search for student organizations, calendar events, and general organization and/or limited department information.

The Leadership Challenge

The Leadership Challenge is a one-day leadership experience designed to help develop and strengthen the skills of student organization leaders. For more information, visit www.usf.edu/BullSync to register.

Lead Fellows

The Lead Fellows is a leadership board through the Center for Leadership & Civic Engagement that provides support for the smooth operation and leadership development of student organizations. Lead Fellows offers training, student organization spirit programming, and leadership consultations that can help organizations that have a specific issue (i.e. poor attendance, bad meeting management, lack of vision and mission, etc.) or need assistance in overall development. They can also provide an organizational assessment to help you to see a complete unbiased perspective of what your organization is doing well and where your organization's largest areas of improvement exist. For more information, contact the Center for Leadership & Civic Engagement at ORGS@usf.edu.

Involvement Consultants

The Involvement Consultants within the Center for Student Involvement (CSI) is a student board whose members serve as involvement experts and consultants. They work with students to identify and enhance the awareness of involvement opportunities across campus and in the community and provide support to students wanting to find out how to get involved. Every Involvement Consultant is an experienced student leader who works to create a unique path of involvement for students. From working individually with

students to discover their involvement niche, to providing customized workshop-style programming and assistance with involvement fairs, each consultant takes an active role in facilitation of student involvement.

Organizational Responsibilities

All Registered Student Organizations are required to comply with all University policies, procedures and guidelines as outlined in the [Student Code of Conduct](#) and the Student Organization Handbook. Programming and events sponsored by student organizations should reflect the purpose of the organization and contribute to the educational goals and community values of the University. All university policies and procedures must be followed in planning and executing these events. Additionally, all student organizations must comply with all guidelines set forth by the Center for Leadership and Civic Engagement. This section outlines policies that organizations must adhere to.

Student Code of Conduct

Through their formation and registration, Registered Student Organizations (RSO's) are members of the USF community. With this membership come both benefits and responsibilities. The University of South Florida's Student Code of Conduct outlines 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 will be adjudicated by the Office of Students Rights and Responsibilities. 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.

Student Code of Conduct (as it pertains to Student Organizations)

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

Definition of “Student Organization”

The term “student organization” means any group of students officially recognized by the USF System as a registered organization. These include, but are not limited to, political groups, fraternities and sororities, student sports clubs and all other registered student organizations of the USF System.

Student Organization Member Responsibilities

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

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

Application of the Student Code of Conduct

The Office of Student Rights and Responsibilities will manage all allegations of student organization Code of Conduct violations. The Center for Leadership and Civic Engagement, the Office of Fraternity and Sorority Life, and Campus Recreation may be involved in the investigation and adjudication of code of conduct cases for all registered student organizations, fraternities and sororities and sport clubs.

Sanctions for violations of the Student Code of Conduct may include actions such as withdrawal of registration, suspension of registration for a period of time, probation, restriction of privileges, restitution, and educational directives. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of USF, is within the jurisdiction of the Student Code of Conduct, regardless whether it occurs on or off campus.

Student organizations may be held accountable for a violation of the Student Code of Conduct when one or more members or guests commit an alleged 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.

Process

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

When a report is received of a student organization's alleged misconduct, an email will be sent to the President of the student organization, as the representative of the organization, to schedule an initial investigation. The email will notify the President of the alleged charges. The office of Student Rights and Responsibilities will appoint an investigating officer who will conduct an investigation regarding the alleged violations.

After the investigation is completed, a hearing officer will be charged with hearing the case if charges are to be filed. The President of the organization will be notified of the hearing and the hearing officer responsible for hearing the case. The President shall have the opportunity to challenge the impartiality of the hearing officer within 2 business days of notification. An administrative hearing officer whose impartiality is challenged by reasonable rationale will be excused. Indiscriminate impartiality challenges shall entitle the hearing officer to proceed without regard to challenge. The hearing officer will make a determination if the organization is responsible or not responsible for the alleged charges. If the organization is found responsible for the alleged misconduct, the President will be issued a sanction(s). The President, acting on behalf of the organization, may appeal the decision of the hearing officer. Appeals can be made only on the basis of the availability of new information; and/or accusations that the hearing was conducted unfairly; and/or that the sanctions imposed were inappropriate for the violations. If the President chooses to appeal the finding of the hearing officer, a written appeal must be submitted within 5 business days of the notification of the decision to the Office of the Dean of Students. If the appeal is granted, the Office of the Dean of Students will schedule an appeal hearing. The President will be notified of the final decision from the appeal hearing within 10 working days.

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

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

Governance

All student organizations wishing to be recognized by USF are required to be registered by USF through the registration process administered by the Center for Leadership and Civic Engagement. Registered

student organizations are subject to USF governance and are responsible for the conduct of their members and guests. Governance pertains to USF policies and procedures, including local, state, and federal laws, to which all student organizations are held responsible.

Policies and procedures developed by the Center for Leadership and Civic Engagement, the Office of Fraternity & Sorority Life, and Campus Recreation are managed and outlined in the respective departments and do not preclude any action adjudicated through the Organization Conduct Process.

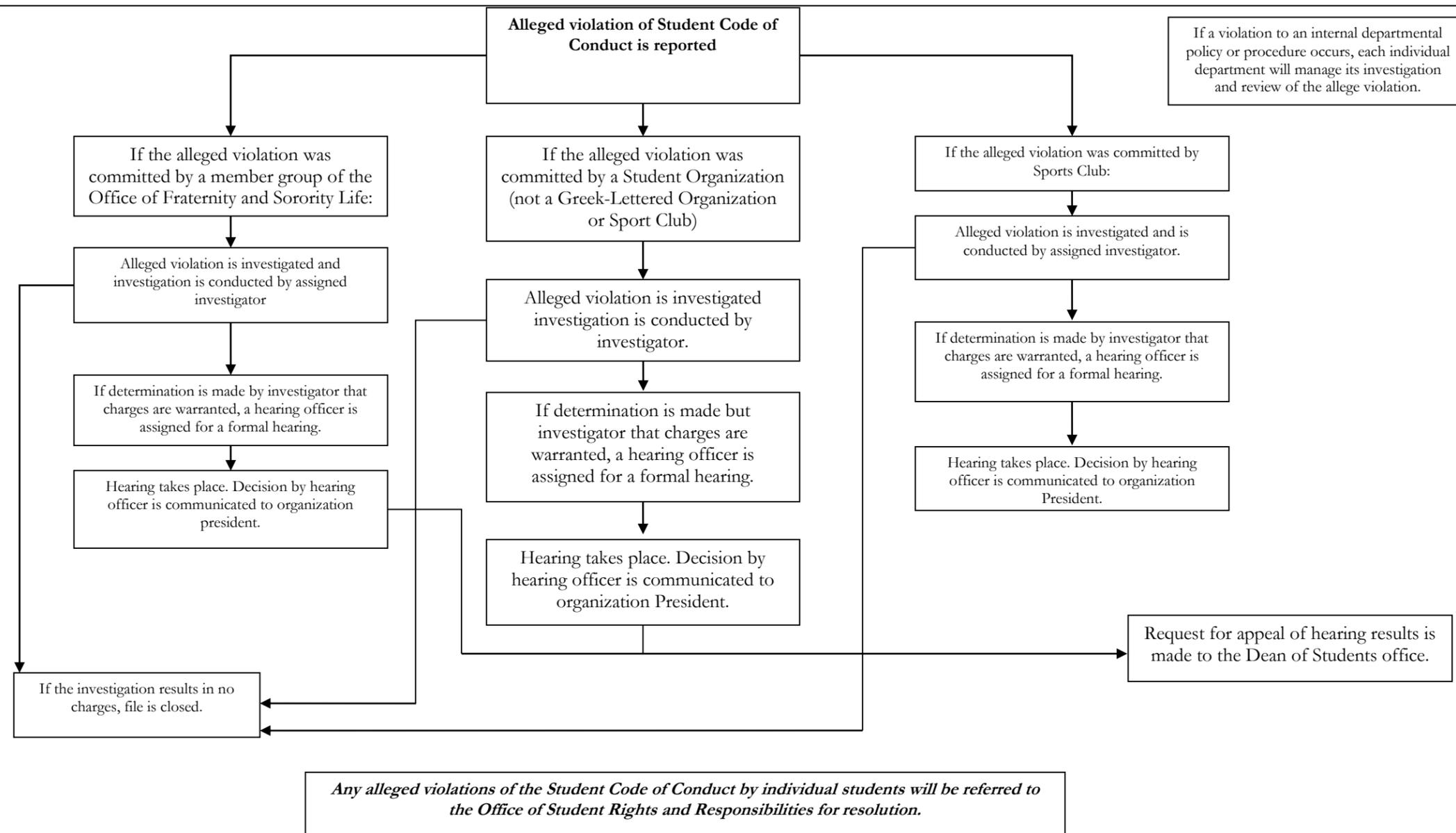
Other Organizational Conduct Violations Include:

1. **Pledging and New Member Intake-** Student organizations that are not in compliance with pledging/new-member education requirements as outlined in their local and national constitutions and/or bylaws and/or Center for Leadership and Civic Engagement and/or Office of Fraternity & Sorority Life procedures related to new member processes.
2. **Guests-** Student organizations are responsible for informing their guest(s) of University policies and procedures and will be held accountable for the behavior of their guest(s).
3. **Discrimination-** The University of South Florida (University/USF) is a diverse community that values and expects respect and fair treatment of all people. The University strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law. The University protects its faculty, staff, and students from discrimination and harassment based on sexual orientation.
4. **Outstanding Debt-** Debts which are not paid in a timely fashion to University departments or entities.
5. **Adherence to Individual Student Organization local and national policies-** Failure to abide by the governing rules of the individual student organization including the student organization's constitution, by-laws, and/or national governing policies or procedures.
6. **Posting and Advertising-** Student organizations are responsible for adhering to all University posting and advertising policies. Organizations are responsible for knowing the appropriate procedures for the area in which they are advertising and/or posting materials. Chalking on campus is permitted but within advertised guidelines. Student organizations are specifically restricted from using university funds to produce advertisements that promote alcohol events. Commercial solicitation is expressly controlled.

The diagram of this discipline process as it relates to Registered Student Organizations at the University of South Florida is available on the next page.

University of South Florida

Student Code of Conduct Flow Chart
Revised Fall 2014



Any alleged violations of the Student Code of Conduct by individual students will be referred to the Office of Student Rights and Responsibilities for resolution.

Unregistered Student Organizations

General Principles

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

The Student Organization Handbook defines a student organization as a group of currently enrolled University of South Florida students who unite to promote a common interest. Unauthorized expansion activities such as “campus crashing”, “ghost lines”, recruiting or soliciting membership, pre-initiation activities, pledging, educating and/or initiating USF students without having approved recognition through the Center for Leadership and Civic Engagement and/or the Office of Fraternity and Sorority Life is not permitted by the University.

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

The University of South Florida requires all social fraternities and sororities as defined by the Department of Education to be affiliated with a governing council under the umbrella of the Office of Fraternity and Sorority Life **and** with a larger, nationally-based organization that provides additional supervision, guidance, and programming on a wide variety of topics. Any potential chapter (or colony) and/or chapter operating at the University of South Florida must have a charter that designates it as a chapter at USF-Tampa **once approved for expansion on to the USF-Tampa campus**. City-wide chapters are not permitted at USF.

Risk and Concerns related to Unregistered Student Organizations include:

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

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

- Notify the national organization of the action and place such organization on notice regarding expansion guiding principles and expectations.
- Notify USF students who are members of the group that they may unknowingly be violating the the Student Code of Conduct.
- *If a fraternity or sorority*: notify the Fraternity and Sorority Expansion Committee of the action taking place, which could hinder the organization’s ability to be a recognized fraternity and sorority at USF.
- Place the student organization on the list of non-registered student organizations to be published via website and print material where appropriate.
- Direct individuals to cease and desist if any misrepresentation or false statements are included in communication to USF students.
- Refer individual students to the Office of Student Rights and Responsibilities in the event of a Student Code of Conduct violation.

University Hazing Policy

The University of South Florida 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. Visit www.hazing.usf.edu for more information.

A faculty member, staff member or student who observes hazing of any person or persons who may be USF students should immediately report the matter to the Dean of Students office, Marshall Student Center, (813)974-6677, or to the Campus Police (813) 974-2628.

Students who know, or suspect, that hazing has taken place are strongly encouraged to report it to the Dean of Students. Employees of USF are required to report such information.

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

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

Non-Discrimination Policy

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

Additionally, USF does not discriminate based on sexual orientation. For more information, visit <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>.

University Alcohol Policy

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

Undergraduate Student Sponsored Events: Organizers of undergraduate student sponsored events involving the use of alcohol must comply with the processes outlined for each campus/institution. The link to the Tampa Campus process is available as noted at <http://msc.usf.edu/doc/ems/alcohol.pdf>.

The full text of the policy can be found at the web address listed below: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-023.pdf>. Please refer to the Office of the General Counsel at <http://www.generalcounsel.usf.edu> for more recent updates.

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 cleanup for any materials that do litter the campus and the associated costs.

Temporary Campus Signage Policy

The Center for Leadership and Civic Engagement coordinates the approval process for student organizations. Reservation forms and guidelines regarding the use of signs on campus are available in the Center for Leadership and Civic Engagement, Marshall Student Center, room 3302. For more information on advertising for your student organization and/or events, please see the Distribution of Literature information, Temporary Campus Signage Policy, and Guidelines for Usage of University Logos and Assets sections of this handbook.

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 Center for Leadership and Civic Engagement. 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 Assets

USF has registered its logos and assets as a means of protecting them from unauthorized use and abuse, and permission is required before they may be reproduced. The use of the University's marks—on websites, t-shirts, promotional items, signage, etc.—is protected by federal trademark laws. Typically, student organizations are not granted permission to use official logos of the university because they are not true entities of the university. Organizations, instead, are encouraged to represent their affiliation with the university by incorporating the words "University of South Florida" or the acronym "USF" in typography to match their design.

Permission to use an illustration, likeness, or photo of Rocky D. Bull (the official University mascot) is also required before the image may be reproduced for promotional or commercial purposes.

Student organizations are encouraged to use USF's colors of green and gold when designing t-shirts and other apparel. Alternate colors encouraged include white, yellow, tan, gray and black.

Any student organization with questions about university asset usage may contact Renee Hunt, Communications and Marketing Director for Student Affairs at ReneeHunt@usf.edu.

Financial Information

A&S Fee Eligibility and Sources

Activity and Service Fees (A&S) are fees included in each student's tuition payment. A&S fees are used to fund the Marshall Student Center, Campus Recreation, student programming, student organizations, Student Government, and a variety of other student support entities. A&S fees are allocated and monitored by students elected or appointed to USF's Student Government.

In order to be eligible for A&S funding, your organization must meet certain criteria. If any of the following criteria are not met, your organization cannot receive A&S funding:

- Must be open to all USF students regardless of major, age, marital status, national origin, disability, sex, race, religion or sexual orientation
- Cannot charge dues of any kind
- Cannot charge USF students to attend any A&S funded event
- Must have at least 10 registered student members which must include, but not limited to President, Treasurer, seven additional members, and a Faculty/Staff Advisor
- Must be registered with the Center for Leadership and Civic Engagement for 14 weeks prior to submitting a Funding Request
- Must not be deactivated as a student group
- Must have their constitution approved by the Judiciary and Ethics Committee in Student Government

If your organization meets these criteria, you may submit a funding request. For more information regarding A&S funding specifications and deadlines, please visit www.sg.usf.edu or stop by their office on the 4th floor of the Student Life Tower in the Marshall Student Center.

A&S Fee General Usage

All A&S funds must be spent for the direct benefit of the student body. Student organizations should consult with the A&S Business Office before making any purchases. The following shall not be funded with A&S monies:

- Awards of cash value and scholarships
- Fundraising costs
- Personalized clothing (i.e. individual product)
- Personal items, including but not limited to personal electronics, personal hygiene, toiletries, and personal groceries
- Individual membership (except as defined for the Sports Club Council)
- Video rental
- Any controlled substances
- Food for general business/body meetings as defined in Title I of SG Statutes
- Door prizes
- Travel for volunteer or service work with an out of State or International destination
- Media Advertising (With the exception of Oracle ads not to exceed \$200)
- Items such as recorded music, books, subscriptions, and videos that are already available at the USF Library
- Sports equipment that can be found at the Campus Recreation Center at no cost
- Services and materials that could be provided by the USF Print Partnership or its equivalent
- Services and materials that could be provided by Bulls Radio, unless approved by the Senate Committee on Appropriations and Audits

Promotional Materials/ T-Shirts

- All events or services provided by A&S Funded Entities, must display the Student Government logo on all promotional items.
- All t-shirts and promotional materials purchased by A&S funds, excluding Our Shirt and A&S Department uniforms, must display the Student Government logo.

Please consult the SG Proviso, Chapter 804, for additional funding limitations located on the Student Government website, Legislative Section- Statutes at www.sg.usf.edu. Per Student Government annual revisions to Title 8 of the Constitution, policies regarding A&S funding are subject to change.

Additional Funding Opportunities

What Can Fundraising Do for Your Organization?

Fundraising can provide unity within an organization. Fundraising will get people thinking up creative ways to attain the cash they need. If your organization is larger than normal, form a fundraising committee to assist in this process.

Fundraising can provide unity between organizations. If the job just seems too large for your committee to handle alone, try sharing the responsibility with another organization. For example, a sorority and fraternity can raise money together by co-sponsoring an event.

Fundraising can educate people about an important issue. If at all possible try making your fundraising idea an informative one. Holding a certain event may teach attendees as well as organization members about an important issue.

Fundraising can inform others about your organization. It can never hurt to let people know what the purpose of your organization is. You'll probably find that this process is very beneficial. Not only will it increase awareness about your organization, it will also help motivate your members to participate because the fundraiser is directly tied to the purpose of the group.

Fundraising can create a huge, blockbuster event for campus. With every event that is planned, there is always room for success. Maybe your fundraising idea will be so successful that it becomes an organization tradition. It may even become an event students expect to attend again and again. See if you can make organization history! Remember, the more you spend, the less you make, so keep it simple.

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

Characteristics of Successful Fundraising Events

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

Fundraising Policy

Each student organization may engage in fundraising 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:

1. Fundraising activities which require the use or reservation of University space or facilities, such as lobby areas of academic buildings must be registered in accordance with the Student Events Management Policy 30-016. Each use or reservation of University space or facilities shall be considered as a separate fundraising activity for the purpose of this rule, and no fundraising activity may last longer than two days.
2. Fundraising activities in the residence halls areas may be conducted as part of a fundraising activity which requires use or reservation of University space or facilities, subject to residence hall rules and regulations. Each residence hall living unit is empowered to entirely prohibit any fundraising activities or to prescribe the days and hours when solicitation of funds is permitted, but in any event, door-to-door solicitation will not be permitted at any time or location.
3. The organization will be responsible for all direct costs, if any, involved in the use of the facilities.
4. Any fundraiser where a single donation of \$1,000 or more is donated must be reported to the Center for Leadership and Civic Engagement.

5. If proceeds of a fundraising activity are for an external entity, the event sponsor must display and advertise the name of the philanthropic agency and the percentage of funds to be donated to the agency.
6. The university understands the importance of fundraising activities but cannot absorb costs associated with executing the event. The event planner is responsible for associated costs incurred.
7. An organization's privilege of engaging in fundraising activities is subject to immediate cancellation if the methods used are disorderly, improper, or if they hinder or otherwise interfere with any individual's rights to privacy and freedom from harassment.

Membership Dues

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

Donations

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

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

To find out more about donations, please first consult the Center for Leadership and Civic Engagement at (813) 974-7912 or visit the office, 3rd Floor Student Life Tower in the Marshall Student Center, room 3302.

Fundraising Events

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

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

Groups can use campus facilities to host fundraisers. Reservations can be made for tables in the Marshall Student Center through the Event and Meeting Services office or at the Information Desk for Bull Market. In the event your organization is hosting a fundraiser that requires ticket sales, please consult the Information Desk in the Marshall Student Center. *More information regarding university facilities and rates can be found in the Event Planning section of this handbook.*

Please remember that the intent of providing student organizations with A&S fee funding is to provide free and open events/programs for all USF students. Charging admission fees for an A&S fee funded event is a violation of Student Government statutes. If your student organization receives A&S fee funding to host an event/program and your organization decides to charge a fee for USF students to enter, any revenue generated must be returned to the A&S account. Additionally, be aware that per Student Government statutes, your organization's budget may be frozen as a result of charging such fees.

Raffles

A "raffle" means a game in which the prize is won by random drawing of the name or number of a person who has purchased chances. Raffles are limited to two (2) per non-profit organization per year. Section 849.0935 Florida Statutes dictates that only organizations exempt from Federal income taxation (tax exempt 501(c)(3) organizations) pursuant to Federal law may conduct raffles. In order to conduct a raffle, it must be done under the auspices of a 501(c)(3) corporation. If you are not a 501(c)(3) organization, you may not conduct a raffle under Florida law.

The maximum cash prize that may be offered or paid for any one raffle is \$1,000 and if merchandise is used as a prize the value of the item cannot exceed \$25,000. **A tax exempt number is required.**

Raffles shall not be conducted in conjunction with BINGO games.

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

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

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

Co-Sponsorship

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

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

- A written agreement outlining which organization will carry out specific parts of a program or service. Written agreements should list time and date of program, the agreed-upon responsibilities of all co-sponsoring parties, and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service.
- All co-sponsoring organizations or departments should be recognized in advertising and promotional campaigns before, during, and after the event.

A co-sponsorship tool is available at www.usf.edu/BullSync.

Off-Campus Checking Accounts and Tax Identification Numbers

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

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

Note: Obtaining a tax identification number does not mean your organization has become an official 501(c)(3) non-profit organization that is exempt from federal taxes. This is a separate process that has extensive requirements. Please note that the organization will be required to pay taxes on purchases with the off campus bank account.

Please note that the Center for Leadership and Civic 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 advisors work with their student organization(s) to ensure proper accounting processes and fiscal responsibility. However, advisors cannot have signature authority on accounts.

The USF Federal Credit Union frequently serves student organizations by providing checking accounts. The Center for Leadership and Civic Engagement will provide a letter for organizations to verify registration to establish an account at the USF Federal Credit Union.

When a student organization opens a bank account, it is recommended that the organization adds a statement in its constitution providing instructions on where funds should go once the bank account is closed.

Financial Responsibility

The Center for Leadership and Civic Engagement recommends the following guidelines to assist organizations in their financial management and budgeting practices:

1. The organization's treasurer should handle all key financial duties and transactions such as deposits, withdrawals, and account balance sheets. However, an additional officer (i.e. president) should work closely with the treasurer to understand the organization's financial operations.

2. The Treasurer and the President should have signature authority for the organization's account and all checks should require two signatures. Refrain from using ATM cards.
3. Provide budget information on a regular basis (i.e. at least once per month) to the organization's general body of members.
4. Executive Board members, particularly the president and the treasurer, should know the organization's financial position in detail. Other members should have a general knowledge of the organization's finances.
5. Accounting measures should be as accurate as possible and must be available upon request to any organizational member, Student Government, or the Center for Leadership and Civic Engagement.
6. If a student organization raises funds for a philanthropy or non-profit organization, the student organization must publicize the name of the philanthropy and/or non-profit organization and the portion of the proceeds to be donated to said organization.
7. Establish a consistent billing address. Visit the Center for Leadership and Civic Engagement to request a mailbox. Availability is limited and assigned on a first come, first allocated basis.

Event Planning

Event Management Policy

Events occurring at the University of South Florida System (USF) are opportunities that serve the mission of the university by enriching a global curriculum, supporting research & innovation, partnering with community collaborators, providing entertainment, and adding to the financial base of the university. Events utilizing university staffing, equipment, space, or resources are subject to review. USF is obligated to manage risk associated with an event and ensure that the university has the ability to deliver a learning environment.

The General Liability policy provides liability coverage to the university for the wrongful acts of university employees, officers, agents or volunteers. Although the policy covers university-sponsored events, the rule of thumb is that students and student organization-sponsored events are not covered under the State liability policy. Some examples of events not covered are membership drives, social events, fundraisers and community services (such as the "get out and vote drive") for sororities, fraternities and other student organizations. In these cases, the university may be willing to allow the organization to gather on its premises, however, if a dangerous condition arises from the activity, the State may not provide liability coverage to the individual student or organization. Organizations participating in or hosting events that could incur risk should explore purchasing event insurance. The Center for Leadership and Civic Engagement can assist organizations in working with the Environmental Health and Safety office to assess risk and provide insurance resources.

All Event Planners should review and follow the Event Management Policy and the policies and procedures of the event facilities they are using. Visit <http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-30-016.pdf> for more information.

Marshall Student Center

The Marshall Student Center team would like to congratulate you on your involvement with student organizations and hopes this experience will not only be one of enjoyment, but one that will also serve as an avenue for personal development. Our team is here to support this endeavor with event and organization support through two primary locations. Our Information Desk, located in the MSC Atrium, is a center point of contact and information that can assist with general questions of all types. The MSC Administration Suite, located on the 4th floor (Room 4100), is the home for Event & Meeting Services, MSC Marketing, and the Operations team. We are here to assist you and your organization. Please contact us if you have any questions. Our contact information is below.

- MSC Information Desk
 - (813) 974-3180
 - mscinfodesk@usf.edu

- MSC Administration
 - (813) 974-5002
 - msc@usf.edu

- Event and Meeting Services
 - (813) 974-5213
 - ems@admin.usf.edu

The Event and Meeting Services team will assist you in determining the best location for your meeting or event. Some facilities can better serve the needs of special programs. To determine availability and best fit, contact the Event and Meeting Services staff as early as possible prior to your event. Most meeting space in the Marshall Student Center is free for student organizations to use during building hours.

Planning an Event through MSC Event and Meeting Services

1. Please review the general EMS Guidelines and Procedures located at msc.usf.edu.
2. Fill out or update an accountable officer form located at www.msc.usf.edu/VirtualEMS/ and email the form to ems@admin.usf.edu.
3. Request a log-in ID at www.msc.usf.edu/VirtualEMS/. Click on "My Account" in the toolbar and select the "Request an ID" option. *Note: Once a request is made for a log-in ID, it will take 72 hours to process the request. You will receive an email notification once your request has been processed.
4. While your request is processing, please watch our tutorial video at <http://msc.usf.edu/emstutorials.htm> explaining how to use and navigate the Virtual EMS System.
5. Once you have been activated, log-in with your ID and place your room request. Please wait patiently while your room request is processed.
6. If your request is confirmed you will receive a confirmation email stating your event is "Confirmed."
7. If your request is not confirmed you will receive an email stating you must schedule an "Event Review." *Note: The email will specify which planner you will meet with.
8. You must schedule a review no later than two weeks prior to your event or your event will be cancelled.
9. Bring the following forms as needed to your event review: Event Review Form, Food Release Form, and Sound and Light Request Form.
10. If your event is listed as "Tentative" it is because you are missing one of the forms listed above. Please contact your Event Planner.
11. Your event is confirmed. **DO NOT ADVERTISE UNTIL YOU RECEIVE A FINAL CONFIRMATION. YOUR REQUEST IS NOT A CONFIRMATION!**

Facility Information for the Campus Recreation Center

To request space in the Campus Recreation Center, a group must be a registered student organization in good standing by the University through the Center for Leadership and Civic Engagement.

- Student organizations are allowed one event (1-2 days) each semester (Fall, Spring, and Summer) without paying a facility rental fee. (1 room/field for two days or 2 rooms/fields for 1 day). Facilities include: rooms in the Campus Recreation Center, outdoor fields, pools, and other recreational spaces. Review the website for a full listing of facilities or inquire in REC 111. Second events during the specified term will result in facility rental fees.
- Student Organizations may be charged fees for direct costs (facility staff, custodial, security, lights, field lining, additional restrooms, etc). Additional fees will be charged to the organization for damage to any university facilities directly relating to the event.
- Student Organizations with delinquent charges will not be allowed to reserve facility space.
- Student groups are not allowed to make an on-going reservation on the fields (i.e. Tuesdays at 8:00 pm). If you are interested in an activity that requires you to utilize the fields for more than a single event, please contact the Sport Club office and find out if you qualify as a sport club.
- On-going reservations for indoor facilities are reserved at the beginning of each semester.

Facility Reservation Procedures:

1. Download an application from the Campus Recreation website under Facility Information >> Reservations.
2. At least 20 days prior to the event date, submit an application for facility use to the Campus Recreation Center (REC 111).
3. The application will receive an initial review to ensure it meets all requirements to be considered a student organization event and to check for date and time availability. The event will then be reviewed by the coordinator to determine needs for the event. This may require a meeting between the event leaders and the Events Coordinator. Approval and confirmed reservations may or may not be granted at this time.”
4. To cancel an event, student groups must notify Campus Recreation within 72 hours of the event. If a group does not cancel an event appropriately, the group will be billed for 50% of what the rental would have cost and full estimated direct costs. This will be sent to the group as an invoice & the organization will lose their event space for the specified term.
5. Student Organizations that “fail to cancel” and do not show up for their event will be charged the full rental space and all direct costs. As well, the Student Organization will lose reservation privileges for the remainder of the semester and following semester.

6. Campus Recreation will provide you with an estimate for your event. At that time, method of payment must be declared.
7. Event charges are due 30 days following the date of event.

In addition to the Campus Recreation Department's approval of the reserved event & space, the Student Organization must complete an Event Review Form and the Event Review Process for the Marshall Student Center, Event & Meeting Services: MSC 4100. Phone: 813-974-5213.

If you have questions, contact the Campus Recreation office at 813-974-7084. You may submit a facility application by one of the following: Fax-813-974-2792 OR Mail-REC 111.

Contracts and Agreements

Entertainment Services & Other Contracts

If your student organization is planning to bring entertainment to campus (i.e. DJ, musician, speaker, comedian, lecturer, etc.), please visit the Center for Leadership and Civic Engagement for information and support at least 6 weeks in advance of the event/program. Student organizations are encouraged to use a template of the University approved Contract for Entertainment Services/Standard Performance Agreement as a guide for these types of events.

Additionally such elements as ticket sales, security, technical needs, University policies and procedures, etc. will need to be discussed prior to the student organization securing a contract for the event/program. If funded by A&S funds through the Student Government, student organizations are encouraged to visit www.sg.usf.edu for more information on the funding structure for these types of events/ programs.

Other Contracts/Agreements

Contracts/Agreements between a student organization and an outside vendor or entity are not contracts binding the University of South Florida. No student organization can sign contracts on behalf of USF or any way represent that they are an agent of or operating on behalf of USF. Any student organization may retain counsel to review contracts on their behalf. Student organizations wishing to utilize their Activity and Service fee monies allocated by Student Government to pay for a contract/agreement (non-entertainment) must include the following clause in the agreement:

"This agreement is signed by a student organization established by students at the University of South Florida and is not funded directly by USF. This student organization may not and is not acting on behalf of the University nor can the student organization bind or obligate the University of South Florida to any contractual obligation as the University has specific guidelines and statutes that govern its contractual ability including Florida Statute Sections 768.28 and 119."

Student organizations signing agreements/contracts (non-entertainment) which are not being paid from A&S fees are still encouraged to use the language listed above on all agreements.

Marketing

Effective publicity and marketing are critical to any student organization's success. Use BullSync, the online management system for student organization and campus information (www.usf.edu/BullSync), or proGO! (<http://sa.usf.edu/progo/>), the Student Affairs' web-based submission tool, to promote your organization's events and announcements on campus?

BullSync

Post events and announcements in a variety of ways (calendar, page post, etc.) to share with other student organizations and anyone with a USF Net ID.

proGO!

The Marshall Student Center (MSC) provides a number of effective and inexpensive ways to help your organization reach students at USF. The proGo! website consolidates the submission process for all of the marketing outlets in the MSC. Visit proGo! for submission guidelines, deadlines, and to submit your events.

- Note-a-Bull
- MSC LCD Screens
- MSC Banner Space
- University Online Calendar
- Student Events Online Calendar
- Weekends@USF Online Calendar
- Wellness Online Calendar
- Online Community Calendars

Please see Guidelines for Usage of University Logos and Assets on page 26 when designing any marketing materials. Student organizations are responsible for all design. Contact the HYPE Resource Center, located in the Center for Leadership and Civic Engagement in MSC 3302, for design assistance.

Have questions? Contact the MSC Marketing Manager at 974-5046.

Marshall Student Center

Effective publicity and marketing are critical to any student organization's success. The Marshall Student Center (MSC) provides a number of effective and inexpensive ways to help your organization reach students at USF. Have questions? Contact the MSC Marketing Manager at 974-5277.

- **Banners:** Banner space is available in the Marshall Student Center atrium. MSC banners must be for events, not general promotion; must be professionally printed on fabric or vinyl, and be 4' high by 8' long with grommets every 2'. In limited situations, exceptions may be made by the MSC Director for non-event banners (excluding recruitment - please use horizontal LCD Information Screens for recruitment).
- **Chalking:** Chalking sidewalks around the MSC may be done by student organizations, departments, tenants, or individual students of the USF community. Chalking of interior areas is strictly prohibited. No crayons, markers, or paint are allowed – only chalk (colored or white). “Sidewalk/Chalk Paint” which is a liquid version of sidewalk chalk is NOT permitted because it stains the concrete and can only be fully removed through pressure washing the chalking surface. Visit <http://msc.usf.edu/doc/promote/chalking.pdf> to view a site map that indicates permitted and prohibited areas for chalking at or near the MSC.

- **Flyers/Posters:** Student organizations can request to have event/informational postcards/flyers be made available at the MSC Information Desk. The flyer/postcard must be approved by MSC Marketing (MSC4100) prior to being placed on the Information Desk.
- **MSC LCD Screens:** There are two (2) different types of LCD screens in the MSC. The vertical screens promote events and the horizontal screens promote general information or recruitment. Submissions are due at least one (1) week prior to the desired posting date and each screen may only be displayed for a maximum of two (2) weeks.
- **Note-a-Bull:** This weekly e-newsletter is sent to every student via their USF e-mail account to keep them informed of current information, including academic notices, events, and other important campus updates applicable to all students. Organization meeting times are not publishable in the Note-A-Bull but all other organization events and activities can be advertised. You can submit information for inclusion in Note-a-Bull online through proGO. Submissions are due by the end of the business day on Tuesday preceding the desired issue (you can submit in advance of your event/announcement).
- **Bull Market Informational/Promotional Tables:** Student organizations can have a table at the weekly Bull Market held outside the MSC each Wednesday during fall and spring semesters. Visit <http://msc.usf.edu/bullmarket.php> or email bullmarket@usf.edu for more information.
- **MSC Atrium Promotional Kiosk:** Student organizations can request to use one of the promotional kiosks in the MSC atrium by visiting <http://msc.usf.edu/VirtualEMS/>

The Oracle: USF's daily newspaper sells advertising at reduced rates for student organizations. Visit <http://www.usforacle.com> for advertising information.

Posting and Bulletin Board Use

Each academic building and student space on campus has bulletin board spaces. Organizations are responsible for contacting the department responsible for bulletin boards in each building to request permission to post. There is no centralized place on campus to take items to be posted. The MSC has the Tacky Spot, a large bulletin board in the vending area next to the north entrance of the building. This is the only other place in the MSC (in addition to the Information Desk) where flyers can be posted. Do not tape up flyers throughout the building. They will be collected and discarded.

Residence Hall Posting

Registered Student Organizations are able to post promotional signage for events, programs, etc. in the university's residence halls with prior approval from the designated Residential Life & Education staff member in the Department of Housing & Residential Education. Flyers/posters are distributed to every Resident Assistant and Community Manager and one to each building for posting in the residence halls and Greek Village. Student organizations wishing to display information in on-campus residence halls must adhere to the following posting policy:

- Prior approval is required and must be obtained by e-mailing an electronic PDF copy of flyer/poster to HREFlierApproval@usf.edu
- To be approved, flyers/posters must contain an ADA statement similar to: "For reasonable accommodations, please contact (insert name and e-mail/phone number of person in organization/department) (FL Relay 711)." This designated person in your organization or department will be responsible for coordinating requested services with the Students with Disabilities Services office (www.sds.usf.edu).

- Once approval is received, exactly 200 copies (no orange paper, please) must be delivered to RAR 235 at least two (2) weeks before the event. Flyers received with less than two weeks before the event will be distributed and posted as soon as possible, but timing is not guaranteed.

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, and 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.

Please see the next page for steps to successful program planning.

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 Center for Leadership and Civic Engagement 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 Center for Leadership and Civic Engagement 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 SG Administrative Services 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.

Delegation

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

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

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

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

Delegation increases Involvement increases Loyalty increases Commitment

Team Building

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

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

- Participate in a Ropes Course
- Join together in a community service project
- Have a social
- Host a retreat at a location off-campus
- Have an outing, go to dinner together or play a recreational game

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

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 on the next pages of this handbook. Please always refer to the BullSync website (www.usf.edu/BullSync) for the latest versions of these waiver forms.

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

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

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

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

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

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

Printed Name

University ID

Signature

Date

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

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

Printed Name of Parent or Leal Guardian

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

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

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

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

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

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

Printed Name

University ID

Signature

Date

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 Leal Guardian

Additional Automobile and Insurance Information for Driver:

<p>Driver's License Number: <i>Enter Driver's License Number</i></p> <p>Automobile Info: (Check One)</p> <p>_____ Commercial: Company Name: _____</p> <p style="padding-left: 40px;">Type of Automobile Requested: _____</p> <p>_____ Personal: Make: _____ Model: _____</p> <p style="padding-left: 40px;">Licensing State and Plate Number: _____</p> <p>Automobile Insurance Company: <i>Enter Automobile Insurance Company Here</i></p> <p>Policy Number: <i>Enter Automobile Insurance Company Name Here</i></p>
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As the driver, it is highly recommended you review the ***Recommendations for Safe Driving*** Form.

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

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

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

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

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

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

Printed Name

University ID

Signature

Date

ACKNOWLEDGEMENT OF RISK AND WAIVER OF LIABILITY

(Page 2)

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

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

Date

Printed Name of Parent or Leal Guardian

Medical and Insurance Information for Participant:

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.

Internet Resources

Center for Leadership and Civic Engagement	http://www.leadandserve.usf.edu
BullSync	http://www.usf.edu/BullSync
Marshall Student Center	http://msc.usf.edu
Event & Meeting Services	http://msc.usf.edu/planevent.php
Student Code of Conduct	www.sa.usf.edu/srr
The Oracle	www.usforacle.com
Canvas	http://my.usf.edu
Student Government	www.sg.usf.edu
Weekends at USF	http://involvement.usf.edu/weekends/default.htm
Co-Curricular Transcript	www.usf.edu/BullSync
ProGo (Student Event Promotions)	www.msc.usf.edu/progo