

# REGISTERED STUDENT ORGANIZATION HANDBOOK & RESOURCE GUIDE



THE UNIVERSITY OF TAMPA

Office of Student Leadership  
& Engagement



**CONTENTS**

Registered Student Organizations at University of Tampa ..... 3
Student Affairs and the Office of Student Leadership and Engagement ..... 3
Services & Resources ..... 3
Spartan Ready ..... 3
What is an RSO? ..... 4
Overview of RSO Benefits ..... 4
RSO Rights & Responsibilities ..... 4
Membership ..... 4
Privileges ..... 4
Categories of RSOs ..... 5
Administering your RSO ..... 5
Log-in to Engage UT ..... 5
Starting a New RSO ..... 6
Before logging-in to Engage UT ..... 6
Complete all registration steps on the Engage UT ..... 6
The Approval Process ..... 6
Steps as a New RSO ..... 7
Reasons an application may be delayed include ..... 7
New Recreation/Sport RSO Process ..... 7
New Spiritual RSO Process ..... 7
New Social Fraternity or Sorority Organization Registration Process ..... 8
Maintaining Recognition ..... 8
1. Renewal on Engage UT ..... 8
2. L·E·A·D UT ..... 8
3. Transition Meeting ..... 8
4. Ongoing Event Registration ..... 8
5. Good Standing ..... 8
RSO Responsibilities Summarized ..... 8
All student organizations must ..... 8
Advisor ..... 9
Advisor Responsibilities ..... 9
Writing Your Own Constitution ..... 10
Resources Available ..... 10
Org Suite ..... 10
Equipment and Supplies ..... 10
Printer/Copier ..... 10
Operating your RSO ..... 10
Budget and Finances ..... 10
Tax-Exempt Status ..... 10
Student Government Appropriations ..... 10
Agency Fund Accounts ..... 11
Budgeting ..... 11
Deposits, Donations & Financial Transactions ..... 11
Membership ..... 12
Recruiting New Members ..... 12
Leadership Development ..... 12
Event Planning ..... 12
Room Reservations ..... 13
Reserving Meeting and Event Space: ..... 13
Room Usage Guidelines ..... 14
Facilities Equipment Rental ..... 14
Media Service Guidelines ..... 15
Campus Safety ..... 15
Catering/Food ..... 15



Bake Sales .....	15
Barbeques .....	15
Fundraising .....	16
Guidelines .....	16
Fundraising Guidelines for Off-Campus Venues .....	17
Liability Waivers .....	17
Contracting .....	17
Pageant Guidelines .....	18
Marketing and Publicity .....	18
OSLE Calendar of Events .....	18
General Campus Posting Guidelines .....	18
Hanging Flyers on Campus .....	19
Chalking Policy .....	19
OSLE Global E-mail .....	20
Campus Sound Policies .....	20
Indoor Sound Policy .....	20
Outdoor Sound Policy .....	21
Transportation .....	21
Off campus trips/events .....	21
Bus Rental Information .....	21
<b>RSO Policies.....</b>	<b>22</b>
Gift Card Policy .....	22
Gambling Policy .....	22
Gift and Recognition Policy .....	22
Care Monitor Policy .....	22
Solicitation Policy .....	22
Events with Animals .....	23
“Pie-in-the-Face” .....	23
Inflatable Policy .....	24
Dunk Tank Policy .....	24
UT Travel Policy .....	25
Domestic Travel Guidelines .....	25
International Travel Guidelines .....	26
Student Sponsored Political Activities .....	26
General Policy .....	26
Procedures .....	26
Political Speakers .....	27
Outdoor Rallies and Parades .....	27
<b>Non-Compliance or Violation of University Policies.....</b>	<b>28</b>
Loss of Recognition .....	28
Procedures for Reactivating an Inactive RSO .....	28
<b>Appendix A. Sample Constitution .....</b>	<b>30</b>
<b>Appendix B. Spartan Ready Competencies.....</b>	<b>32</b>
<b>Appendix C. Room Reservation Contacts .....</b>	<b>33</b>
<b>Appendix D. Student Affairs Room Reservations .....</b>	<b>36</b>
<b>Appendix E. Tips to Help Recruit and Grow Your RSO .....</b>	<b>37</b>
<b>Appendix F. Officer Transition.....</b>	<b>38</b>
<b>Appendix G. Event Planning Guidelines.....</b>	<b>39</b>
<b>Appendix H. Violations and Sanctions.....</b>	<b>41</b>
<b>Appendix I: RSO Annual Recognition.....</b>	<b>42</b>
<b>Appendix J: Approved Bus Companies.....</b>	<b>43</b>
<b>Appendix K: Advisor worksheet.....</b>	<b>44</b>
<b>Appendix L: Liability waiver.....</b>	<b>46</b>



## REGISTERED STUDENT ORGANIZATIONS AT UNIVERSITY OF TAMPA

### Student Affairs and the Office of Student Leadership and Engagement

The Division of Student Affairs at the University of Tampa (UT) actively supports Registered Student Organizations (RSOs). The mission of Student Affairs is to educate and empower students to be global citizens through experiential and diverse learning opportunities that reinforce the values of the Spartan Code and enrich the lives of others.

UT students distinguish themselves by taking an active role in campus life and the community by joining RSOs and serving as leaders in many capacities. Motivated to "make a difference" or simply to make friends, you will find a variety of registered clubs and organizations, including four major student publications, academic recognition societies, peer education groups, community service organizations, student government, fraternities and sororities, special interest and leadership groups, nationally recognized ROTC programs and top-ranked NCAA Division II sports.

The Office of Student Leadership and Engagement staff serves as a resource for student leaders, programming boards and the registered student organizations through advising, leadership development and organizational support services.

### Services & Resources

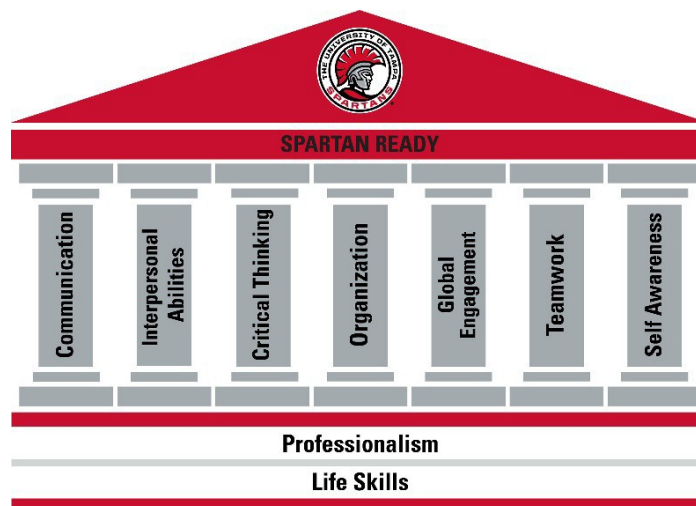
The University of Tampa is committed to supporting our students and have created several campus services and resources.

The [Student of Concern](#) program was developed to assist students who may be having difficulty adjusting to the UT community or who may need additional support to be successful in the University environment. The goal of the program is to identify students in our community who appear to be troubled or troubling and intervene before the student reaches a crisis level. If you feel a student is in need of help, please use the anonymous [online referral form](#).

UT is proud to offer victim advocacy services to any student who has been the victim of a violent crime. The program is staffed with trained advocates who are designated by the Office of the Attorney General to provide victim services and work on-campus in student life. An advocate may be contacted during the fall and spring semesters through the victim advocate hotline (813) 257-3900 or by contacting [Campus Safety](#). During summer terms or between academic terms, advocates may be contacted solely through Campus Safety. You may always contact an advocate by emailing [Victim Advocacy](#).

### Spartan Ready®

The University of Tampa graduates students who are prepared to be successful individuals with an advanced understanding of their field of study, the interdisciplinary workplace, and how to be leaders who contribute to society. By being involved in RSOs, students have the opportunity to develop high demand competencies that are relevant for today's workforce. These make up the Pillars of Spartan Readiness, which are supported by professionalism and life skills education.



[Appendix B](#) illustrates the skills our student leaders can gain through involvement in an RSO.



## What is an RSO?

Registered Student Organizations (RSOs) are an important part of the educational experience at the University of Tampa (UT). RSOs provide students with opportunities to form new friendships with individuals that share common interests and to experience leadership development opportunities that will be beneficial in college, to the greater UT community, and later in a chosen career. *The University of Tampa Registered Student Organization Handbook and Resource Guide* is designed to familiarize an organization's leadership with the policies and guidelines related to registered student organizations thereby helping the organization to be both compliant and successful at the University of Tampa.

RSOs are voluntary associations led by active UT students. RSOs are legally separate entities from the University. RSOs are student-initiated and student-run. All student organizations must register with the University through the Office of Student Leadership and Engagement (OSLE) to attain RSO status. By maintaining an active RSO status, RSO members may access certain University benefits and resources, free of charge, such as facilities use and eligibility for Student Government funding and equipment. All RSOs are accountable to the University for compliance with University policies, regulations, and rules. Approval of a student organization registration as an RSO does not imply an endorsement or approval of the mission, purpose, and/or activities of the student group by the University of Tampa.

## Overview of RSO Benefits

- Access to reserve UT facilities for meetings, programs and fundraisers
- Access to apply for [Student Government Funding](#)
- Access to Org Suite including use of equipment such as computers, copy machine, and projector rental
  - Free 800 black & white copies per academic year
- Access to promote your RSO at the fall and the spring Involvement Fair
- Listing in the [University Organizations Directory](#) on the website.  
*This provides incoming students and off-campus entities a formal platform to learn about your organization*
- An individualized RSO profile/portal on [Engage UT](#)
- Access to publicity opportunities throughout campus including bulletin board posting and sidewalk chalk
- Access to create an agency fund account, an on-campus bank account for your organization
- Opportunity to participate in campus-wide events such as Week of Welcome
- Opportunity to attend RSO-catered leadership development workshops and programs

## RSO Rights & Responsibilities

### Membership

RSO membership and all RSO privileges, including voting and officer positions, must be extended to all students without regard to age, color, disability, gender identity, genetic information, national origin, race, religion status or historic religious affiliation, sexual orientation, veteran status or gender (unless exempt under [Title IX](#)). Certain political, faith and spiritually based RSOs may receive exceptional status through the [Sykes Center for Faith and Values](#) policy.

### Privileges

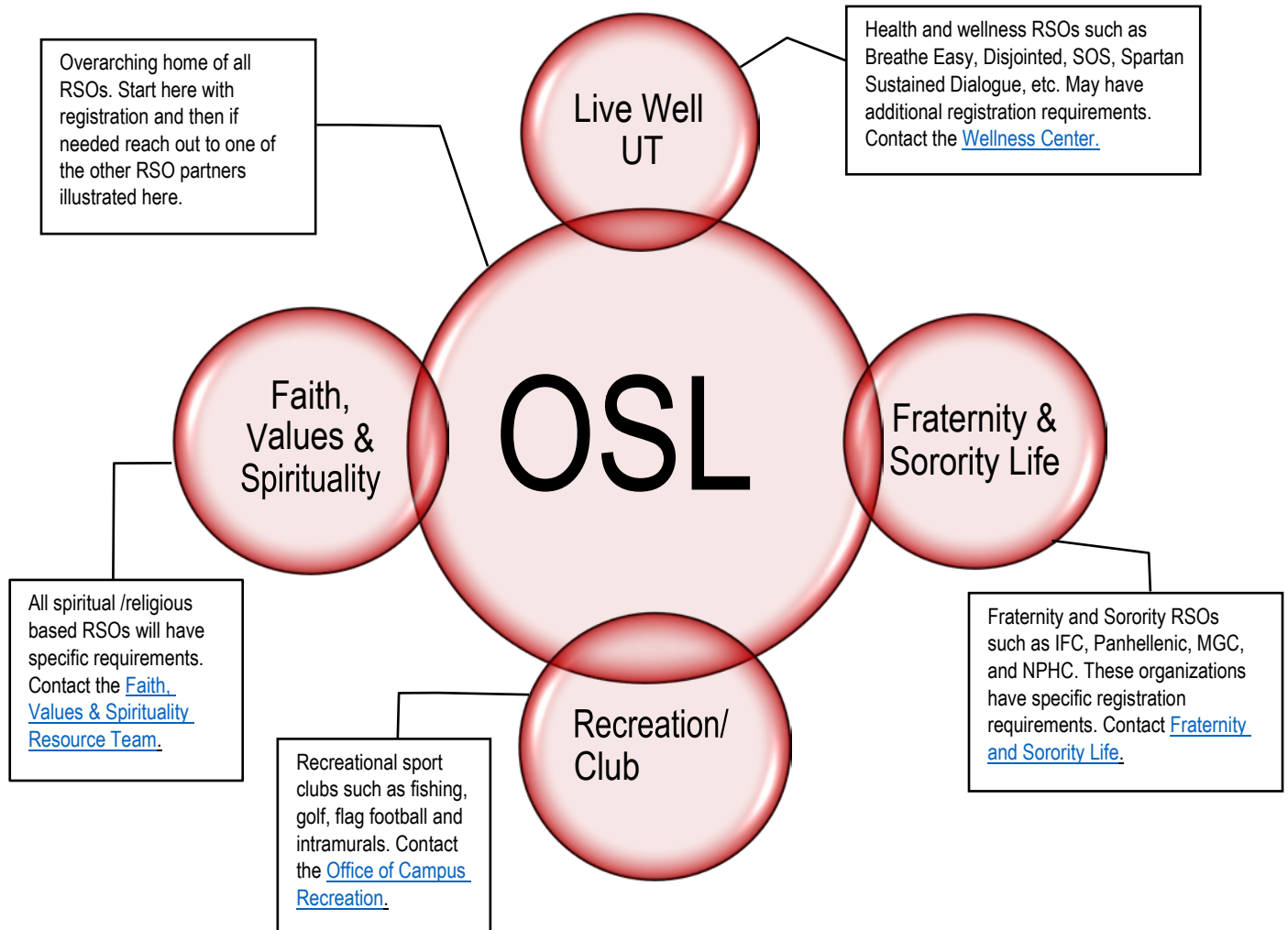
Privileges are given to those RSOs that have completed the formal registration process through the Office of Student Leadership and Engagement (OSLE) and UT. Any and all of these privileges may be revoked as a sanction for violating any policies within *The University of Tampa Registered Student Organization Handbook and Resource Guide* or *Student Code of Conduct*.

All RSOs are bound by the University of Tampa's [Student Code of Conduct](#) and this handbook. Campus Recreation, Fraternity and Sorority Life and the Faith, Values and Spirituality Resource team may have additional policies for their specific RSOs. RSOs should pay close attention and adhere to the following University policies: [RSO Policy Regarding the Consumption of Alcohol](#), [Anti-hazing](#) and [Nondiscrimination Notice](#).



## Categories of RSOs

Below are areas within the Division of Student Affairs that provide additional support to RSOs.



## ADMINISTERING YOUR RSO

[Engage UT](#) is a free RSO software platform for UT students, RSOs, RSO advisors, and Student Affairs staff to manage student engagement opportunities. You can think of [Engage UT](#) as a Facebook for RSOs that includes forms, event registration processes, financial management tools, and roster administration.

On [Engage UT](#), students can view a listing of all UT's RSOs and checkout upcoming RSO events. RSO leaders can manage their organization's profile; upload important documents such as constitutions or by-laws; contact fellow members easily through discussion boards; create events by filling out event requests; share their RSO calendar with the University or through social media sites; or create polls to engage current members. Most importantly, RSO leaders renew their RSO by updating their organization profile on [Engage UT](#) and turn-in any required paperwork to OSLE electronically through the site.

### Log-in to Engage UT

- Go to [Engage UT](#)
- Complete your profile
- Join a UT student organization (or [make your own](#))
- If there are any questions or concerns about using [Engage UT](#), please contact [Student Organizations](#)





## Starting a New RSO

In order to be an officially recognized RSO you are required to complete the registration process below through the Office of Student Leadership and Engagement (OSLE) on [Engage UT](#). This is often a **multi-week process** depending on the quality of the first submission and the number of new organizations applying for registration.

### Before logging-in to [Engage UT](#)

1. Read and agree to the policies and procedures for RSOs outlined in this handbook.
2. Recruit and maintain a minimum of six (6) currently enrolled undergraduate students, not including graduating seniors, in good standing with the University to serve as charter members and officers. You will need their Spartan email addresses to enter into [Engage UT](#). All members will need to be in your Engage portal. In certain circumstances, OSLE may issue a waiver if the RSO falls under 6 members. Contact the Coordinator of Student Engagement for more information.
3. Develop a constitution. The constitution should include: the organization name, purpose, proposed activities, rules and procedures, the officers, their roles and responsibilities, their terms and methods of selection, the proposed nature and frequency of meetings and activities, the financial intentions of the organization, including any proposed fees, dues and assessments. For inspiration, see our [Sample Constitution](#).
4. Recruit a faculty/staff advisor. Every organization is required to have an on-campus advisor, regardless of the number of additional alumni or community (off-campus) advisors. Faculty/Staff Advisors must be full-time UT employees.
5. Both the president and the advisor should review the [RSO/Advisor Expectations Worksheet](#) to guide the development of clear advisor/organization expectations. The completed worksheet is to be uploaded to the registration form.

### Complete all registration steps on the [Engage UT](#)

6. Log in to MyUTampa. Click on the Engage UT chicklet. Click on “Organizations”, you will see the “Register a New Organization” button to the right. Click here and provide all information requested. OSLE will not accept incomplete submissions. Information that will be requested in [Engage UT](#) includes:
  - a. Official Name and Nickname/Acronym of the Organization
  - b. Organization Description
  - c. Website address (if your organization has an external website already)
  - d. Facebook, Twitter, Instagram pages for your organization
  - e. Organization Contact Information
  - f. Meeting times and locations
  - g. Organization goals
  - h. Categories with which you would like your organization to be associated
  - i. Upload your completed [RSO/Advisor Expectations Worksheet](#)
  - j. Names and contact information for President, Vice-President, Treasurer and Secretary for the organization. (All positions must be filled with a contact, even if your organization does not use these titles for executive officers or is not set up to have all of these executive officers – you may edit positions later). Enter any additional members to the roster portion if applicable.
  - k. Upload your Constitution/Bylaws (PDF format is recommended)
  - l. Submit.

### The Approval Process

7. The Student Coordinator of Organizations in OSLE will check membership and officer lists, and evaluate constitution and registration forms. If there are deficiencies in fulfilling any of the basic requirements, the Coordinator will notify the primary contact listed for the organization. The organization will then have an opportunity to re-submit any missing or corrected items within 14 business days.
8. Once all materials are determined to be satisfactory, the Coordinator of Student Engagement will notify the president and faculty advisor of the status of their registration. The organization President will have the ability to log in and make changes to your organization’s portal, but the public will not yet be able to view the organization’s portal on [Engage UT](#). At this time, the president should invite all current members to join the portal.
9. Once all members, including the faculty/staff advisor have confirmed their membership, the president and advisor will receive email approval from the Coordinator of Student Engagement, and the organization will appear as active on [Engage UT](#).



## Steps as a New RSO

1. Start [accessing resources](#) to promote and strengthen your organization! This includes attending the Fall Workshop and registering for the bi-annual Involvement Fair.
2. [Fulfill all the RSO requirements to maintain recognition](#). All your organization's information will be on [Engage UT](#). Annual registration simply gives your organization an opportunity to update any information or officers that have changed and is required by OSLE.

## Reasons an application may be delayed include:

- Deficiencies in the Constitution – the [sample constitution](#) provided is an example of the absolute minimum content required for all organizations by OSLE. Please adhere to the example and be sure that all sections are covered in your constitution. In addition, think of this document as a guide for your group for years to come, and make sure you have provided information in a way that is clear and adequate for new leadership to interpret when you are no longer here.
- Duplication of Purpose – When your organization appears to have a mission and goal similar to an already established organization, the Coordinator will likely encourage you to join or collaborate with that existing group to achieve your aims, rather than creating an entirely new organization.
- Insufficient Details – the Coordinator and OSLE's primary goal is to help your organization become established in a way that is sustainable long-term. If your organization appears to lack a solid basis on which to build, the Coordinator may ask you to provide additional information about plans for sustainability and expansion.

## New Recreation/Sport RSO Process

To gain official recognition by the University of Tampa for a sport club or organization you must:

Complete all requirements listed in the [New Student Organization Registration Process](#).

- Be a registered student organization in good standing for at least one semester
- Meet directly with the Coordinator of Competitive Sports to discuss club interest
- Recruit at least ten (10) full-time undergraduate student members
- Create a proposed practice schedule including facilities, dates, and times
- Create a list of universities within a reasonable distance that the organization would compete against
- Create a proposed budget for the first year of operations – including facility needs, equipment needs, league dues, tournament entry fees, travel, hotels, referees/officials expenses, etc.
- Create a plan of action as to how the organization will operate and what the organization plans to accomplish as a club sport that aligns with the mission of the University and the Office of Campus Recreation
- Be able to explain how the organization will be able to achieve club sustainability beyond the founding members
- Once all outlined steps have been completed and paperwork has been turned into the club sports office, the organization will be contacted regarding the date and time of their proposal to the Club Sports Council\*
- The Club Sports Council will hear the proposal, ask questions, make recommendations, and will then decide whether to approve or reject the organization's application to become a recognized club sport

\*All new club sport proposals will take place towards the end of the spring semester

For more information on club sports please contact the [Office of Campus Recreation](#).

## New Spiritual RSO Process

To start a new organization or re-register a current SRSO, students should contact the [Resource Team for Faith, Values and Spirituality](#), (RTFVS), for an informational interview. This meeting will be held with the [Chairperson of the RTFVS](#) or designee and one additional member of the RTFVS.

## New Social Fraternity or Sorority Organization Registration Process

New social fraternity or sorority organizations will only be recognized during the official expansion period, which is determined by [Fraternity and Sorority Life](#), or designee.





## MAINTAINING RECOGNITION

In order to maintain good standing with the University, RSOs must meet the requirements below to maintain recognition.

1. **Renewal on Engage UT.** Each RSO is required to fully update their officers' and advisor's information and profile on [Engage UT](#) by April 1<sup>st</sup> for the upcoming academic year or whenever there is a change in advisor or president\*.
  - With this registration, RSO officers annually acknowledge reading this Student Organization Handbook and agree that the practices of the student organization shall not be contrary to the stated policies of the University.
  - All students and student organizations are responsible for knowing the conduct standards and regulations of the University.
  - RSOs are required to maintain an updated roster on [Engage UT](#) all current members and undergraduate officers.
2. **L·E·A·D UT.** At least one member of each RSO is required to attend the L·E·A·D UT at the beginning of the fall semester. This is a requirement for recognition and eligibility for [Student Government](#) funding.
  - Absences may be excused based on the following reasons with valid documentation submitted to OSLE at least 2 weeks prior to the workshop. If your RSO fails to attend, you will need to meet with the Coordinator of Student Engagement.
    - Class conflict
    - Medical
    - Family emergency
3. **Transition Meeting.** At least one outgoing (retiring) officer of each RSO are required to attend a transition meeting with the Coordinator of Student Engagement in the spring semester. The only exception will be made for social Fraternities and Sororities with the approval of the Office of Fraternities and Sororities Life.
4. **Ongoing Event Registration.** All RSO events must be registered through [Engage UT](#).
  - This only excludes weekly recurring meetings and tabling requests.
5. **Good Standing.** All RSOs must be in good standing with OSLE, the Office of Student Conduct and, if applicable, the Resource team for Faith, Values and Spirituality, Campus Recreation or the Office of Fraternities and Sororities Life. This includes complying with all University policies and procedures, including but not limited to, those detailed in the [Student Code of Conduct](#), as well as local, state and federal law.

*\*Updates to an RSO's portal can be made at any time throughout the academic year. Simply update your RSO's portal and OSLE will review it before it goes live.*

### RSO Responsibilities Summarized

Registered Student Organizations (RSOs) are recognized for educational, professional, social, recreational, or other purposes, and derive their membership and all of their leadership from the student body of UT.

#### All student organizations must:

- Comply with all University policies and procedures, including but not limited to, those detailed in the [Student Code of Conduct](#), as well as local, state and federal law.
- Comply with all Registered Student Organization, (RSO), policies and procedures, including but not limited to, those detailed in this Handbook.
- Maintain their [Engage UT](#) portal updated with current contact information for all officers, a current roster containing all active members, and any changes to the organization's constitution.
- Have an advisor that is a permanent, full-time faculty or staff member at the University. This advisor's information should be kept up-to-date on [Engage UT](#).
- Adhere to the organization's constitution and bylaws.
- Be open to all currently enrolled UT students who are in good academic standing.
- Refrain from discriminating based on age, color, disability, gender identity, genetic information, national origin, race, religion status or historic religious affiliation, sexual orientation, veteran status or political and religious affiliation in any of its policies, procedures or practices.
- Develop and maintain honest and open lines of communication with their advisor.



- Sponsor and supervise programs in a safe and responsible manner and ensure that they do not interfere with the normal operation of the University.
- Utilize UT facilities for the purpose for which they were scheduled. This includes reimbursing the University for any damage to property or facilities.
- Comply with all University fiscal policies. This includes paying all bills and debts of the organization in a timely manner.

OSLE utilizes [Engage UT](#) to send vital communications to RSOs, therefore, any changes to elected student leaders, constitutional changes and faculty advisors must be submitted via Engage, as soon as the change takes place. This ensures the RSO will remain active and recognized by the University. If the RSO does not have an advisor, or is unaware of whom the advisor is, officers should contact the [OSLE](#) immediately.

All inactive organizations or those who have not provided current information will be administratively suspended. All [privileges](#) will be suspended and will not be reinstated until current information is available. Any student organization found to be inactive as defined by the University can be deactivated and will have to go through the [New Registered Student Organization](#) process.

### Advisor

Every RSO must have an advisor that is a full-time University faculty or staff member. Advisors may not be on leave of absence or on sabbatical, and may not use the RSO's resources or benefits for personal, professional or departmental gain. The Office of Student Leadership and Engagement reserves the right to require a RSO change their advisor when the advisor is unable to fulfill their duties or is not adhering to University policies and procedures.

The purpose of the advisor is to assist the RSO on a regular basis. An advisor is expected to provide guidance and support, lend their expertise, share historical perspectives and provide continuity. It is expected that advisors and RSO members will maintain open lines of communication. The advisor should stay informed of the RSO's activities, help oversee financial matters and ensure that University policies and procedures are adhered to, including guidelines for advisors.

### Advisor Responsibilities

For any relationship to be effective, open and honest communication must be established from the beginning. It is strongly encouraged that RSO officers, members and advisors discuss expectations at the start of each academic year. The president or executive board members and the advisor should review the [RSO/Advisor Expectations Worksheet](#) to guide the development of clear advisor/organization expectations.

The responsibilities of advisors to their RSO *may* include, but are not limited to:

- Challenge and support RSO leaders to fulfill the mission of their organization
- Provide mentorship and feedback
- Assist in strategic planning and program planning
- Assist in officer transition and training
- Guide the organization to comply with all University policies and procedures
- Help to resolve inter-group conflict
- Help to maintain Organization records
- Attend meetings, activities and programs
- Approve expenditures

The responsibilities of Student Organizations to their advisor include, but are not limited to:

- Discuss expectations of the advisor and the role they play in the Student Organization
- Notify the advisor of all meetings, activities, and programs
- Provide copies of meeting minutes in a timely manner
- Meet regularly with your advisor to discuss Organizational matters
- Consult the advisor prior to making significant changes to the structure of the Organization
- Consult the advisor when any significant Organization policy changes are made
- Allow the advisor to share their thoughts and ideas



## Writing Your Own Constitution

Using your own constitution in conjunction with the University recommended constitution (see [Appendix A](#)) is a great way to make your organization highly personalized. Sometimes, certain parent organizations require local or chapter organizations to create a constitution that aligns with the national standards. OSLE will gladly aid you in writing or revising your own constitution, and ask that you please follow the guidelines below, triple checking your work for errors and typos.

## Resources Available

### Org Suite

The Org Suite is located on the second floor of the Vaughn Center and specifically designated as a creative meeting room for RSO leaders and members. The Org Suite is equipped with art supplies, materials and tools necessary for creating marketing for your organizational events. Here is some information that you should know about the Org Suite:

- The Org Suite will be available during the academic year
- The Org Suite is accessible to all members of a RSO, you do not need to reserve the space
- All resources are free
- Materials should not be used for personal use

### Equipment and Supplies

The Org Suite offers a full array of services, equipment and supplies for RSOs. Organizational supplies are available free to any RSO for programs, events and activities sponsored by the RSO.

#### *Available Supplies Include:*

Sidewalk chalk  
Art Supplies  
Helium Tank  
Balloons  
Laminator  
Die Cut Machine

#### *Free to rent for 24 hours, fill out the [request form](#) prior to picking up:*

Lawn games  
Technology  
Pop up tents  
"A" frame boards

### Printer/Copier

Each organization is allowed 800 black and white prints per academic year, if your organization prints in excess of the allotment there will be charge.

## OPERATING YOUR RSO

### Budget and Finances

#### Tax-Exempt Status

Many RSOs believe that because they are essentially non-profit and are comprised primarily of students, that they are automatically tax-exempt. Your RSO status does not cover you under the University's tax-exempt number. In other words, an RSO is not "Tax Exempt" unless the RSO applied for and was granted that status from the Internal Revenue Service. Organizations with national affiliation may check with the national organization to see if they fall under the national tax-exempt number. Exceptions may include Big 8, fraternities, and sororities recognized by FSL.

#### Student Government Appropriations

A portion of the Student Government fee paid by each undergraduate student is reserved to support undergraduate organizations to enrich their group's co-curricular environment and the campus community. The amount of funds allocated for student organizational programs is solely determined through the Student Government appropriation process.

#### Eligibility Criteria for Receiving Student Government Funds

To receive funding RSOs:

- Must be active and in good standing with OSLE
- Must be in good standing with all UT departments and not on any type of disciplinary action



- Any organization on probation more than twice within one academic year will not be eligible to receive funds for that year
- Must be in good standing regarding Student Government meeting attendance and recognition
- Must have at least one member attend the Fall L\*E\*A\*D UT organized by OSLE, and
- Must submit all receipts for reimbursement and follow the guidelines under “Funding Criteria for Appropriations”

RSOs are only eligible to receive funding once per semester. RSO's that meet all the requirements will be considered for funding as available. Those organizations receiving funding will be accountable to turn in all receipts from the use of the appropriated funds. RSOs that receive funds from Student Government must use the Student Government logo in addition to the organizational logo on all promotional materials for the event.

Please refer to the [Student Government Engage UT](#) portal for the most up to date appropriation information including submission deadlines and eligibility. Planning in advance is essential when applying for appropriations.

### Agency Fund Accounts

RSOs may not use the personal checking account(s) of a member or members to manage organization funds. All RSOs must have their own on campus agency fund account. Business records for the RSO must be maintained in the RSO's name and not in the name of any officer. Officers will change regularly but financial records must be consistent. Any funding received should be deposited in your organization's agency fund account as soon as possible. We also recommend that the organization advisor have access to the agency fund account at all times for easier transition.

Should the RSO dissolve and is no longer active on campus, all remaining funds will be put toward the endowment for one of the leadership experience scholarships. The exception would be if a national organization requests the remaining funds upon dissolution, which would need to be stipulated on the agency account form at set up form.

Please note: Fraternity and Sorority Life (FSL) has specific requirements for checking accounts. Please speak FSL if you are a fraternity or sorority.

### Budgeting

Some general tips for preparing a budget include:

- Determine what kind of events/activities your organization will take on during the year
- Record funds you have available from the previous year
- Estimate your expected income and when it will be available (appropriations, t-shirt sales, etc.)
- Determine what you will need to spend (rentals, travel expenses, etc.)
- Identify extra funds (back-up money) to allow for unforeseen expenditures
- Review your income and expenditures and create a final budget
- Members should vote to approve or revise the budget.
- Student Government funded budgets must have SG presidential approval to revise their budget.

Some general tips for maintaining a budget include:

- Set and maintain a minimum balance
- Formulate a general procedure for withdrawing funds from the budget
- Keep an up-to-date log of income and expenditures. You may also choose to keep a written ledger. The treasurer should be in charge of keeping track of the budget and/or ledger
- Have periodic meetings between the treasurer, president, and organization's advisor about the state of the budget.
- Periodically check your ledger against your bank statement to make sure they are both accurate

### Deposits, Donations & Financial Transactions

- All financial transactions, both expenditures and deposits, must be fully handled through the RSO's agency account
  - All funds generated must be collected and deposited through the sponsoring RSO's agency account
  - All expenses should also be expended through the RSO's agency account and the charitable donation should come from this account as well.
- Groups will need to obtain written verification from your desired beneficiary before final event approval
- Good cash handling procedures should be followed including regular, if not daily, deposits of income, detailed accounting of funds and prompt contributions to the non-profit



- If ticketing is required, all online ticketing should be handled by the Coordinator of Student Engagement through UTampa tickets
- Final accounting of your event and the donation to beneficiary should occur within 4-6 weeks of completion
- Good stewardship of a current event will impact the approval of future ones

RSO's may engage in the distribution of items for a suggested donation when the funds raised are for the use of the organization in its regular activities (including philanthropic efforts) and are deposited into the organization's University agency account.

**Please note:** If an RSO received an appropriation from Student Government for an event, the RSO is **NOT** allowed to charge for attendance.

- Merchandise (t-shirts, pens, sunglasses, etc.)
  - Must be offered for suggested donation
  - If the UT logo is printed in any way, it must be approved through the [UT Licensing Program](#)
  - Students must use an [approved vendor](#)

See [Fundraising](#) for details on raising funds for your RSO.

## MEMBERSHIP

### Recruiting New Members

One of the main privileges of being an RSO is being able to participate in new member recruitment events such as the Involvement Fair. This event takes place in the beginning of the fall and spring semesters and is open to all RSO's on a first- come first-serve application basis. For tips to help recruit and grow your membership, see [Appendix E](#).

### Leadership Development

All RSOs are invited to participate in the RSO Fall Leadership Workshop. This workshop takes place in the first few weeks of the fall semester and RSOs are encouraged to send at least one executive board member. In addition to learning RSO and University policies and procedures RSO leaders will also:

- Learn leadership skills from various staff, faculty and student mentors
- Interact with fellow student leaders from a variety of organizations
- Improve individual leadership skills through experiential workshops and team-building activities
- Brainstorm ways in which student leaders can help to improve campus life

In addition to the RSO Fall Leadership Workshop, OSLE runs leadership development programs throughout the academic year. For more information contact [student organizations](#).

## EVENT PLANNING

A student organization must be registered as an RSO to hold events on campus. Before an event can be hosted on or off campus, OSLE must approve the event at least two weeks in advance to allow for space reservation. **All events, with the exception of regular meetings, must be registered.**

To register an event, please follow the following steps:

1. Log onto [Engage UT](#)
2. Navigate to your RSO's portal
3. Click on "Manage Organization"
4. On the left side use the drop down menu to choose "Events"
5. On the right side click "Create Event"
6. Fill out all sections and submit
7. Once your event is submitted you can apply to reserve space on campus by contacting the appropriate person associated with the space you would like. (see [Appendix C](#))



## Room Reservations

PLEASE NOTE: **all reservations** should be made **at least 2 weeks in advance** and are subject to approval based on availability.

Each area/department on campus has their own requirements for scheduling and requesting space. Please see [Appendix C](#) for contact information.

During the scheduling process, you should be in contact with [Facilities](#), [Media Services](#), Campus Safety and other campus partners that need to be involved in your event planning. These offices work in conjunction with all events on campus and should be notified as soon as you request your space.

### Reserving Meeting and Event Space:

- Only RSOs and academic departments can request space on campus.
- Requests are per semester not academic year. If you make an academic year request, it will be denied.
- The space requests must be completed at least (14) business days prior to your event date.
- Requests are considered in the order of receipt. While late requests will be accepted, there is no guarantee of confirmation. Spaces fill up fast.
- While every effort will be made to confirm reservations within (3) business days, the timeliness depends on the space availability and the complexity of your event details. If your request has been approved, you will receive a confirmation via email. However, if additional information is required or the space/time is not available we will contact you to discuss alternatives.
- At the time of the event, you must have your confirmation email; if you do not and the event is not in the system you may not gain access to a room.
- You must request additional services such as [Media Services](#), [Facilities](#) or [Dining Services](#) after your room reservation is confirmed.
- Non-food vendors must be sponsored by an organization in order to offer their products on campus. Registration form and liability insurance must be submitted to OSLE prior to booking the vendor. Registration forms can be obtained by emailing [student organizations](#).
- To reserve any rooms on the Vaughn Center 9<sup>th</sup> floor, you must complete a request form 2 weeks prior to the date of your event. The form is available on the [Event Services](#) portal on [EngageUT](#).
- Tabling events can only be scheduled between 8 am and 5 pm on weekdays. Tabling is offered inside the Vaughn lobby and the lobby of Plant Hall. Due to space restraints and in order to be fair to all organizations, only 1 table per day per organization can be reserved.
- The Vaughn Courtyard, Sykes front lawn and Agliano Park are not for tabling, they are to be reserved for special events and have a separate approval and reservation procedure.
- Each area has a specific check in and check out procedure. Please see [Appendix C](#) for Student Affairs procedures.
- Your event is scheduled and confirmed only once you have received a confirmation from the appropriate scheduler.

Rooms can be requested through the following procedure:

1. Log onto [MyUTampa](#).
2. Click on the "Ad Astra" chicklet.
3. Click on "Sign In" on the upper right corner.
4. Click the "Events" tab in the top right corner, and from that drop down select events.
5. Click the "Add" at the top left corner of the page.
6. Enter the start time and end time of your event.
7. Enter the start date and end date of the event.
8. Enter the event name.
9. Next to the blank space for room, click on the house symbol to the right. This will allow you to see available rooms for the time and date that you entered.
10. Enter the event type (most event types will be "meeting").
11. Enter your name in the contact box. If your name is not in the contact box, please email [rso@ut.edu](mailto:rso@ut.edu) to be added.
12. For Customer, enter the organization for whom you are reserving the room. If your name does not match with the organization please email [rso@ut.edu](mailto:rso@ut.edu) to be added.





13. If your name and organization pop up under the “Contact and Customer” click save
14. After you click save and no error message pop up your submission is completed
15. You will be notified via email if your room/facility request has been accepted or declined.

The following areas are exceptions to the above procedure. Click on the locations below to be directed to their reservation procedures:

- [Vaughn Center](#)
- Parking lots and road closures – email [facilitiesrentals@ut.edu](mailto:facilitiesrentals@ut.edu)
- Sword & Shield – email [Larry Marfise](#)
- Martinez, Pepin, Athletics – email [Jerome Fulton](#)
- Falk Theater – email [Alex Amyot](#)
- Library – email [David Davisson](#) (room AV2)
- [Jenkins 12<sup>th</sup> floor](#)
- Pool – email [Campus Recreation](#)

For additional spaces and contacts, please see [Appendix](#)

#### **CANNOT BE RESERVED:**

- Chiseler’s Conference Room (PH CHIS)
- Computer Labs (non-classroom)
- Delo Park (DP)
- John H. Sykes College of Business – Room 148
- Music Department (MD) including rooms in Ferman Music Center
- Plant Hall 248, 321, 340 and 345
- R.K. Bailey Art Studios (BAS and AD)
- Saunders Art Center

#### **Room Usage Guidelines**

RSOs and university departments are expected to leave spaces in good condition and ready for the next user. Please follow these general guidelines when using any University space for an organization meeting or any other use:

- Leave room as you found it (white board clean, remove trash from building, chairs and tables arranged neatly)
- If your room is locked, please contact Campus Safety, (813) 257-7777 or x7777, for access to space reserved. Be ready to show reservation confirmation
- Do not exceed your allotted time
- Contact Campus Safety, (813) 257-7777 or x7777 to lock space after event
- No fire/candles allowed in any space at any time
- Do not use any other rooms than what you have requested
- Do not use tape on walls in any rooms. Any damages resulting from wall decorations will be referred to the Office of Student Conduct.

#### **Facilities Equipment Rental**

RSOs may request several items from [Facilities Rental](#) for an event. Some may have an associated charge, while others may be free for student users. The items are reserved on a first-come, first-serve basis. Once your event space has been reserved you should contact Facilities 2 weeks prior to secure your tables, chairs, power boxes, etc. You can either email [facilitiesrentals@ut.edu](mailto:facilitiesrentals@ut.edu) or fill out the [online request form](#). If the UT equipment is not available, the items may be obtained from local vendors who may have a higher rental rate.



## Media Service Guidelines

- RSO members may not use technology that is installed in classrooms unless directly supervised by the organization advisor and with prior Media Services approval.
- Any organization wishing to show a film must obtain a legitimate copy of the movie through an authorized company that provides licensed movies. The use of personal videos or DVDs, rented videos or DVDs, and/or streaming sites (i.e. Netflix, Hulu, etc.) are not exempt from the public viewing licensing fee.
- Academic courses (officially recognized by the University of Tampa) are exempt from said licensing fees. The film may only be viewed by class members officially registered for the course.
- The cost for showing a film in a public setting can range anywhere from \$200 to \$600 depending on the studio, title, movie's release date, etc. Several companies, such as, [Swank Motions Pictures](#), and [Criterion Pictures](#), offer licensed films to college campuses. These films can be shipped within a week's time to the university and in time for an organization's event.

## Campus Safety

Campus Safety may be required for events that fit any of the following (additional fees may apply):

- Are open to the public
- Expect large crowds or attendance
- Involve large concerts/shows/rock bands
- Result in heavy traffic and/or parking
- May result in possible attendee conflict or protests
- Display or use of very valuable items
- Involve a celebrity presence
- May cause serious injury or property damage
- Overnight activities (if approved)
- Dance parties/ Pool parties (if approved)

To contact Public Safety please e-mail [Campus Safety](#).

## Catering/Food

Please note that, per university policy, you must use UT [Catering Services](#), Sodexo, for any events held on campus. Dining services information, including the catering menu, can be found by visiting [Dining Services](#) or Vaughn Center room 229.

If you would like to provide food through another vendor, Sodexo must approve your request at least two weeks in advance. Release forms can be found by contacting [Catering Services](#). It is the responsibility of the RSO to obtain the insurance liability certificate from the vendor and submit to Sodexo. All three forms must be submitted together to the catering office at least 10 business days in advance.

Please be aware that there are no exemptions for a vendor approval form. Any special events, luncheons, promotions, etc. held on campus that sells or serves food for an off-campus vendor is subject to a UT approval form.

## Bake Sales

The University of Tampa prohibits bake sales. Home-prepared food cannot be sold or served to the campus community. This includes potluck events.

Organizations may sell pre-packaged food (i.e. bags of chips, candy bars, etc.) and/or hot/prepared food. Hot/prepared food may not be prepared, sold, or given to the campus community unless provided by the University of Tampa Dining Services or an off-campus vendor approved by UT Dining Services. A vendor approval form must be filled out and turned into UT Dining Services at least 10 business days in advanced if the organization has chosen to use an off-campus vendor.

## Barbeques

Outside of the Office of Residence Life designated spaces, open-air barbeques are NOT allowed on campus. This includes, but is not limited to, propane grills, charcoal grills, bonfires, etc. Email [Residence Life](#) to request use of the grill behind McKay.



## Fundraising

Benefit fundraisers are events whose proceeds will be donated to a US based 501(c)3 non-profit organization. University policy requires that all benefit events and activities at the University of Tampa must be fully organized and sponsored by and must receive prior university approval through OSLE before speakers are arranged, sponsors are sought, advertising conducted or funds collected. University departments or individuals cannot sponsor benefit fundraising activities in the name of the University of Tampa.

All fundraising events must be registered. All fundraising activities must follow University policies and guidelines. Registered Student Organizations (RSO) should consult the Coordinator of Student Engagement before planning any fundraisers and register the event through [Engage UT](#).

RSOs must refrain from actions that impair the university's purpose or its reputation, including but not limited to the unauthorized and/or inappropriate use of the university's name, logo or brand. This also includes entering into contracts or agreements without proper authorization.

## Guidelines

- There must be a clear link between the mission of the sponsoring student organization, the off-campus non-profit and the planned activity.
- Events must be targeted primarily to the UT community and occur during the regular academic year when most students are present.
- Activities must be student-led and represent the initiative of students acting independently of off-campus entities. Student leaders must make all arrangements including managing all fundraising, reimbursements and final accounting.
- Benefits must be planned as fundraisers from the conception of the event and advertised as such.
- The proposed beneficiary must have a current and valid US taxpayer ID number, registered as a 501(c) 3 organization, and meet reasonable expectations of responsible stewardship and service, including a minimum of three consecutive years of effective philanthropy. All desired beneficiaries must be verified through [Guidestar](#). Create a free account and you can actually read a non-profit's annual tax statements.
- Most fundraisers must be centered on a planned event or activity and not simply a sale of goods. For such special circumstances, university policies still must be followed.
  - Organizations may wish to sponsor an approved company, person, etc. to come to campus and sell their goods or services. In exchange for sponsoring, the organization usually receives 10-15% of the vendor's gross sales, or another amount agreed upon by both parties. A required Vendor/Organization Agreement Form must be filled out and turned in to OSLE before the scheduled date of the vendor coming onto campus. The organization is completely responsible for the vendor and the vendor's actions.
- A detailed and well-considered budget with estimates of realistic income and expense projections should be discussed with the organization advisor. Charitable events should generate reasonable funds for the off-campus beneficiary relative to the event costs and generate a minimum of a 10% of net proceeds for the non-profit.
- For large-scale or otherwise unique events, availability of university staff (e.g. public safety, facilities, advisor, etc.) will be an important factor for approval and may not be approved.

## Exclusions

- Cash solicitations (e.g. passing the hat)
- Crowdsourcing (e.g. using an off-campus fundraising site in the name of UT)
- Gambling
- Partisan political activities/lobbying
- Most food sales. Bake sales or sale of hot or cold food. Instead, we suggest sale of pre-packaged food items as part of a larger student program.
- Activities during campus breaks and times when students are not present
- Activities designed to support more than two beneficiaries



## Fundraising Guidelines for Off-Campus Venues

- Student organizations are permitted to hold fundraising events at off-campus venues under the following conditions:
  - Alcohol sales may not be the primary function of the venue
  - If the venue serves alcohol, the student organization must provide documentation to prove that the venue generates no more than 49% of its profit from alcohol sales
  - Advertising materials for an off-campus fundraiser may not contain images or words that promote the consumption of alcohol

## Liability Waivers

[Liability waivers](#) are necessary for events that may present risk or injury to the participants. For example, events that involve:

- Sports-related activities
- Manual labor
- Food eating contests
- Water fights
- Special Events ([additional procedures apply](#))
- Events with paint
- Or where participants may in any way potentially harm themselves or others.

Participants will need to sign a liability waiver for events listed above.

## Contracting

If your event will include an outside vendor, speaker, entertainer or organization, please make sure to note that in your event details on the “Create Event” section of [Engage UT](#). As the representative from your organization, you will act as the liaison between UT and the outside agent, but cannot sign contracts. UT creates their own contracts, terms, and conditions, and asks that if an outside agent provides their own contract, that you refer them to the Office of Student Leadership and Engagement. Please keep in mind that when planning an event that the contract process can take up to **3-4 weeks**.

There are three types of contracts:

- Lecturer/Guest Speaker/Consultant Contract
  - Single person speaking and/or lecturer (non-entertainment) typeservices
  - Short-term low risk activity; no need for Certificate of Insurance
  - Needed documents:
    - W-9
    - Rider or additional documents if provided
- Entertainment/Artist Contract
  - Company or Single person providing entertainment services: musicians, magicians, hypnotists, etc.
  - Needed documents:
    - W-9
    - Rider or additional documents
    - Certificate of Insurance
- Student Activity Equipment Contract
  - Companies that supply and operate equipment activities (ex: inflatables, mechanical bulls, etc.)
  - Needed documents:
    - W-9
    - Rider or additional documents
    - Certificate of Insurance

### Tips for Contracting:

- **Do not sign any contracts!** Be clear with the agent that you are the representative coordinating the event, not approving the event.
- When including costs or fees associated with the event (if any) ask for an all-inclusive price so you are not responsible for arranging transportation or lodging



- Do not guarantee a price or confirm an event is happening until a contract is done. Until then, you are "tentatively planning".
- It is always okay to check back with your advisor and negotiate on price.
- The Office of Student Leadership and Engagement works with agents all the time and we are happy to help you if this is your first time!

### Pageant Guidelines

RSOs are permitted to hold pageants as long as they meet the following criteria:

- Pageant theme and all judging criteria must be tasteful in nature
- Pageant theme and judging criteria may not objectify participants based on gender, gender expression or identity, sexual orientation, age, body type, race or religion
- OSLE reserves the right to terminate any pageant that violates the criteria listed above

### Marketing and Publicity

#### OSLE Calendar of Events

OSLE advertises its events on two campus calendars – [Engage UT](#) and the [Student Events Calendar](#). Events will automatically be posted after RSOs complete the “Create Event” section of [Engage UT](#). Select events will be posted on the [Student Events Calendar](#) per request.

#### General Campus Posting Guidelines

All posters, fliers, banners, A-frames, etc. must be approved, stamped and dated by OSLE before being posted in designated areas across campus. Any such materials posted on campus that are not approved and stamped will be removed.

- Only RSOs and academic departments can post on campus
- All RSO flyers should be brought to the Org Suite for stamped approval located in Vaughn Center room 209
- All flyers and banners MUST have contact information in order to get approved
- The content of the posting must adhere to the law and other University policies, including but not limited to, the following: Discrimination and Harassment Policy, Student Conduct Code, Registered Student Organization Handbook
- Banners must not impede the flow of traffic and provide a minimum of 6’6” clearance
  - Banners that are not providing that minimum clearance will be taken down
- Due to limited space, any organizations or individuals not affiliated with the University may have only one poster/flyer stamped and hung on the Community Events bulletin board located across from Vaughn Center room 206
- If you would like to hang anything in the residence halls, you must receive additional approval from the Office of Residence Life located in Vaughn Center room 213
- OSLE and the Office of Residence Life reserve the right to not approve posters/flyers that include material that is offensive in nature, violates state/national laws or the student code of conduct, or includes references to alcohol that are not in accordance with the University alcohol policy
- Flyers and banners may not be posted more than two weeks prior to the event date
- The maximum amount of time a poster/flyer/banner may be posted is two weeks
  - If the flyer lists several dates, the flyer will be stamped and removed on the last date
  - Dates for certain flyers may be extended at the discretion of the OSLE staff
- Materials may not be placed on painted or glass surfaces, including windows, walls, or doors. Only designated bulletin boards may be used.
- Posting is not permitted on trees, benches, trashcans, rocks, telephones, banisters or campus exteriors
- **Blue tape is the only tape to be used.** Duct tape, masking tape, strapping tape and washable paints are prohibited.
- Posters and fliers will be removed if tape other than blue painters tape is used
- Nothing may be taped to the walls or doors in the building
- Vaughn Center Building Managers and the OSLE Staff Assistant will assist with managing the posting policy
- If a poster or banner is in violation of these policies, they will be taken down and violations will be given. See [Violations section](#) for details.
- A total of 30 fliers may be hung, 18 around campus and 12 in residence halls



## Hanging Flyers on Campus

### **Plant Hall**

As per facilities regulations, postings are **NOT** permitted on pillars floors 2 through 4. If they are found, they will be removed.

- Organizations may post six (6) flyers:
  - Around the marble columns in Plant Hall Lobby and on marble columns near Fletcher Lounge
  - On the 2nd, 3rd, and 4th floor bulletin boards only (at the top of the stairs)
  - The Science Wing Bulletin Board
- Organizations may hang one (1) banner:
  - Between the columns in Plant Hall Lobby

**Banners may NOT be hung between the columns outside of the President's office.**

### **Vaughn Center**

There is no posting allowed on the first floor of the Vaughn Center.

- A total of five (5) flyers may be posted on the bulletin boards located:
  - Bathroom Lobby (2nd floor)
  - Hallway by the PEACE Volunteer Center
  - Hallway by OSLE
  - Spartan Club and Game Room
  - Commuter Lounge

### **John H. Sykes College of Business**

- A total of two (2) flyers may be hung:
  - On the first floor bulletin board located in the vending machine area
  - On the second **OR** third floor bulletin boards located around the faculty offices

### **Various Other Areas on Campus**

- One (1) flyer may be posted in each the following areas:
  - Macdonald-Kelce Library: Bulletin board inside the front door
  - Information Technology: Bulletin board outside of room 113 in the Jaeb Computer Center
  - Military Science: Bulletin board outside of the ROTC building
  - Speech, Theater, and Dance: Bulletin board located on B Street
  - Music Center: Bulletin board in the Furman Music Center in front of room 110

Most buildings have one or more bulletin boards dedicated for postings. If there is no bulletin board, then you are not allowed to post in that building.

### **Helpful Information**

- When UT hosts an Admissions Open House (usually held on the Sunday around the 15th of each month, dates can be found on the UT Admissions Website), all fliers, banners and other advertisements will be taken down for these events and disposed of by Facilities. We recommend you postpone your advertising until after these events.
- Banner paper, markers, paint and other supplies are available for RSOs to use. These supplies are provided by Student Government (SG) and are available in the Student Organization Suite (Vaughn Center, room 209).

### **Chalking Policy**

The use of sidewalk chalk by students is considered an acceptable way to promote campus events, make announcements, and share messages.

The use of water-soluble chalk (sidewalk chalk) by students is permitted on UT sidewalks, provided the chalking complies with the following requirements:

- Chalking is permitted only in open areas that can be directly washed by rain
  - Chalking must be on a horizontal surface not covered by an overhang
- Chalking is permitted only on sidewalks around campus **EXCLUDING** near the chapel





- Each individual chalking must bear the name or signature of the sponsoring organization or student
  - The name and/or signature must be legible
- The material used must be water-soluble sidewalk chalk
  - The use of markers, paints, oil-based products, spray-able chalk or other aerosol-based products is prohibited
- Overwriting, erasing, defacing or altering the chalking of another person or organization is prohibited
- Chalking is prohibited on all structures and vertical surfaces, including buildings, walls, benches, signs, columns, light poles and trees
- Chalking is prohibited on steps or brick and all parking lots and parking structures
- The content of the chalking must adhere to the law and other university policies, including but not limited to, the following: Discrimination and Harassment Policy, Student Conduct Code, Registered Student Organization Handbook
- Chalking must be a minimum of 10 feet from entrances

OSLE will notify students and/or student organizations, responsible for improper chalking and shall provide the said party a 24-hour period to clean up any chalking in violation. Should the offending party not remove the chalking within 24-hours the party will be appropriately sanctioned.

### OSLE Global E-mail

OSLE sends a global message outlining all student organization events each Monday. Student organizations can submit their blurbs for the email by sending them to [Marketing](#) or submitting the [OSLE Global Message](#) form in the Leadership portal on [Engage UT](#) no later than Friday at 8 a.m. Event descriptions are posted for no more than two weeks. OSLE Global emails are not sent during winter break, spring break or summer break.

Student Government and RSOs that are supported by Student Government, (i.e., Diplomats, Diversity Fellowship, Student Productions, The Minaret, The Neon, The Moroccan, PEACE, etc.) will be allowed to send one (1) stand-alone global per semester for events that affect the campus community as a whole (i.e. Party in the Park, Student Government elections, Yearbook picture and distribution dates, etc.). These requests need to be submitted to OSLE at least 2 weeks prior to the event in order to receive the appropriate approval.

## Campus Sound Policies

### Indoor Sound Policy

Musical content, spoken word and any other amplified sound must adhere to the law and other UT policies, including but not limited to, the following: Discrimination and Harassment Policy, Student Conduct Code, Registered Student Organization Handbook.

Inside University buildings, amplified sound must be limited to an appropriate level as to not disturb or distract the recreational or University business entities within the building. Tabling within the Vaughn Center and Plant Hall will follow these relevant noise guidelines established by OSLE in conjunction with Media Services.

An appropriate level is one that you can still hear others speaking and carry on a conversation if walking through the areas while music is playing in the background.

As part of the event planning process, the event sponsor must obtain all appropriate approvals regarding the use of amplified sound during an event or activity. If the event will include amplified sound (i.e. drum circles, step practice, etc.) notification must be given in advance to OSLE. OSLE reserves the right to deny any and all requests at their discretion.

University officials, including but not limited to, faculty, staff, advisors, event organizers and campus safety can ask for the sound level to be lowered at any time regardless of if the requirements are being met. University officials have the right to require amplification systems to be turned down, or off entirely, if it is determined the sound level is too high or inappropriate. Failure to respond immediately may result in the cancellation of the event and/or the shutdown of the power source for the sound equipment.



## Outdoor Sound Policy

Amplified sound is allowed during the following times:

- 12:00 p.m.-10:00 p.m., Monday-Thursday
- 12:00 p.m.-11:00 p.m., Friday and Saturday
- 2:00 p.m.-10:00 p.m., Sunday
- Full Bands (three or more performers) and DJs must setup in the Northwest corner of the Plaza. All other artists will be determined by Media Services and OSLE.
- For social and DJ events, the Sound Pressure Level decibel, (SPL db ), is not to exceed 84 db A weighted at 20 feet from the loud speaker.
- For Bands and other larger scale events, the SPL db is not to exceed 94 db A weighted at 20 feet from the loud speaker.
- Under no circumstances can sponsored talent go beyond the above stated levels during the entire duration of their set.
- The Media Services Office will take sound reading.

### Plant Hall, Parking Lots, College of Business, Agliano Park

No amplified sound will be allowed around these spaces during academic hours so as not to interrupt students' classes.

Appropriate times for amplified sounds for these spaces:

- Friday after 5:00 p.m.
- Saturday and Sunday after 12:00 p.m. (times may vary on Saturday and Sunday depending on testing)

### Plant Park and the UT Pool

Plant Park and the UT Pool may have amplified sound during academic hours, but must be kept at a minimum and responsible level. If any complaints are received, the sponsoring organization will be forced to either lower the sound or turn it off.

## Transportation

### Off campus trips/events

Any time an RSO needs to rent a vehicle for any university-related event or activity, they must follow the guidelines listed below to ensure the rental is covered under the University of Tampa's liability insurance. See the [UT Travel Policy](#) for more details.

- Rental car age is 21 or older
- Any student driver must complete and submit the "Motor Vehicle Records" consent form with a copy of a valid driver's license to OSLE at least five (5) business days prior to rental. This form is available in OSLE.

### Bus Rental Information

University departments and RSOs may have a need to utilize charter bus services for university-sponsored local trips, out of town trips or extended multi-day trips. To meet this need, agreements with several charter and school bus companies have been developed (see [Appendix J](#)). Advantages of using approved companies:

- Risk Management has verified insurance and has current certificates of insurance on file
- Blanket Agreements are on file with these approved bus companies, saving you time by eliminating the contract review/signature process
- University approved companies have satisfactory Federal Motor Carrier Safety Administration Safety Ratings

### Use of Other Non-Approved Charter Bus Companies:

If you are unable to utilize an approved bus company, please follow the instructions below:

- Look Before You Book! Check the [Federal Motor Carrier Safety Administration](#) (FMCSA) Safety Rating of the charter bus company. If the charter bus company has a FMCSA Safety Rating of Satisfactory:
  1. Request a Certificate of Insurance with evidence of \$5 million Auto Liability and \$1 million Commercial General Liability with The University of Tampa endorsed as an Additional Insured; and Workers' Compensation Statutory Benefits/\$1 million Employer's Liability
  2. Submit the contract and certificate of insurance to OSLE for review at least 5 business days prior to a trip



## RSO POLICIES

### Gift Card Policy

- Gift cards may not be issued in lieu of compensation to employees, performers or contractors. According to the IRS tax code, compensation for services rendered by employees for job-related or unrelated tasks are reportable as taxable income for any amount. Similarly, payments to independent contractors, including gift cards as compensation are subject to reporting on IRS Form 1099 Misc.
- A gift card issued out of appreciation can easily be misconstrued as compensation. Items, bookstore gift cards and dining services certificates may be issued for amounts not in excess of \$25. The purchaser is responsible for maintaining financial records associated with any gift cards distributed. This includes all records regarding why the person is receiving a gift card and a signed receipt when presented.

### Gambling Policy

It is prohibited to play in an unlawful game of chance for money or for anything of value on UT premises or at any event sponsored by an RSO unless it is an event approved by OSLE strictly for entertainment purposes and no exchange of actual money. Additionally, RSOs may not sponsor or co-sponsor events at gambling establishments. To sell, barter, or dispose of a ticket, order, or any interest in a scheme of chance by whatever name on UT premises or at any affair sponsored by an RSO is prohibited. Additionally, to wager on a UT team or organization in a competition with a direct interest in the success of the competition is prohibited.

### Gift and Recognition Policy

Student Government funded RSOs may participate in working meals provided they are intentional and included in budget projections. This includes, but not limited to, trainings, staff retreats, etc. This is restricted to one meal per semester.

Appreciation refreshments and/or snacks (if budgeted for) can be provided for Student Employee Appreciation Week as part of the end of year gathering, not to exceed one per semester.

Recognition gifts for advisors or graduating members is limited to UT memorabilia that can be purchased at the bookstore not in excess of \$25 per person. All anticipated purchases by the RSO must be approved in Workday prior to purchasing or reimbursement may not be provided.

### C.A.R.E Monitor Policy

C.A.R.E Monitors (sober monitors) are crucial in the safety of all members and guests at events where alcohol is present. All RSOs wanting to have events with alcohol are required to have C.A.R.E Monitors that are active members of the sponsoring organization. It is the duty of the C.A.R.E Monitors and organizational leadership to ensure members are behaving in an appropriate manner as well as intervening when members become too intoxicated or rowdy at events with alcohol. A C.A.R.E Monitor should be at the entrance to the venue insuring that individuals on the guest list are admitted to the event. The C.A.R.E Monitor along with security is responsible for not allowing intoxicated persons into the event. C.A.R.E Monitors are to remain completely sober before, during and after the event.

The organization officer planning the event must contact the Coordinator of Student Engagement **4 weeks** prior to requesting an event with alcohol to receive C.A.R.E Monitor training in order to be eligible to hold the event. OSLE staff members will maintain a list of all members in your organization that are trained to be in this role.

### Solicitation Policy

Students should be free from unnecessary distractions and be able to live and study in an environment that is predictable and orderly. Unauthorized soliciting, merchandizing or canvassing on campus is prohibited. If RSOs wish to sell articles, conduct fundraisers, or canvass for political or other reasons, they may do so only after their event is registered and approved through [Engage UT](#). No publicity concerning the fundraiser may be posted prior to receiving the written approval.

Once approved, fundraising activities must be conducted in a manner such that students are not approached but, instead, students may choose to approach the solicitor, vendor or canvasser. No door-to-door solicitation or canvassing is allowed on campus. Persons with the intention of soliciting, selling or distributing who are not affiliated with or do not have permission from



The University are forbidden to be on UT property or enter any UT building. Additionally, posting on campus bulletin boards by people not affiliated with UT is prohibited. Any member of the UT community who is approached by a non-UT solicitor should call Campus Safety immediately at (813) 257-7777.

### Events with Animals

For events in which an RSO will be bringing non-service animals as part of their event, the following items will be required. These events need extra time for approval and to obtain all required documents, therefore, a request must be submitted **4 weeks prior** to scheduled date of event. An example would be an event hosted by a pet rescue or event in which the organization is using a pet rescue.

- RSOs must provide a full list of animals/breeds they would like to bring to campus in advance for review by OSLE.
- The organization must describe how participants of their program will interact with the animals. OSLE, in collaboration with the Vice President of Student Affairs and Dean of Students, will make determinations on what animals/breeds are acceptable for the event and those that are not permitted on campus.
- Constant supervision of animals should always take place during an event.
- Temporary fencing must surround the event arena.
- **Certificate of Insurance:** Non-University affiliated organizations and/or unapproved vendors that will stage events, or provide products or services on campus, need to provide a current Certificate of Insurance. The certificate must indicate a minimum General Liability limit of \$2 million per occurrence, and list the University of Tampa as "Additional Insured".
- **Health Certificates and/or Licenses:** Florida Statute 828.30 requires all dogs, cats and ferrets to be vaccinated against rabies by a licensed veterinarian. Based on those recommendations and Florida Statute 828.30, only animals vaccinated according to those recommendations will be allowed.
  - Prior to the event, each animal's health certificate showing current vaccinations, must be submitted for review to OSLE. If health certificates cannot be submitted prior to the event, then special arrangements may be made with the approval of the Vice President of Student Affairs and Dean of Students.
- **Waste:** the participant handling the animal, the owner of the animal or the event organizer, must dispose of any waste properly. Please note that any waste not disposed of may result in the organization receiving a written warning and charged for damages.
- **Fight:** Although this should not occur as the animals are to be kept at least 3 feet apart, if a fight breaks out between two or more animals, participants are to leave the area until the animals are calm. If the animals are unable to calm themselves down, the event organizer will remove the animals from the event.
- **Leashes:** Animals must be leashed at all times with their professional handler. In the event that the animal gets out of its leash and/or the leash fails, the event organizer, designated event staff and/or the animal's owner should be the only ones to attempt to secure the animal, as anyone outside this group may be injured. It is the responsibility of the event organizer to immediately notify participants of the loose animal so they have the opportunity to secure their animal to avoid a type of incident described above, or possible injuries to the animal or participant. Once the animal is properly secured, participants should be notified.
- **Food & Drink:** Based on the duration and time of the event, food and/or water may need to be supplied for the animals. In that situation, only one animal should be allowed at the food or water bowl at a time.
- Vendors and organizations should ensure safe practices for event attendees by having all participants read and sign the UT waiver and the vendor waiver.

### "Pie-in-the-Face"

The University of Tampa is aware that many organizations host fundraisers and other events that include pie-ing individuals in the face. While these are fun events, proper precautions must be taken in order to ensure the safety of all participants.

Below are a set of guidelines that must be met in order for to have such events approved that include pie-ing in the face.

- The Vaughn Courtyard grass must be fully covered by a tarp and pie-ing may only take place on the tarp.
- The following are the only substances permitted when pie-ing individuals: shaving cream, whipped cream and Cool Whip.
- You must disclose what type of substance is utilized to all participants.



- The only plates that may be utilized for pie-ing are paper plates. Tin pie plates or plastic plates are not permitted due to their potential for sharp protruding objects, which could cause injuries.
- You may not throw the pie in someone's face. Instead, you must gently place the pie in their face.
- In order to prevent falls, the area around the individual being pied must be cleaned up after every attempt at pie-ing them in the face.
- Individuals and organizations soliciting funds as part of their pie in the face events must comply with UT fundraising regulations.
- RSOs must clean up the event site after the event. If pie substance is found on grass, concrete, benches, signs or other areas on the site, your RSO will be sanctioned and financially responsible for damages.
- RSOs should ensure safe practices for event attendees by having all participants read and sign the UT waiver.

### **Inflatable Policy**

When you contract with a company to provide inflatable bouncers, toys, games, etc. the contracting company must provide UT with a certificate of insurance showing that they carry liability insurance in the amount of \$2 million dollars and naming the University of Tampa as additionally insured.

Because of the risks involved in many of these amusement items, UT requires that the rental company provide staff for set up, tear down and being present to supervise the equipment at all times. UT students, staff or faculty are not allowed to set up, tear down or supervise the use of the equipment.

It is imperative for RSOs to consider the following safety precautions:

- Organization's must reserve and obtain approval for Vaughn Courtyard or Naimoli fields. These are the only approved locations for inflatables on campus.
- Inflatables are not allowed in front of Sykes College of Business.
- The Vaughn Courtyard grass must be protected at all times and nothing can be staked into the grass.
- Inflatables should be rented from vendors who are members of the [Safe Inflatable Trainer's Organization \(SIOTO\)](#).
- Vendors and organizations should ensure safe practices for event attendees by having all participants read and sign the vendor and UT waiver.
- Have a rain location and a way to make announcements due to inclement weather.
- Explain the rules and risks involved in the activity.
- Some outdoor toys, e.g. mechanical bulls, etc. are considered high risk and may require special event insurance to be purchased.
- UT may require a signed waiver that communicates risk and indemnification to participants before they access the contracted service.

Please contact OSLE for guidance when renting or contracting for this type of equipment or for questions about what items apply to this policy.

### **Dunk Tank Policy**

The use and operation of dunk tanks pose unique hazards, therefore, only a "tankless" dunk tank will be considered for approval. The following guidelines have been developed to assist event organizers in mitigating those hazards while maintaining the integrity of the attraction. Failure to comply with these guidelines could result in denial of the event, or at least the portion in which dunk tank use is planned.

Before approval of your event form, a layout showing the placement of the dunk tank must be submitted to OSLE and Facilities for review. Because buckets of water will be poured over the dunker's head, the tank must be placed in a location that provides quick drainage of the water and away from people and any electrical source. It is recommended that the dunk tank be placed on a soft surface, such as grass or turf. Facilities will recommend a space on campus that can accommodate the dunk tank.

A Certificate of Insurance from the vendor is required, indicating a minimum General Liability limit of \$2 million per occurrence. The Certificate needs to list "The University of Tampa" as an Additional Insured.



To prevent possible injuries from a slip and fall, event organizers must keep the splash area around the dunk tank clear of observers and participants.

Once setup of the dunk tank is complete, both the event organizer and operator of the ride must thoroughly inspect the tank for any hazards or damage that could be present, such as sharp edges, loose screws or bolts, or unsteady frame, and both must approve of the safety of the ride before operation begins. If possible, a test operation is recommended before the attraction opens to participants.

Below are general rules that must be followed during the operation of the “tankless” dunk tank. Please familiarize participants with these rules.

- Dunkees (participants who will be getting into the tank) must be 18 years or older, at least five (5) feet tall. If under 18 years of age, dunkers (participants throwing the ball) must have approval from a parent or guardian.
- All sharp objects on the participant, such as glasses, jewelry, and watches, should be removed prior.
- Observers and participants should keep food and drinks away from activity area.
- Only one person is allowed on the seat or in the tank at one time.
- The dunkee should never stand on the seat.
- The dunkee should be sitting up straight with hands on lap or knees.
- Observers or participants are not allowed to hold onto the bars or put themselves or any object through the bars.
- Only the operator or event organizer is permitted behind the tank or target area.
- Participants under the influence of alcohol or drugs are not permitted in the tank.
- Only participants that meet the manufacturer’s maximum weight limit are permitted in the tank.
- Participants with chronic knee or other joint conditions, previous back or neck injuries, respiratory conditions, heart or circulatory conditions and those who are pregnant are encouraged to consult with their doctor before participating in the dunk tank.
- Only balls provided by the dunk tank manufacturer are to be used.
- When unattended by vendor/operator, the dunk tank must be drained completely to avoid accidental drowning or other injuries.
- The attraction must not be operated during inclement weather, which includes rain, lightning, wind exceeding 15 miles per hour and temperatures below 40 degrees Fahrenheit.
- Vendors and organizations should ensure safe practices for event attendees by having all participants read and sign the UT waiver and the vendor waiver.

## UT Travel Policy

RSOs must abide by the UT Travel policy by following the procedure listed below. A first offense failure to comply with said policy and procedure will result in a written warning to both the RSO president and advisor and a meeting with the Coordinator of Student Engagement. Any subsequent infraction will be referred the Office of Student Conduct. Please [see here](#) for more details.

Any student who agrees to attend a University sponsored and funded event that does not show or cancels without adequate notification is responsible to reimburse the University for fees paid on their behalf.

## Domestic Travel Guidelines

Any RSO planning domestic travel for any reason that pertains to the organization is encouraged to do the following:

- Mandate that each participant sign a travel waiver. A blank travel waiver can be found on the “Leadership” portal in [Engage UT](#) under “Files.”
- Make a copy of all waivers and leave them behind with either an advisor or another campus professional.
- Ensure that the RSO’s campus advisor is aware and has approved of the travel plans.





## International Travel Guidelines

Any RSO planning international travel for any reason MUST meet with the International Programs Office several months in advance and have the travel plans approved and facilitated through that office.

## University and Student Sponsored Events

The University is a prime location for special events, whether sponsored by our University community or through a connection with an outside organization. Please know that great care is taken in considering what large events we can host, as we do not want to impede regular University processes.

If you are considering an event that may require parking in excess of 50 spaces, have more than 200 non-University participants, include outside media, request some or all fees waived, or otherwise is deemed by the Facilities Rental staff as needing additional discussion by senior leadership, there is a review process that determines if the event can proceed. Please see the policy *Campus Events Requiring Senior Staff Approval* that can be found in [SpartanWeb](#).

In addition, it is the University's policy not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. The policy statement *Use of University Facilities for Political Activities*, also on [SpartanWeb](#), provides instructions for how to manage on political activities.

The Facilities Rental staff can help answer your questions and can be reached at [facilitiesrentals@ut.edu](mailto:facilitiesrentals@ut.edu) or 813-253-6238.

## Student Sponsored Political Activities

The University of Tampa supports providing students with opportunities for vigorous discussion of all ideas, including politics and the political process. While UT encourages passionate citizenship in its students, faculty, and staff individually and collectively, the University has drafted the following policy to assure that its educational mission will be fulfilled in a neutral and non-partisan manner in regards to political activities held in campus facilities.

### General Policy

It is the policy of The University of Tampa not to participate in, directly or indirectly, or to intervene in (including by means of the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

This policy is not intended to limit educational opportunities, but instead, to allow for meaningful dialogue amongst the university community without being disruptive to UT's educational mission.

### Procedures

1. The Office of Facilities Rental coordinates facilities usage for political activities and all facilities usage requests for such events should be initiated with the Office of Facilities Rental. Senior staff, with input from select departmental directors, will examine all requests, and will make final determination on all approvals.
2. All proposed activities that use campus facilities are subject to approval by UT administration, and may be denied due to such reasons as scheduling conflicts, space or resource limitations, parking requirements (the number of off-campus guests and cars may be limited due to other events occurring simultaneously), safety concerns or impact on the UT educational experience. The University reserves the right to impose any conditions or limitations upon the use of its facilities that it, in its sole discretion, deems appropriate. This policy is part of the larger policy document guiding facility usage, and as such, requesters may be asked to fill out a facilities request form to help administration gain a thorough understanding of the nature of the event and the necessary resources.
3. While the University will attempt to be as accommodating as possible in regards to logistical matters (basic A/V equipment, personnel, furniture, etc.), the sponsoring organization, department or individual may be required to obtain and fund extra equipment, personnel or services. All additional costs incurred will be passed on to the sponsoring organization.
4. Certain facilities have specific restrictions and requirements for use of the facilities such as capacity limits, sound amplification, photography restrictions, fees and the serving of food and beverages.
5. All signage (banners, posters, yard signs, etc.) placed in association with a political event must follow the University's posting policy.
6. At the beginning of a political event the sponsoring organization should deliver the following disclaimer: "This event is sponsored by



\_\_\_\_\_. The use of University of Tampa facilities for this event does not constitute an endorsement by the University. The views of those invited to speak on campus are the views of the speaker and not of UT. The University of Tampa does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election." The sponsoring organization

7. will also need to distribute this statement in print form to each audience member, or within signage at the venue entrance.
8. Any communications advertising the event must contain the following disclaimer language: "This event is sponsored by \_\_\_\_\_. The use of University of Tampa facilities for this event does not constitute an endorsement by the University. UT does not endorse or oppose any candidate or organization in connection with this or any other political campaign or election."
9. Sponsor will provide copies of the invitations, promotional materials and social media posts prior to the event to the Director of Public Information and Publications.
10. Rentals of University space for speeches, rallies, or fundraisers are subject to the same rules, regulations, policies, procedures and fees associated with any other contractual rental. No non-standard discounts or privileges may be granted to political campaigns or candidates who rent University of Tampa space.
11. Use of meeting space by faculty, staff or students for educational purposes are permitted so long as the regular University procedures for the rental and use of facilities are followed and so long as such activities are focused on educational purposes and should not be timed or structured toward supporting a particular candidate or campaign for elective federal, state or local public office.
12. While an approved event may be private, reasonable accommodations for students and faculty should be considered as part of the UT educational mission.
13. Candidate appearances on campus will be limited to the designated speaking/meeting site. Door-to-door campaigning is not permitted.
14. Media coverage and management must be coordinated with the Director of Public Information and Publications. Unless instructed otherwise, the University may permit the presence of news media personnel during the event.
15. If additional assistance is needed or required from University staff in Campus Safety, Facilities, Media Services or Information Technology and Security, or other offices beyond what is normally encompassed in the base rental fee, an appropriate fee for this staffing will be charged.

#### Registered Student Organization Requirements:

Student organizations registered with the Office of Student Leadership and Engagement (OSLE) may reserve University facilities, including lecture halls, outdoor space and any other space available to conduct organizational meetings or to host or sponsor a political event. Any event should be geared towards UT students as the primary audience, and such programs must be open to all members of the University community regardless of their political affiliation.

In addition to those described above, the following requirements apply for registered student organizations (RSO) that reserve University facilities to host, sponsor and/or publicize an event on behalf of a candidate:

1. The sponsoring student organization is responsible for communicating the policy and guidelines to the speakers at the event (including the political candidate if applicable) to ensure awareness of and compliance with the University's policy and guidelines.
2. Organizations may not use a University of Tampa wordmark or logo on letters, posters or other written materials intended for support of a political campaign or to publicize a political event. Organizations may use their own custom, clearly recognizable logos or marks to identify sponsorship of an event.
3. Organizations may not use University facilities to raise funds through admissions, fees, contributions, donations, or sale of materials or services to benefit a political party, campaign or candidate.
4. Organizations must follow policies regarding the use of University and organization funds to pay honoraria or cover transportation, A/V services, advertising, accommodation or meal expenses, or any other costs for candidates for public office or for speakers and presenters at an event on behalf of a candidate.
5. The RSO president or delegate must meet with Campus Safety staff prior to event.
6. The RSO advisor must approve event and attend or RSO must select a faculty/staff designee to be onsite during the event.
7. An external guest list is required to be submitted at least 48 hours prior to the event to OSLE.
8. The RSO member planning the event should not be working or volunteering for the speaker and/or political organization to avoid any conflicts of interest.



### Political Speakers

Persons speaking on campus on behalf of a political candidate(s) or issue(s) at the invitation of students will be subject to the provisions in the policy above and the [Event Planning Policies](#). Additional provisions within this policy to be especially aware of are:

- The speaker must be sponsored by an RSO.
- It is recommended that the event be registered by submitting a [Demonstration/Protest form](#) located in the “Leadership” portal on [Engage UT](#).
- If the form is submitted, the Director of Student Leadership and Engagement will request a meeting with the RSO president to discuss event logistics.
- For purposes of coordinating the activity with available space and other campus events, the event should be registered at least 14 days prior to the event.
- The speaker may not incite the audience to take unlawful action.

### Outdoor Rallies and Parades

Students should understand that participation in a walkout does not constitute an excused absence as defined by UT’s [General Attendance Policy](#). Unless informed otherwise by their instructor, students must assume that the attendance policy included in the course syllabus is still in force. Since participation is not an excused absence as defined by the policy, the individual faculty has the sole discretion to decide if the absence is allowed and if make up work is permitted.

Outdoor rallies and parades may be conducted on campus if the following guidelines are adhered to:

- It is recommended that plans for conducting a rally or parade be registered by submitting a [Demonstration/Protest form](#) located in the “Leadership” portal on [Engage UT](#).
- If the form is submitted, the Director of Student Leadership and Engagement will request a meeting with the RSO president to discuss event logistics.
- The rally or parade shall not obstruct or disturb the free movement of persons, the normal operation of the University and the normal use of University buildings and facilities, or contravene University ordinances, regulations, or State or Federal laws.



## NON-COMPLIANCE OR VIOLATION OF UNIVERSITY POLICIES

Any member of the University community may file violations of misconduct against any student organization for misconduct related to the Student Code of Conduct and the Registered Student Organization policies directly with the Office of Student Conduct. The Office of Student Conduct may also file violations on behalf of the University. Violations shall be prepared in writing and will be reviewed by the Director of Student Conduct, or designee, who is responsible for the administration of the Student Conduct process. The Director of Student Conduct, or designee, may conduct an investigation to determine if the allegations have merit. If the alleged violations are found to have merit, the responding student organization will have an investigation conducted to determine if policy violations have occurred. If the allegations do not have merit, the Office of Student Conduct may choose not to file violations of misconduct against a student organization.

Allegations of misconduct by any RSO at the University should be directed as follows:

- All alleged behaviors which may be considered code of conduct violations for all recognized student organizations, including fraternities, sororities, and club sports, will be directed to the Office of Student Conduct. Additional Information about this process can be found on the UT website [Office of Student Conduct](#) page.

Violations may be submitted to the Office of Student Conduct and the RSO may be subject to Conduct proceedings as outlined in the [Student Conduct Procedures - Registered Student Organization\(s\)](#).

Failure to complete any assigned sanctions as a result of the conduct process may result in additional violations and sanctions up to and including de-recognition and removal of all RSO privileges.

### Loss of Recognition

- Failure to meet the Responsibilities of Registered Student Organizations or willful or negligent violations of university, state or federal standards, codes or policies could result in the organization losing one or more privileges of recognition.
- The privileges and recognition of an RSO may be withdrawn or discontinued:
  - When a student organization fails to carry out its programs consistent with the organization's stated purpose and constitution;
  - At the written request of the student organization;
  - When, by constitutional provision, the group is dissolved;
  - Negligence of the stated policies and procedures stated in this Student Organization Handbook.
- Recognition may be withdrawn by the university, a warning issued, if for any reason, an organization becomes delinquent in its obligations as a student organization.
- In the event of a handbook, posting and/or room reservation violation, the following disciplinary actions may occur:
  - **Warning:** A notice to the Faculty Advisor(s) and officers of a student organization that they will be placed on probationary status if specified obligations are not met within a designated period of time.
- All other RSO violations will be referred to the Office of Student Conduct.

### Procedures for Reactivating an Inactive RSO

Aside from the Student Conduct process, RSOs may fall into an inactive or dormant status. This may be due but not limited to an RSO falling below the required amount of members, the RSO is being dissolved or failure to renew annually. Prior to completing the steps below the student leader must contact the Coordinator of Student Engagement to discuss reactivation.

- To reactivate an inactive RSO, the [New Student Organization Registration Process](#) must be completed.
- RSO must be in good standing with the Office of Student Conduct and the Office of Student Leadership and Engagement. If applicable, the RSO must also be in good standing with the office for Faith, Values and Spirituality.
- New social fraternity or sorority organizations will only be recognized during the official expansion period, which is determined by the Coordinator of Fraternity and Sorority Life, or designee.
- Upon confirmation of receipt by the Office of Student Leadership and ENGAGEMENT, the group will be given three months (90 days) to complete the reactivation process:
  - Secure a faculty advisor, including the completion of the [RSO/Advisor Expectations Worksheet](#)
  - Identify two (2) chapter officers, to include the President and one additional officer



- Review and update the current constitution
- Collect interest, to include four (4) additional individuals who were not previously members
- In addition to completing the process for a new RSO, student leader must also submit a letter of intent to reactivate, to include why the organization should be reinstated and goals for the introductory three-month period (90 days)
- Upon submission of all required documentation to the Office of Student Leadership and Engagement, the petition will be reviewed and receive an approval/denial.
- Reactivated chapters must hold an election within three months (90 days) of university approval to maintain university recognition.
- Professional organizations or honor societies may not submit documents for national recognition until receiving approval to reactivate from the Office of Student Affairs.



## APPENDIX A. SAMPLE CONSTITUTION

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### "Your Organization's Name" Constitution

- I. Name
  - a. The name of this organization shall be \_\_\_\_\_, herein referred to as Org.
- II. Purpose/Mission
  - a. Org seeks to \_\_\_\_\_
- III. Membership
  - a. Membership shall be divided into two categories: voting and non-voting.
    - i. Voting Members
      1. Shall attend at least X% of meetings and X% of events per semester.
      2. Shall be currently enrolled students at University of Tampa University.
      3. Shall have the right to vote in all matters affecting Org.
      4. Shall be able to hold office in Org.
      5. Shall have the right to attend and participate in all Org meetings and events.
      6. Once a student graduates or ceases to be a student at the University, their membership in the RSO shall cease.
    - ii. Non-Voting Members
      1. Shall be any member of the University of Tampa community who attends at least one meeting per semester.
      2. May not vote or hold office in Org.
      3. Shall have the right to attend and participate in all Org meetings and events.
  - b. As a student organization of the University of Tampa, we agree to uphold the University of Tampa University Inclusivity Statement: Our organization recognizes its role and responsibilities as a member of an engaged and inclusive University community.
  - c. As a student organization of University of Tampa we agree to uphold University of Tampa University Non-Discrimination Statement: It is the policy of University of Tampa University not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic information, physical characteristics, or any other category protected by federal, state, or local law in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by University of Tampa and, where applicable, federal laws such as Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The University is an equal opportunity educational institution.
  - d. As a student organization of University of Tampa, we agree to uphold University of Tampa University Hazing Statement: University of Tampa University values the equality of all people, recognizing its responsibility to protect human dignity and promote positive personal growth, hazing is strictly prohibited by any member of the university community. University of Tampa defines hazing as an act that threatens the mental, physical, academic health, or safety of a student through actions or situations that endanger, embarrass, harass, demean or ridicule any person regardless of locations, intent or consent of participants
- IV. Officers
  - a. Elections
    - i. Officer elections shall take place during the last month of the Spring (Fall) semester and no later than five weeks prior to the last day of classes.
    - ii. The current president shall conduct elections of officers unless he/she is running for re-election in which case the Org Advisor will handle it.
    - iii. i Election of a candidate requires a vote of more than 50% of present voting members.
    - v. Notification of the location, date, and candidates for election must be sent to all members at least a week prior to voting.
  - b. Removal
    - i. A vote of 2/3 of the present voting membership is required to remove an officer for any reason.
    - ii. Date and location of a removal hearing is required to be publicized to the entire Org membership one week prior to the hearing date.
  - c. President





- i. Shall be the official representative of RSO in all functions.
          - ii. Shall chair all meetings of RSO.
          - iii. Shall fill officer seats in the case of vacancies.
          - iv. Shall chair a regular meeting of all RSO officers.
          - v. Shall regularly communicate RSO affairs to Advisor.
          - vi. Shall be responsible for any paperwork required by the Office of the Student Leadership & Engagement and other University offices.
        - d. Vice-President
          - vii. Shall facilitate the planning and management of RSO events.
          - viii. Shall become President in the case of a vacancy.
          - ix. Shall execute other duties as the President may specify.
        - e. Secretary
          - x. Shall be responsible for all RSO correspondences and records.
          - xi. Shall maintain the attendance and membership rosters.
          - xii. Shall maintain records of all RSO events and meetings.
        - f. Treasurer
          - xiii. Shall create and maintain RSO's budget as voted upon by RSO.
          - xiv. Shall be familiar with all University financial procedures.
          - xv. Shall be responsible for all RSO funds.
        - g. SG Senator
          - xvi. Shall be the official representative of RSO at SG meetings and functions.
          - xvii. Shall regularly report the business of the SG to RSO.
          - xviii. Shall attend all required SG meetings and events.
        - b. Advisor
          - i. Must be a full-time faculty or staff member at the University of Tampa
          - ii. Shall be appointed by the President.
          - iii. Shall be ex-officio, non-voting member of RSO.
          - iv. Shall maintain a working knowledge of RSO's events and initiatives and work with the President to communicate RSO's purpose with outside entities.
          - v. Shall be responsible for mentoring the members and officers of RSO.
          - vi. Shall oversee officer elections.
2. General Provisions
  - a. RSO shall reference the most current edition of *Robert's Rules of Order* during all official meetings.
  - b. No official business of RSO shall occur without a quorum of at least 50% plus one voting members.
  - c. RSO shall comply with all federal, state, local, and University laws, policies, and procedures.
  - d. RSO shall not condone or participate in any action taken or situation created intentionally, on or off the University campus, by students or off-campus individuals to produce physical discomfort, embarrassment, harassment, or ridicule.
  - e. RSO recognizes its role and responsibilities as a member of an engaged and inclusive University community.
  - f. RSO will maintain contact with the Office of Student Leadership & Engagement on a regular basis regarding RSO matters.
3. National Affiliation (Optional)
  - a. RSO shall be affiliated with RSO National known as \_\_\_\_\_
  - b. RSO shall comply with all National policies and procedures where they are not in conflict with this Constitution and/or any University Policy.
4. Dues (Optional)
  - a. Dues of RSO shall be determined by a vote of 50% of the entire membership.
  - b. Failure to pay dues shall result in a suspension of voting privileges.
5. Amendments
  - a. Amendments to this constitution may be proposed by any member at a regularly scheduled meeting.
  - b. An amendment must be publicized to the entire RSO membership at least one week prior to the ratification vote.
  - c. Ratification of an amendment requires a vote of 2/3 of the entire voting membership. If an amendment is successfully ratified an updated constitution must be provided to the Office of Student Leadership and Engagement for approval.



## APPENDIX B. SPARTAN READY® COMPETENCIES

	<b>Competencies</b> <i>(Definitions)</i>	<b>Example of Skills</b>
1	<b>Communication</b> <i>(The ability to effectively and efficiently convey and receive information.)</i>	Public speaking, presentation mastery (use of PowerPoint, Prezi, etc.), professional speaking with clear diction and language, writing professional correspondence, phone etiquette, active listening, understanding body language, negotiation, sales, persuasion, providing effective direction, elevator speeches, etc.
2	<b>Interpersonal Abilities</b> <i>(The ability to develop personal insight in order to ENGAGE with others and create meaningful relationships.)</i>	Building a network, emotional intelligence, maintaining relationships, building trust, conflict resolution, dealing with difficult people, building working relationships, handling difficult conversations, the art of mingling, building a positive first impression, handling organizational politics, becoming more approachable, learning to approach others, positive 1 <sup>st</sup> impressions, etc.
3	<b>Critical Thinking</b> <i>(The ability to employ analyses, interpretation, and reason.)</i>	Analytical thinking, problem solving, goal setting, decision making, communicating meaning from data, understanding qualitative and quantitative data, strategic planning, reading comprehension, etc.
4	<b>Organization</b> <i>(The ability to effectively and efficiently manage and/or systematize resources, time, and individuals to accomplish goals and tasks.)</i>	Time management, project management, event planning, prioritizing, resource development, organizational budgeting, attention to detail, management, multi-tasking, coordination, scheduling, embracing change, dealing with the unexpected, etc.
5	<b>Global Engagement</b> <i>(The ability to understand, appreciate, respect, and learn from diverse peoples and their societies.)</i>	Awareness of otherness, multiculturalism, inclusion, community change, volunteerism, civic responsibility, global perspective, ability to consider local/regional/national/global impact, ability to discern one's own world view and that of others, etc.
6	<b>Teamwork</b> <i>(The ability to successfully build, lead, manage, motivate, and work with others.)</i>	Delegation, leadership, following, coaching, motivation, empowerment, understanding group dynamics, accountability, cooperation, brainstorming, debating, providing feedback, meeting facilitation, agenda creation, consensus building, conflict resolution, etc.
7	<b>Self-Awareness</b> <i>(The ability to demonstrate an understanding of how personality traits and characteristics contribute to personal and professional success.)</i>	Resilience, reliability, sense of humor, positive competitiveness, adaptability/flexibility, ethics, work ethic, self-confidence, enthusiasm, tenacity, innovation, creativity, motivation/initiative, independence, stress management, wellness, dealing with failure, learning from feedback, etc.
8	<b>Professionalism</b> <i>(The ability to articulate oneself as a polished professional while utilizing appropriate acumen for a career environment.)</i>	Personal branding, business etiquette, professional dress, resume writing, correspondence, references, interviewing techniques, social media presence, salary and benefits negotiation, transition from backpack to briefcase, career exploration and management, etc.
9	<b>Life Skills</b> <i>(The ability to effectively meet the challenges and expectations of leading a fulfilling life.)</i>	Planning your future, financial literacy, identity protection, building positive life habits, life balance, personal health and wellness, community engagement, good credit rating, managing debt, understanding insurance, life after college, etc.



## APPENDIX C. ROOM RESERVATION CONTACTS

### Facilities Rental:

Fax: 258-5406; Phone: 253-6238; [facilitiesrental@ut.edu](mailto:facilitiesrental@ut.edu)

- Cass Gymnasium (CB 100) (mid-May through mid-August only)
- Frank and Carol Morsani Hall (MOR) including Panache, plaza and patios
- Parking Lots
- Plant Hall:
  - East and West Verandahs – Plant Hall veranda (PH EV, PHWV)
  - Fletcher Lounge (PH FLET)
  - Grand Salon (PH GRSA)
  - Music Room (PH MUSE)
  - Lobby/tables
- Plant Park (PH PP)
- Rathskellar (RS) (final approval through Amy Truong)
- Road closures w/Security (final approval through Security Office)
- Vaughn Center 9<sup>th</sup>Floor:
  - Board Room (VAUG TRST) (final approval through President's Office)
  - Crescent Club - Vaughn Center 9<sup>th</sup> Floor (VAUG CRES) (non-student organizations)
  - President's Conference Room (VAUG PCR) (final approval through President's Office)
- Sykes Center for Faith and Values (SCFV) – Main Room, 107A, 107B, 109, 115

### Stephen Carr, Office of Student Leadership & Engagement:

Fax: 258-7254; Phone: 257-3389; [scarr@ut.edu](mailto:scarr@ut.edu)

### Event Services Student Coordinator, Office of Student Leadership & Engagement:

Fax: 258-7254; [eventservices@ut.edu](mailto:eventservices@ut.edu)

- OSLE Conference Room
- Reeves Theatre (VAUG RVS)
- Vaughn Center (VAUG) 212, 217, 219 and 221
- Vaughn Center Courtyard (VAUG PLAZ)
- Vaughn Center Lobby and tables (VAUG LTB1-8)

### Deborah Gonzalez, Registrar's Office:

Fax: 258-7238; Phone: 257-3974; [deborah.gonzalez@ut.edu](mailto:deborah.gonzalez@ut.edu)

All classrooms in the following areas:

- Cass Building (CB)
- Cass Communication Building (CCB)
- Computer Center (CC) (all labs)
- East Walker Hall (EW)
- Edison Building (ED)
- Graduate and Health Sciences (GHS)
- Health Sciences and Human Performance (HSHP)
- Innovation and Collaboration Building (ICB)
- John H. Sykes College of Business (JS) (excluding JS 134, 135, 148, 150)
- Kennedy Boulevard Building (KBB)
- MacKechnie Building (MKE)
- North Walker Hall (NW)



- Plant Hall (PH)
- Plant Hall Science Wing (SC)
- Riverside Center (RIVC)
- Schoomaker Building (SCHO 204 and 208 only)
- Walker Hall (WH) including Lecture Halls (LH)

**Elena Franqui, Residence Life:**

Fax: 258-7253; Phone: 253-6239; [efranqui@ut.edu](mailto:efranqui@ut.edu)

- McKay Volleyball Court (MCKA VBAL)
- Residence Hall Community Rooms (AUST, BREV, JENK, MCKA, SMIL, STRZ)
- Smiley Courtyard (SMIL CTYD)

**Jerome Fulton, Athletics:**

Fax: 253-6288; Phone: 257-3482; [jfulton@ut.edu](mailto:jfulton@ut.edu)

- Baseball Field
- Naimoli Family Intramural Complex
- Martinez Athletic Center (MAC) (except Sword & Shield Room which is approved by Larry Marfise)
- Pepin Rood Stadium
- Soccer Field
- Softball Field
- Tennis Courts
- Track
- UT Swimming Pool (POOL) (final approval through Ed Brennan)

**Abby McElligott, Campus Recreation:**

Fax: 257-7254; Phone: 257-3328; [amcelligott@ut.edu](mailto:amcelligott@ut.edu) or [recreation@ut.edu](mailto:recreation@ut.edu)

- Cass Gymnasium (CB 100; mid-August to mid-May only)
- Fitness Center (FIT) including outdoor basketball and volleyball courts

**Jessica Diefenderfer, Sykes College of Business:**

Fax: 258-7389; Phone: 257-3704; [jdiefenderfer@ut.edu](mailto:jdiefenderfer@ut.edu)

**Whitney Vance, Sykes College of Business:**

Fax: 258-7389; Phone: 257-3782; [wvance@ut.edu](mailto:wvance@ut.edu)

- Information Theatre, John H. Sykes College of Business (JS 134)
- Binnicker Board Room (JS 150)
- John H. Sykes College of Business Front Lawn (JS LAWN)

**Bill Arnold, Information Security:**

Fax: 257-8800; Phone: 253-6284; [warnold@ut.edu](mailto:warnold@ut.edu)

- East Walker – ITS Conference Room (EW 124)
- East Walker – ITS Computer Lab (EW 140)

**Marlyn Pethe, Library:**

Fax: 258-7426; Phone: 257-3402; [mpethe@ut.edu](mailto:mpethe@ut.edu) or [library@ut.edu](mailto:library@ut.edu)

- Library (LIB) - Room AV1 and AV2



**Nicole Peters, Academic Services:**

Fax: 258-7361; Phone: 257-3147; [npeters@ut.edu](mailto:npeters@ut.edu)

**Andrea Calow, College of Social Science, Mathematics & Education:**

Fax: 258-7292; Phone: 257-3083; [acalow@ut.edu](mailto:acalow@ut.edu)

- Plant Hall Conference Rooms (PH 236 and PH 327)

**Alex Amyot, Department of Speech, Theatre & Dance:**

Phone: 257-3804; [aamyot@ut.edu](mailto:aamyot@ut.edu)

- Falk Theatre (FALK)

**Jocelyn Boigenzahn, Scarfone and Hartley Gallery:**

Fax: 258-7497; Phone: 253-6217; [jboigenzahn@ut.edu](mailto:jboigenzahn@ut.edu)

- Scarfone/Hartley Gallery (BAS SG)

**Shannon Calega, Orientation and Family Engagement:**

Fax: 258-7382; Phone: 257-3139; [scalega@ut.edu](mailto:scalega@ut.edu)

**Noak Oakley, Orientation and Family Engagement:**

Fax: 258-7382; Phone: 257-3366; [noakley@ut.edu](mailto:noakley@ut.edu)

- ALL rooms during Orientation weeks (August and January)

**CANNOT BE RESERVED:**

- Bailey Art Studios (BAS)
- Chiseler's Conference Room (PH CHIS)
- Computer Labs (non-classroom)
- Delo Park (DP)
- John H. Sykes College of Business – Room 148 (contact Jessica Diefenderfer at Ext. 3704 for information)
- Music Department (MD) including rooms in Ferman Music Center
- Plant Hall 248, 321, 340 and 345
- Saunders Art Center (AD)
- Spartan Club (VC SPCD, VC SPCU)



## APPENDIX D. STUDENT AFFAIRS ROOM RESERVATIONS

### Check-In/Check-Out Process for Student Affairs locations:

*This procedure applies for Student Affairs spaces listed below ONLY; failure to comply with the following procedures could result in loss of reservation privileges for your organization or department.*

List of Student Affairs Spaces and Where to Check-In/Out	
Room/Location	Check-In/Out Process
Vaughn Center Tables	Vaughn Information desk on the 1 <sup>st</sup> floor
Vaughn Center Conference Rooms (VC 212, 217, 219, 221)	<p>If checking-in <b>before 5 pm</b> please stop by the Office of Student Leadership and Engagement (VC 215) (813)253-6233</p> <p>If checking-in <b>after 5 pm</b> please call or stop by the Spartan Club Building Manager desk (813) 253-7475</p>
Reeve's Theater	
Spartan Club	
Vaughn Center Lobby	
Vaughn Center Courtyard	
Sykes Chapel Main Hall – <b>after 4pm only</b>	
Sykes Chapel Conference Rooms (SC 107, 109, 155A, 115B) <b>after 4pm only</b>	
Austin Community Room	Check-in at respected residence hall's front desk depending on which community room you are using. If there is no one present call Residence Life at (813) 253-6239
Brevard Community Room	
McKay Community Room	
Straz Community Room	
Jenkins Common Rooms	
Basketball/Volleyball Courts	Check-in at the Campus Recreation Center front desk
Cass Gym	





## APPENDIX E. TIPS TO HELP RECRUIT AND GROW YOUR RSO

Know and understand your organization - The current members should understand the vision of the organization so they can communicate its purpose to potential members.

Set some recruitment goals - Recruitment goals should not only include how many members you want involved, but also the kinds of members. As an organization, consider the number of members you can reasonably accommodate in your organization? What common interests should our members have?

Get everyone involved - Have current members contact people they know who might want to get involved. The “rule of two” is an effective recruitment strategy. Create a rule that requires every current member to bring in two new members within their first semester or year. Those new members will be expected to do the same and so forth. This can increase numbers exponentially and prevents one person from carrying the full responsibility of recruiting.

Escort people to their first meeting - Have existing members meet prospective members at the entrance of the room so they feel more comfortable coming to the first meeting.

Be professional- Have business cards with your organization’s name and contact information made, so that you can hand them out to potential new members. Also, make sure you keep your registration information up to date with OSLE to ensure your listing in Engage UT includes current contact information.

### Retaining Members

Plan a Special Welcome - Plan a special event or meeting to welcome the new members to the organization. It helps to form a bond between old and new members and will hopefully give them a sense of belonging to the organization.

Teach - It is important to orient new members to your organization’s goal and objectives, organizational structure, rules and norms. Proper orientation leads to better understanding, more commitment, and less frustration.

Assign Responsibilities - To be sure, that their first organizational experience is a positive one, assign new members tasks that are well within their skill level and that they can successfully accomplish.

Have fun! - Make time to socialize and celebrate your achievements. If all you do as an organization is work, it will become a burden to participate and your members will quickly lose interest.



## APPENDIX F. OFFICER TRANSITION

Every semester, officers newly elected to positions in their student organizations are unaware of university requirements. Registrations lapse, appropriation deadlines are missed and student officers are left in the dark about how to proceed in their roles. The following are instructions for smooth transitions between departing officers and their replacements. For outgoing or departing leaders:

### Organization Roster

The first thing an organization should do after electing new officers is update their organization's roster.

### Banking

Update your authorized signer information on your agency account. If your signers are not accurate on the University records, you will experience a major delay in withdrawing any funds. If you do not change the designations and the new authorized signers try to transact business, Financial Management can refuse to complete the transaction. Make sure Financial Management knows who is in charge of your accounts every semester or year that new officers are elected. Contact OSLE to find out how they process a change of signers. Each institution handles this process slightly differently, but most require that at least one of the previous signers authorize the change. This should be a requirement for outgoing officers.

### Outgoing Officer Procedures

- After new officers are elected, it is a good idea to ease them into their new roles to make them more comfortable and help members get used to new leadership.
- Include the incoming officer in your duties for the last few weeks of your term.
- Using the Files and Forms section in Engage UT, you are able to upload and organize important documents. Include a list of the duties and responsibilities of your position, procedures for registering your organization.
- Inform Financial Management of any change of the organization's authorized signer for your agency account.
- Wrap up any outstanding correspondence related to your student organization. Inform your contacts that you will be stepping down and let them know who will be succeeding you.
- Prepare an end of the year report of what the organization has achieved and what it still needs to work on. Upload the report to your Engage UT portal. Make sure your successor knows how to keep membership documentation current with the Office of Student Leadership and Engagement.
- Arrange a meeting between yourself and your successor and, your advisor.
- Pass down any transition documentation your successor will need and discuss goals for the position into the future.
- Remind the new officers to participate in any mandatory training for officers conducted by the Office of Student Leadership and Engagement.



## APPENDIX G. EVENT PLANNING GUIDELINES

One of the privileges of being an RSO at UT is that you have the opportunity to use many resources free for hosting events. Below is a guide designed to assist you in many aspects of planning an event as simple as a meeting of your organization's officers or a complex event.

Planning a program for 10 people takes the same care as planning for an event for 500—you will go through similar steps and planning strategies to make sure the event goes smoothly. When planning for a large event, or if you need to do fundraising for your event, you should start planning a semester ahead or 10 to 12 weeks in advance of your event.

Be sure to start with plenty of ideas, enthusiasm, and time to get it all together. Remember that it is up to the organization to be responsible to make sure you have secured all the resources you need for a successful event. The information provided below is a general guideline for what goes into the planning process.

Pre-Planning (10 – 12 weeks prior to event or one semester prior to the event date)

- What are the goals and mission of the organization?
- Does the event fit with the goals and mission of your student organization?
- Why does the organization want to sponsor the event?
- How will you determine if your event was successful?
- Number of Attendees?
- Amount of Funds Raised?
- Public Awareness Generated?

Determine the type of program

- Will the program be a traditional event or a new one?
- Is this a program the campus community would like to attend?
- Has the organization researched the entertainment, artist, speaker or event has been successful elsewhere?
- Can the organization brainstorm ideas to create a new or unique event to sponsor?
- Will the event involve serving food?
- Are there any university policies, city ordinances, state or federal laws that prohibit the organization from sponsoring the event?

Assess Your Financial Resources

- How much money does the organization have to put towards the event?
- How much money does the organization have to generate from ticket sales or other resources?
- Is there another student organization interested in financially co-sponsoring the event?
- Does the organization have enough members to plan, market and work the event?
- Have you considered requesting funding from Student Government Appropriations

Determine the date(s) and time

- What facilities are available? Consult with the Office of Student Leadership and Engagement and facility office for available dates and times.
- If the organization is sponsoring a performer/speaker, what dates is the artist available?
- Are there meetings, major events, mid-terms or other activities scheduled during the date requested? Check Trumba, University Calendar and other event calendars.
- Does the organization have other commitments during the time of the program that may hinder planning efforts?
- Does the date allow enough time to plan the event and promote it to the campus community

Determine the type of location and space needed for the program

- How many people will be attending?
- What type of event is the program?
- Will the program need chairs, tables, stage, sound, lighting, and audiovisual equipment?
- Does the facility have any policies that may prevent the event from being scheduled in the space?

Reserve the space

- Complete necessary forms to reserve facilities on campus.
- Request access to the space to allow set-up time to lead-in equipment, sound check, rehearse, decorate, and seat audience members



- Reserve additional rooms for artists' green rooms, rehearsal space for performers, equipment storage and other activities associated with the event.
- Review all facility policies to insure compliance
- Receive a confirmation from space scheduler. It is important that you do not assume that you have the space until you have received a written confirmation.

#### Confirm the Event/Book the Entertainment

- Contact the performers or agents to discuss details.
- Submit an offer for the performer.
- Obtain or create contract for the performer
- Reserve tables, chairs, staging, sound, light, and audiovisual equipment
- For outside vendors, obtain contracts, insurance, and invoices for payment.

#### Budget

- Create a budget to include all program expenses.
- Determine the current balance, ticket revenue, a subsidized funding to cover expenses.

#### Tickets

- Determine if the program will require tickets and at what cost.
- Determine ticket price based on marketability of program
- Determine the best dates to begin to sell tickets
- For door sales, order cash box and make sure you have adequate change in the cash drawer.

#### Marketing

- Create a marketing plan and schedule to the target market. Review University publicity and posting policies
- Design flyers, posters, banners, newspaper advertisements, email announcements and social media ads if appropriate.

#### Food

- Determine whether food will be served for organization's members, attendees, or the performer.
- Catering orders must be placed through Sodexo unless a waiver has been approved and obtained along with a certificate of insurance.

#### Security

- Determine security measures for guarding performer and equipment, securing the venue and cashbox, and insuring crowd control.
- Contact and consult with Campus Safety to assign officers for all major events
- Campus Safety will contact the Tampa Police Department for additional security when needed to guard performer, dressing rooms, event stage, and venue entrances.

#### Program Details

- Complete all other program arrangements including travel arrangements, hotel reservations, decorations, supplies, design/print programs.
- Submit invoices and contracts to Advisor for approval then Financial Management for processing checks to pay vendors and performers.
- Confirm all room, equipment, transportation, and catering reservations

#### Plan Day of Event

- Create a day-of-show schedule with hour-by-hour listing of duties and activities before, during, and after the event.
- Assign members to duties to prepare for the event (load---in equipment, decorate, sell/take tickets, usher).
- Gather supplies, signs, and any items needed at the venue during the event



## APPENDIX H. VIOLATIONS AND SANCTIONS

### Posting Violations:

The University has the right to remove any flyers they feel are inappropriate, not hung in the correct manner, have been up for an unreasonable amount of time, or any other reason we see fit. Forgery or an intentional misuse of the Office of Student Leadership and Engagement stamp will result in an automatic loss of all posting privileges for the remainder of the academic year.

### Sound & Room Reservation Violations:

In order to keep our process fair for all parties, all registered student organizations and University departments will be held accountable for sound policy violations. Violations include:

- Not turning down the music when asked to do so
- Turning the music back up to an inappropriate level after being asked to lower it
- Being disrespectful to the person asking you to lower your music
- Playing music with inappropriate content
  
- Missing a reservation without prior cancelation
- Not properly checking in or out of a reserved space
- Not showing up for a scheduled reservation
- Showing up late to a reservation without notifying Event Services

Violations by RSOs for the policies listed about will be reported to the Office of Student Leadership and Engagement and:

- For fraternities and sororities, alleged violations of individual Council governing documents will be referred to Fraternity and Sorority Life.
- For club sports, alleged violation of Campus Recreation policies and rules specific to club sports will be referred to the office of Campus Recreation.
- For faith, values and spirituality organizations, alleged violations of Sykes Center for Faith and Values policies will be referred to the Resource Team for Faith, Values and Spirituality.

After three violations, a report will be submitted to the Office of Student Conduct and the RSO will be subject to Conduct proceedings as outlined in the [Student Conduct Procedures - Registered Student Organization\(s\)](#).

Failure to complete any assigned sanctions as a result of the conduct process may result in additional violations and sanctions up to and including de-recognition and removal of all RSO privileges.



## APPENDIX I: RSO ANNUAL RECOGNITION

The University of Tampa recognizes outstanding individuals and RSOs at its annual Leadership Awards Night, usually held in April. Registered Student Organizations and individuals may nominate students, faculty and staff (as appropriate) for these awards. Awards packets are made available in February and are due in early March. All RSOs are encouraged to nominate members and advisors for awards, as well as, other outstanding organizations.

Awards distributed are listed below. For award criteria and application process, please visit the [LAN Guidebook](#).

Bob Ruday Outstanding First Year of Involvement

- \$500 scholarship

Bob Ruday Outstanding Second Year of Involvement

- \$500 scholarship

Bob Ruday Outstanding Third Year of Involvement

- \$500 scholarship

Bob Ruday Outstanding Transfer Student Involvement

- \$500 scholarship

Bob Ruday Servant Leader Award

- \$200 cash award

Bob Ruday Spartan Award

- \$200 cash award

Bob Ruday Student Unsung Hero Award

- \$200 cash award

Student Employee of the Year

Leadership & Academic Achievement Award

Fraternity/Sorority of the Year

Greek Man/Woman of the Year

Most Improved Organization of the Year

J. Richard Piper Outstanding Advisor of the

Year Outstanding New Organization of the Year

Outstanding Organization of the Year

The Tom Fitzgerald Most Spirited Organization of the

Year Outstanding Commitment to Diversity Award

Active Citizen Award

Alternative Breaks Volunteer of the Year  
Experience Award

Joyce Keller Faculty/Staff Volunteer of the Year

Student Volunteer of the Year Volunteer Organization of the Year  
Office of Undergraduate Research and Inquiry Intern of  
the Year Award

- \$300 cash award

Office of Undergraduate Research and Inquiry International

- \$300 cash award

Office of Undergraduate Research and Inquiry  
Leadership Award

- \$300 cash award

Office of Undergraduate Research and Inquiry  
Service- Learning Award

- \$300 cash award

Office of Undergraduate Research and  
Inquiry Undergraduate Research Award

- \$300 cash award

SustainableUT Handprint Award (to be awarded annually).

SustainableUT Student Handprint Award (to be awarded annually).

SustainableUT Handprint Award for Outstanding  
Sustainable Practices by an Organization (to be awarded  
as warranted)





## APPENDIX J: APPROVED BUS COMPANIES

### **Assured Transportation, Inc.**

13650 2nd Ave NE  
Bradenton, FL  
34212  
(727)823-4118  
info@assured-transportation.com  
www.assured-transportation.com

### **Martz Group**

4783 37th Street N  
St. Petersburg, FL  
33714 Phone: 727-526-  
9086  
Fax: 727-522-5548



## APPENDIX K: ADVISOR WORKSHEET

Organization Presidents and advisors may perceive his/her relation to a student organization differently. Some advisors play very active roles, attending meetings, working with student officers, and assisting in program planning and development. Others maintain a more distant relationship to the organization. It is the hope of the Office of Student Leadership and Engagement that each advisor will maintain some regular contact with your organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness of policies and activities. However, advisors are not responsible for the actions or policies of student organizations; students are solely responsible. Advisors should be both accessible and interested and should provide whatever counsel an organization or its members might seek.

Given the myriad of purposes, activities, and objectives of various student organizations, the role of the advisor will vary in some degree between organizations. The purpose of this section is to outline basic roles of an advisor. As organizations vary in their expectations and needs, it is important that you develop an understanding with your advisor as to the nature of your involvement. The advisor and organization should agree on a set of expectations of one another from the onset and should write this list down as a contract between the organization and the advisor. Following are some of the roles an advisor may assume:

- ✓ Mentor
- ✓ Team builder
- ✓ Conflict Mediator
- ✓ Reflective Agent
- ✓ Educator

On the next page are some expectations that a student/organization *could* have of its advisor. This form is designed to help advisors and organization members arrive at a clear and mutually agreed upon advisor role.

**Directions:** The student organization executive board, as well as the advisor, should rank the following items, and then talk through their responses and negotiate when necessary to find a common ground. For items that are determined *not* to be the advisor's responsibility, it is valuable to clarify which student in the organization will assume responsibility.

For each of the following statements, respond on a scale of 1 - 5 how important this function is:

**1 = essential for the advisor to do**

**2 = helpful for the advisor to do**

**3 = nice, but the advisor doesn't have to do**

**4 = would prefer the advisor not do**

**5 = the advisor should not do**

### THE ADVISOR IS EXPECTED TO:

- \_\_\_\_\_ 1. Attend all general meetings.
- \_\_\_\_\_ 2. Attend all executive board when he/she believes it is necessary.
- \_\_\_\_\_ 3. Explain University policies when it is relevant to the discussion.
- \_\_\_\_\_ 4. Explain University policies to the entire membership at a general meeting once a year.
- \_\_\_\_\_ 5. Help the President prepare the agenda before each meeting.
- \_\_\_\_\_ 6. Serve as mediator for the organization.
- \_\_\_\_\_ 7. Speak up during discussion when he/she has relevant information.
- \_\_\_\_\_ 8. Speak up during discussion when he/she believes the group is likely to make a poor decision.
- \_\_\_\_\_ 9. Be quiet during general meetings unless called upon.
- \_\_\_\_\_ 10. Take an active part in formulating the goals of the group.
- \_\_\_\_\_ 11. Initiate ideas for discussion when he/she believes they will help the group.
- \_\_\_\_\_ 12. Be a part of the organization except for voting and holding office.
- \_\_\_\_\_ 13. Attend all group activities.



- \_\_\_\_\_ 14. Request the treasurer to clear all expenditures with him/her before financial paperwork is submitted.
- \_\_\_\_\_ 15. Request to see the treasurer's records at the end of each semester.
- \_\_\_\_\_ 16. Check the secretary's minutes before they are written in final form.
- \_\_\_\_\_ 17. Check all official correspondence before it is sent.
- \_\_\_\_\_ 18. Receive a copy of all official correspondence.
- \_\_\_\_\_ 19. Be custodian of all group paraphernalia, records, etc., during the summer and between changeover of officers.
- \_\_\_\_\_ 20. Keep the official files in his/her office.
- \_\_\_\_\_ 21. Inform the group of infractions of their bylaws, codes and standing rules and University policies.
- \_\_\_\_\_ 22. Keep the group aware of its stated objectives when planning events.
- \_\_\_\_\_ 23. Veto a decision when it violates a stated objective, the bylaws, and codes, standing rules or University policy.
- \_\_\_\_\_ 24. Mediate interpersonal conflicts that arise.
- \_\_\_\_\_ 25. State what her/his advisor responsibilities are at the first of the year.
- \_\_\_\_\_ 26. Let the group work out its problems, including making mistakes and "doing it the hard way."
- \_\_\_\_\_ 27. Insist on an evaluation of each activity by those students responsible for planning it.
- \_\_\_\_\_ 28. Take the initiative in crating teamwork and cooperation among the officers' group.
- \_\_\_\_\_ 29. Let the group thrive or decline on its merits; do not interfere unless requested to do so.
- \_\_\_\_\_ 30. Represent the group in any conflicts with members of the University staff.
- \_\_\_\_\_ 31. Be familiar with University facilities, services, and procedures, which affect group activities.
- \_\_\_\_\_ 32. Recommend programs, speakers, etc.
- \_\_\_\_\_ 33. Take an active part in the transition of responsibilities between old and new officers at the end of the year.
- \_\_\_\_\_ 34. Approve all candidates for office in terms of academic standing (GPA), and check periodically to ensure that officers are maintaining the required grade point average.
- \_\_\_\_\_ 35. Cancel any activities when he/she believes they have been inadequately planned.

**PLEASE ADD ANY OTHER IDEAS YOU HAVE ON THE ADVISOR'S ROLE**



## APPENDIX L: LIABILITY WAIVER

### The University of T A M P A



(813) 253-3333

401 W. Kennedy Blvd Tampa, FL 33606-1490

#### Release of Liability & Hold Harmless Agreement

Whereas, I wish to participate in the **EVENT** as arranged by The University of Tampa

Whereas, I understand and recognize that there exists the possibility and risk of bodily injury to me or damage to my property while traveling to and from or participating in **EVENT**; and

Whereas, I report that to my knowledge I am appropriately fit and capable to participate in the program; and

Whereas, I acknowledge that my participation in **EVENT** is voluntary and will generate no academic credit that cannot be earned through an alternative assignment.

Now, Therefore, for and in consideration of The University of Tampa allowing me to participate in this voluntary program, I hereby release, relieve, and hold harmless The University of Tampa, its trustees, officers, employees, contractors, agents and representatives from any liability or claim of liability, including liability for bodily injury or property damage arising out of or in connection with my participation in **EVENT**; including travel to, from and around the location. I hereby release those parties from any and all claims, including those claims arising from their own negligence or the negligence of any one of them. I have read the above release and I understand and agree to the terms.

In consideration of permitting me to participate in the **EVENT**, I will indemnify and hold the University of Tampa, Inc., its employees, contractors, agents and representatives harmless from any claims, losses, damages, expenditures, liabilities or charges of any kind or nature, whether arising or alleged to have arisen out of any act, action, neglect, or omission by the University of Tampa Inc., its employees, contractors, agents or representatives, during or arising out of my participation in **EVENT**.

By signing below, I acknowledge that I have read this Release of Liability and Hold Harmless Agreement, and am signing it voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Student ID #

In Case of an Emergency contact:

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_



**If I am under the age of 18, I understand that I need a parental consent to my participation in the EVENT to this Release of Liability and Hold Harmless Agreement.**

I hereby give my consent to the participation by \_\_\_\_\_ in the **EVENT** and I agree to the terms of this Release of Liability and Hold Harmless Agreement.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Print Name of

\_\_\_\_\_  
Parent Date