

Student Organization Handbook

Revised 08/2013

Written and Distributed by the Student Involvement Center

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UNIVERSITY OF
NORTHERN IOWA

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INTRODUCTION

ABOUT THE STUDENT INVOLVEMENT CENTER

PURPOSE

This handbook is intended to be a resource for all registered student organizations at the University of Northern Iowa. It includes helpful information for student leaders, organization members, and advisors about university policies and procedures to ensure a successful year for your student organization.

Please take time to familiarize yourself with this handbook. Should you have any questions, please contact the Student Involvement Center. We are committed to serving as a resource for you and your organization and help you be successful.

Many additional resources can be found on the Student Involvement Center website at www.uni.edu/involvement. Please check this website often for updates.

MISSION AND VISION STATEMENT

VISION STATEMENT

Our vision is to enhance the college experience.

MISSION STATEMENT

Our mission is to develop, engage and educate involved students through a supportive environment.

OFFICE HOURS AND LOCATION

The Student Involvement Center is located on the Plaza Level of Maucker Union. The office is open Monday-Friday, 8am-5pm during the regular academic year. Summer hours are Monday-Friday, 7:30am-4:30pm.

Phone (319) 273-2683

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Student Involvement Center

Maucker Union

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BEING A STUDENT ORGANIZATION

WHAT IS A RECOGNIZED STUDENT ORGANIZATION?

A recognized student organization is an organization that has completed the necessary steps to be recognized through the Northern Iowa Student Government (NISG).

TYPES OF STUDENT ORGANIZATIONS

The different types of student organizations at the University of Northern Iowa include the following:

- **Government:** Elected to represent a number of smaller organizations in one category
- **Honorary:** Main purpose is to recognize superior scholarship among members
- **Interest:** Mission is to provide an interactive environment for members in a specific area
- **Religious:** Mission is to further the interest of a particular church, sect, or denomination
- **Service:** Mission is to provide service to UNI and/or Cedar Falls/Waterloo community
- **Social:** Mission is to provide social opportunities and interaction among members
- **Sport:** Mission is to promote a common interest and to foster participation, officiating of, and competition in a specific sport or recreational activity
- **Other:** Mission does not coincide with any other categories

REGISTRATION PROCESS FOR A STUDENT ORGANIZATION

The registration of an organization must go through the Northern Iowa Student Government (NISG). A student wanting to apply for recognition may go to the NISG website (www.uni.edu/studentorgs/nisg/studentorgs/apply) and complete the Student Organization Recognition Electronic Application Form. In order to be considered for registration you must have an advisor (faculty or staff member of UNI) and a constitution. Constitution requirements can be found on the Student Organization Recognition Electronic Application Form. Upon submission of the form, the group's application and constitution will be presented to the Organization and Finance Committee. An NISG representative will notify your group of the scheduled time your application will be considered. One representative from your group must be present in order for your application to be reviewed. Once your organization has been approved, a representative from your organization must attend the Student Organization Resource Meeting, facilitated by the Student Involvement Center. A full list of the Student Organization Recognition guidelines can be found on the Student Involvement Center website (www.uni.edu/involvement).

After your organization has been recognized, it must go through an annual recognition process in order to remain an active organization. Failure to do this will result in deactivation of your organization and lead to a loss of the privileges that are associated with being a Recognized Student Organization including but not limited to reservation of spaces, funding from NISG, and the ability to display flyers, posters, and banners on campus.

STUDENT ORGANIZATION STATUS

Your organization can be in one of three statuses:

Provisional – going through the NISG process but have not yet been recognized.

Active – has met all of the requirements to be a Recognized Student Organization. The last is

Deactivated – the recognized status of your organization can be removed due to the following circumstances: failure to annually renew your organization, failure to attend the Student Organization Information Meeting, or if the student organization's actions or behaviors are contradictory to UNI policies and procedures, including the Student Code of Conduct (www.uni.edu/policies/302).

STUDENT ORGANIZATION ADVISORS

ADVISOR ROLES

Adapted from the ACPA Commission for Student Involvement Advisor Manual

Each advisor perceives 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 hoped that each advisor will maintain some regular contact with his/her organization. An advisor accepts responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits 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 a group or its members might seek.

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

Here are some questions a potential or current advisor may want to ask to determine that they are the right fit for your organization:

- How much involvement is expected or needed?
- How often does the group meet?
- How many major activities does the group plan per semester?
- How experienced are the student leaders?
- How do your skills match the needs of the organization?
- What are some of the ways the advisor can be more helpful to the group?
- Will the advisor be a silent observer at meetings or an active participant?
- Should you interrupt during meetings if you think the group is getting off track? How? When?
- If things get unruly, should you interrupt or remain silent?

- Is the advisor expected to give feedback? How? When?
- Are there areas of the organization that are “hands off” to the advisor?

Following are some of the roles that the advisor may assume:

Mentor

Many students will come to see their advisor as a mentor and the success of these relationships can last many years and be rewarding for both the student and the advisor. If the student is seeking an education and a career in a similar field they may be asked to assist in his/her professional development. To be effective in this capacity, the advisor will need knowledge of their academic program and profession, a genuine interest in the personal and professional development of new professionals, and a willingness to connect students to a network of professionals. The advisor may be approached to review resumes, to connect students with community resources, or to be a sounding board for their ideas of what they want to accomplish in the field. At times, students will seek out someone to assist with their personal development. In this capacity, a mentor will have a basic understanding of student needs and perspectives, a desire to challenge students intellectually and emotionally while providing support to meet the challenge, and the ability to listen to students’ verbal and nonverbal communication. Students may want to talk about family or relationship issues, conflicts they are having with other students, or to have conversations about their ideas and thoughts on different subjects.

Team Builder

When new officers are elected or new members join the organization, advisors may need to take the initiative in turning the students from individuals with separate goals and expectations into a team. Team building is important because it enhances the relationships of the students between one another and the advisor. Positive relationships help the organization succeed and to work through conflicts and difficult times. To accomplish the goal of creating an effective team, it is necessary to conduct a workshop (if the advisor and the students have the time, a full-scale retreat encompassing team building and goal setting could be planned) to engage students in this process. The advisor may consider working with the student officers to develop a plan and to have the students implement it. Training students in effective techniques for team building will keep students invested in the organization and give them the opportunity to learn what it takes to build a team.

Conflict Mediator

Inevitably, students are going to join the organization with different agendas, goals, and ideas about how things should function and the direction they should be taking. When working with students who have come in to conflict, it may be necessary to meet with them and have them discuss their issues with each other. In many cases, it may be necessary to remind them that they both want what is in the best interest of the organization. Ask them how they think they can work together, point out the organization’s mission, and ask how their conduct is helping the group achieve its mission.

Sometimes, one student may be causing problems with other students. In many cases this student may not realize that his/her actions are causing a problem. In this case, speaking with the student individually could be helpful. Chances are that no one has met with the student previously and discussed how his/her attitudes are impacting other people and how those attitudes or actions can be changed to make everyone feel better. In many cases, the student will appreciate honest feedback.

Reflective Agent

One of the most essential components to learning in “out of classroom” activities is providing time for students to reflect on how and what they are doing. The advisor should have the officers discuss how they think they are performing, their strengths, and their weaknesses. Give them the opportunity to discuss their thoughts on their performance. The advisor should be honest with them. Remember, any criticism provided to students should be constructive and the advisor will want to provide concrete examples of actions the student took that seem to contradict their self-perceptions. Remember to have students reflect on their successes and failures.

Educator

An advisor will often educate through the role modeling of behavior, guiding the student in reflection of their actions, and being there to answer questions. One of the most difficult actions to take as an advisor is to do nothing, but sometimes this can be the most important action of all. Allow the students to make their decisions even if they do not agree with your ideas. Sometimes, students will succeed; other times, they may fail. The key is to return to the role of the reflective agent and give the students a safe place to reflect on their experiences.

Motivator

An advisor may have to motivate students to excel and to carry out their plans and achieve their goals. Some students are easily discouraged and at the first sign of difficulty they may want to quit. A motivating advisor will need to be their “cheerleader” to keep them excited about all of the potential successes they will experience. Motivate students through the recognition of their efforts, appealing to their desire to create change, and to connecting their experiences here at the University to the experiences they will have in the community.

Policy Interpreter

Student organizations operate under policies, procedures, and rules. At times, students may not be aware of these policies and they will do things in an inappropriate manner. The more educated an advisor can be regarding their institutions policies and procedures the better able they will be to help the students work through problems.

An advisor assumes numerous roles and all possible roles are not mentioned here. A key idea to remember is that the advisor is not the leader of the organization. They provide guidance, insight, and perspective to students as they work on projects. Students will learn if they are engaged. Advisors should be careful of being challenged into doing the work for a student project. The students make the decisions, and they are accountable for those decisions, and for the successes and failures of their groups.

ADVISOR RESPONSIBILITIES

In assuming the role of student organization advisor, it is inherent that the advisor has accepted and agreed to fulfill these responsibilities in the manner listed below:

- 1) Advisors are responsible for reviewing and adhering to the policies in the Student Organization Handbook.

- 2) Report immediately to the Associate Director of Maucker Union any activities that may or will violate University policies
- 3) To be knowledgeable of and adhere to University policies and procedures which pertain to student organizations, and to inform the student organization president of his/her responsibility to do the same
- 4) Remain informed of all activities sponsored by and conducted by the student organization
- 5) Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws
- 6) Establish expectations for roles and responsibilities with the student leaders of the organization

ADVISOR LIABILITY

Information taken from Ball State University Downloads for Student Organizations and Advisors and Adapted from University of Wisconsin- Stevens Point Student Organization Advisor Manual

Advisors are the university's representative regarding the organization's activities. They are expected to give reasonable and sound advice to student organizations about such things as programs, use of facilities, and operational procedures. If the advisor has reason to question an action taken by the organization, express your concern directly to the organization in writing, including the date, a suggested alternative to the questionable action, a warning, etc.

It is important to remember that while an advisor needs to be concerned about liability, they can damage the educational process by being paranoid about it. There is nothing that covers all the possible situations student organizations might encounter. If the advisor has concerns about a situation it is advised that they contact someone from the university staff who is knowledgeable about liability and risk management. The Associate Director of Maucker Union would be an advisor's first step in this process.

Although there is no way to completely eliminate risk and legal liability associated with a program or event, there are ways to reduce risk and provide a safer environment for program participants. Below are a few things that may help.

- Have students complete a pre-event planning form to clarify the needs and expectations of participants
- Identify specific risks involved in the event
- Identify options for reducing risks
- Assess the capability of the group to manage risk
- Develop a plan of action in reducing risk
- Communicate with everyone involved (officers, members, advisors, participants, and facility staff)

BENEFITS TO REGISTERED STUDENT ORGANIZATIONS

STUDENT ORGANIZATION OFFICE, MAILBOX AND STORAGE SPACE

It is the intention of Maucker Union to provide space for diverse and active student organizations that represent all students of UNI. Attention will be given to student organizations that are active members of the academic community, provide an outlet for service to others, provide opportunities that reward

honesty and integrity, and reflect a purposeful community. Student organization space is located on the Plaza Level of Maucker Union in the Student Involvement Center. Organizations may request a desk/office workspace, mailbox, and/or storage space.

In order to request space, you must submit an application to the Student Involvement Center. Office, mailbox and storage spaces are limited and are assigned on a first-come, first-served basis. The organization's needs will also be taken into consideration.

RESOURCES

The Student Involvement Center website provides a variety of resources for student organizations. Visit www.uni.edu/involvement for more information.

The Student Involvement Center professional staff is available for questions and consultation regarding your student organization. Topics for discussion could be, but are not limited to, membership development, recruiting new members, leadership, communication, budgeting, event planning, etc. Contact us for more information!

STUDENT ORGANIZATION INFORMATION MEETINGS

These are required annual meetings that review a great deal of information pertinent to new and established student organizations. These meetings must be attended by a representative of your student organization each year in order for the organization to stay in Active status. At these meetings, you have an opportunity to update organization membership information, advisor information, sign up for mailboxes and office space, as well as learn about the many resources and opportunities available to student organizations.

STUDENT ORGANIZATION LEADERSHIP CONFERENCE

This conference is held 1-2 times per year and is focused on developing leadership within student organizations. The conference programs are presented by other student organization leaders and focus on topics such as creative marketing, event planning ideas, ways to recruit new members, how to track participation, leadership development, etc. Contact the Service & Leadership Council for more information at leadership@uni.edu.

FUNDING

Northern Iowa Student Government (NISG) funds are made available to student organizations that work to meet the educational mission of the University through academic, cultural, and personal growth. Receiving NISG funds is a privilege and not a right; therefore, guidelines have been adopted to establish a procedure to facilitate distribution of these funds. The Organization and Finance Committee and Northern Iowa Student Government shall abide by the guidelines set forth. As established in the Constitution, the Organization and Finance Committee shall serve as the primary examiner of all requests with final approval of recognition and contingency funding from the Northern Iowa Student Government Senate.

As of September 2011 The Northern Iowa Student Government has amended its funding requirements to state that a Post Funding Evaluation of your event be done before processing of reimbursement or payment begins. Please take a few minutes to fill out the following evaluation and return it to the Northern Iowa Student Government office on the Plaza Level of Maucker Union, along with all other necessary items needed for your payments and reimbursements.

Funding opportunities through NISG are as follows:

- NISG Contingency Fund
- Pepsi Monetary Fund
- Diversity Matters
- NISG Budget Process

For more information, visit <http://www.uni.edu/studentorgs/nisg/funding>. A more detailed review of these funding opportunities can be found in the **Financial Information** section of this handbook.

STUDENT ORGANIZATION INFORMATION AND HOMEPAGES

Registered student organizations have the opportunity to post their contact information and homepage on the UNI website. Visit www.uni.edu/maucker for more information. Below is information the University recommends student organizations include in their homepages:

- Organization, University Name, Year
- Organization's mission: What does the organization do? What is the purpose?
- Organization's goals: How does the organization accomplish its purpose? What are the organization's activities?
- List of current officers and advisors, and a way to contact these individuals (phone, email)
- How does a student become a member of this organization? Inform people what they need to do in order to be involved with this organization
- A list of scheduled meetings: include the date, time, meeting place
- A list of scheduled events and activities: include the date, time, location

MEETING SPACE

Registered student organizations can reserve meeting space in Maucker Union for little to no cost, depending on the type and time of the event. Room reservations are made on a first-come, first-served basis. Reservations can be made online through the Maucker Union website (www.uni.edu/maucker) or in person at the Maucker Union Reservation Desk, located in the Administrative Office. Fees for additional equipment (audio/visual, sound systems, stages, etc.) or set-up may apply. Review the Reservation Policies on the Maucker Union website.

MEETING ROOM DESCRIPTIONS

PLAZA LEVEL

- **Plaza Conference Room** : Seats approximately 18 at a circle conference table.

MAIN LEVEL

- **Old Central Ballroom A, B, C** : Seats approximately 650 lecture style; Or maximum 480 banquet style. The room can also be divided into three separate sections. Flexible set-up per customer's requests.
- **Meditation Room** : Located adjacent to Hemisphere Lounge. Seats 8 at a conference table.

LOWER LEVEL

- **College Eye Room** : Seats approximately 20. Hollow square.
- **Old Gold Room** : Seats 20. Hollow Square.
- **Purple Pen Room** : Seats 20. Hollow Square.
- **Presidential Room** : Seats 24. Hollow Square.
- **State College Room** : Seats 32. Classroom Style.
- **Elm Room** : Seats 50. Lecture Style.
- **Oak Room** : Seats 32. Hollow Square.
- **University Room** : Seats approximately 150 lecture style; or maximum 80 banquet style. Flexible set-up per customer's requests.

PUBLICITY

PLACING ADS IN THE NORTHERN IOWAN

If your student organization has received funding:

- Submit the Northern Iowan Advertisement Payment Form (<http://www.uni.edu/involvement/northern-iowan-ad-payment-form>)
- Requisition for ad will be prepared by the Student Involvement Center Secretary, who will give the Northern Iowan your account number and payment information.

ADVERTISING SOURCES

Poster Maker & Displays – Any registered student organization may request a poster to be made with the poster maker in the Student Involvement Center. All posters must be approved by Student Involvement Center staff. Initial poster design should be printed on 8 ½ x 11 size paper.

- One posters will be made free of charge for registered student organizations
- Each additional poster - \$5.00 (not laminated)
- Each additional poster - \$8.00 (laminated)
- Lamination - \$1.00 per foot

There are 9 poster displays located in Maucker Union (6) and the Lang Hall tunnel (3). Posters must be reserved ahead of time in the Student Involvement Center.

Posting of announcements, advertisements, etc., shall occur only on “open” bulletin boards located in buildings or on specifically constructed or erected outdoor structures such as kiosks. Unless a bulletin board is marked for a restricted use such as a specific academic department, they are

“open” and available for posting general announcements. “Open” bulletin boards can be found throughout academic buildings and on outdoor kiosks. Requests to display a banner or poster of any kind outdoors other than a kiosk must be made to University Relations (273-2761).

*The display of posters and announcement in residence halls, dining centers, Maucker Union, and the UNI-Dome is regulated by the directors of these respective areas. Any person or organization wishing to display an announcement in these areas should contact the appropriate departmental office for the conditions under which they may be displayed.

The display/distribution of literature, flyers, announcements, etc. on automobile windshields, trees, and sidewalks is prohibited. Maintenance personnel are directed to remove all types of advertising or announcements in buildings or outdoors that are not displayed in an authorized place or are out of date. The organization or individual(s) who violate this policy may be billed for the costs of removal and clean-up.

Campus Posting Locations – a list of locations on campus where student organizations can hang posters is available on the Student Involvement Center website (www.uni.edu/involvement).

Lamination – Lamination is available for registered student organizations through the Student Involvement Center. The cost is \$1.00 per foot.

Maucker Union Display Case – A large display case located in the Southwest entrance of Maucker Union is available free of charge for registered student organizations. Reservations can be made for one week at a time through the Maucker Union Administrative Office (273-2256).

Table Tents in Maucker Union - Only recognized university organizations/departments are allowed to use this service and are responsible for distributing their table tents. Union staff will dispose of table tents at the end of the reservation. Tents will be allowed to remain for two (2) days (Monday-Tuesday) or (Wednesday-Thursday) or for three (3) days (Friday-Sunday) during the academic year depending on availability. Groups may only reserve table tents twice per month depending on availability. Table tent space is not available during the summer due to building scheduling. Table tents may be placed on the Coffeehouse and Hemisphere Lounge tables only. One table tent per customer/table will be permitted at any one time. Approximately 150 table tents are needed for the Coffeehouse and Hemisphere Lounge tables. Reservations can be made online (www.uni.edu/maucker) or through the Maucker Union Administrative Office (273-2256).

Student Involvement Center Calendar of Events – Recognized Student Organizations can submit their event information to be included on the Student Involvement Center Event Calendar. Visit www.uni.edu/involvement to submit the online event form.

UNI Calendar of Events – Recognized Departments and Student Organizations can submit their event information to be included on the University Event Calendar. Visit www.uni.edu/unicalendar to submit the online event form.

Button Maker – Registered student organizations have access to the button maker through the Student Involvement Center. Button supplies are 10 cents per button. You must use the button design template to create your button.

Electronic Message Display – This sign is located at the SW Building Entrance to Maucker Union. Northern Iowa Student Government purchased the Electronic Message Display and is programmed

by the Maucker Union Administrative Office. Recognized Student Organizations and University Departments may advertise events for up to two weeks at a time. Fill out the online form with your event information on Maucker Union website (www.uni.edu/maucker).

NISG Public Monitors – These are located in the Coffeehouse in Maucker Union. Northern Iowa Student Government is taking submissions for advertising on the public monitors in Maucker Union. Recognized Student Organizations and University Departments may advertise events for up to two weeks at a time. The required format for playback is: 1024x768 (4:3 aspect ratio) frame in JPEG format. By-Laws regarding the Usage of Monitors in Maucker Union, guidelines and the submission information are available on the NISG website at www.uni.edu/nisg/ click on the link on the left menu bar.

Inside UNI – Recognized Student Organizations and Departments can submit their event information to be included in Inside UNI. The guidelines and submission form are available at www.uni.edu/resources/inside-uni.

Banners – Two spots are available in Maucker Union for the display of vinyl banners by student organizations: between the concrete pillars leading into the Coffeehouse at the base of the Prexy’s stairway, and between the concrete pillars leading down to the Computer Center/Lower Level from the Coffeehouse. Student organizations will be charged rental for banner space as specified in Maucker Union fee schedules. For more details on this policy, visit www.uni.edu/maucker/policies and look for Section 1000 – Advertising, Bulletin Boards and Signage.

Chalking – The use of sidewalk chalk by students is considered an acceptable way to promote campus events; to make announcements; and to share messages. A policy exists detailing the specifics of chalking on campus. Visit <http://www.uni.edu/studentorgs/nisg/sites/default/files/chalkingpolicy-2010%20%281%29.pdf> to view the policy.

DEPARTMENT OF RESIDENCE POLICIES REGARDING STUDENT ORGANIZATIONS

*The Department of Residence (DOR) has numerous policies that may be helpful to student organizations. These policies are in place for groups both within and outside of the DOR. A list of topical areas can be found below. Please contact the DOR directly for more information (273-2333 or residence@uni.edu).

Groups Not Affiliated with DOR

- Location Solicitation
- Promoting through Hall Senates
- Charitable Collection Drives
- Mailbox “Stuffers”
- CommUNITY Board Flier Guidelines
- Email Promotions to Residents via RAs
- Table Tents

Groups Affiliated with DOR

- Selling From Your Room
- Product Demonstration “Parties”
- Table Tents
- Listservs

PEPSI PRODUCT REQUEST

Free Pepsi product (pop, water) is available to registered student organizations for events which meet the criteria set out in the guidelines. When placing a request, please enter quantities in 12 packs and plan for approximately 1 item per person for the event.

For more information, and to fill out a request, follow the link below:

<http://www.uni.edu/involvement/studentorgs/pepsi-product-request>

COPY/PRINTING SERVICES

Registered student organizations can qualify for discounted copy and printing services through Copy Works. A pricing guide is available on the Student Involvement Center website (www.uni.edu/involvement). If you wish to receive the discount price, you must fill out the Copy Works Print Order Form (<http://www.uni.edu/involvement/studentorgs/copy-works-order>)

LEADERSHIP AWARDS

Registered student organizations can be nominated to receive awards at the annual Student Leadership Awards, usually held in April each year. Awards are available for Emerging Leader Award, Student Organization Advisor of the Year Award, Program of Distinction Award, and Student Organization of the Year Award. Applications are usually available in March. Visit www.uni.edu/involvement for more information and online submission forms.

UNIVERSITY POLICIES & STUDENT ORGANIZATION RESPONSIBILITIES

UNIVERSITY HAZING POLICY

Hazing, defined as any act which intentionally, unintentionally or recklessly endangers the physical, mental or emotional health or safety of a student and/or results in ridicule, for the purpose of admission into, affiliation with or as a condition for continued membership in any group is prohibited. This applies to any group, organization or team connected with the university, regardless of the individual's willingness to participate in any forced or required activity. Failure to report hazing activity may be considered a violation of the Student Conduct Code policy.

NON-DISCRIMINATION POLICY

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, any educational program, or any activity of the University, on the basis of age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, veteran status, or on any other basis protected by federal and/or state law.

The University of Northern Iowa prohibits discrimination and promotes affirmative action in its educational and employment policies and practices as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964 and other applicable laws and University policies. The University of Northern Iowa prohibits sexual harassment, including sexual violence.

The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the University Title IX Officer: Leah Gutknecht, Assistant to the President for Compliance and Equity Management, Office of Compliance and Equity Management, 117 Gilchrist Hall, UNI, Cedar Falls, IA 50614-0028, 319-273-2846, leah.gutknecht@uni.edu

UNIVERSITY DRUG AND ALCOHOL POLICY

The University of Northern Iowa adheres to the laws of the state of Iowa, and strives to create an environment that supports healthy decisions and lifestyles. While the use of illegal drugs is prohibited, the University acknowledges and respects the rights of individuals to use alcohol in a legal and responsible manner, just as it acknowledges and respects the rights of individuals who choose not to use alcohol. Although the moderate consumption of alcohol may be an acceptable part of certain social activities, alcohol and drug abuse interferes with the ability of the University to achieve its mission and can adversely affect individuals, the university, and the larger community.

“University-sponsored events” are those activities that are organized and/or sponsored by a unit of the University (but not events sponsored by student organizations or by individuals associated with UNI acting in their private capacities). Examples include receptions, performances, athletic competitions, gallery openings, meetings, and conferences organized by departments, colleges, divisions, programs and facilities.

“University activities” are those activities sponsored by entities other than the University, but where the University (under the auspices of a unit of the University) is a participant. Examples would include participation in an athletic competition hosted by another university, a conference hosted by a professional association, a field trip associated with a class, and a volunteer service project hosted by a community agency.

All community members, including students, are responsible for following state laws and University policies and rules. This policy applies to student conduct that occurs on University property, at University-sponsored events, or in conjunction with University activities and to student conduct off-campus that adversely affects the University community and/or the pursuit of its objectives.

GENERAL ALCOHOL POLICY

1. Sale and use of illegal drugs is a violation of the Student Conduct Code ([University policy 3.02](#)) and violators are subject to discipline as prescribed by the Student Conduct Code.
2. Alcoholic beverages shall not be possessed, dispensed, distributed, or consumed by students on campus except as allowed by applicable law and this policy.

3. Violations of this policy are violations of the [Student Conduct Code](#) and students found to violate this policy will be subject to discipline as prescribed by the Student Conduct Code.
4. Students are required to provide proof of age to University Police or other University officials acting in performance of their duties.
5. Good Samaritan Provision: Students who seek medical assistance for themselves or another person who is intoxicated due to alcohol and/or drugs will not be subject to University disciplinary action, except when it has been determined that another violation of University policy has occurred (for example, destruction of University property; fire safety violation; physical harm to another person; etc.). In order for this provision to apply, the student must agree to complete all educational programming or other treatment recommended by the Dean of Students or a student conduct administrator. (See Student Conduct Code, Article III, Section 4, Good Samaritan Provision, for further details.)
6. All alcoholic beverage use by sorority and fraternity members, in the context of chapter activity, is additionally subject to policies as promulgated by their respective governing bodies.
7. Student athletes are subject to additional policies as promulgated by the UNI Athletics Department in the Athletics Code of Conduct.
8. Students participating in University activities or University-sponsored events or programs may be subject to additional policies as promulgated by the activity, event, or program administrator.

GAMBLING/RAFFLE POLICY

Any student organization desiring to hold a raffle, casino night, or other event where games of chance are present must secure a gambling license from the State of Iowa. The Social and Charitable Gambling Program for the State of Iowa administers Iowa Code Chapter 99B, which regulated games of skill or chance, raffles, bingo, social gambling and amusement devices. Qualified organizations may obtain a social and charitable gambling license to conduct fundraising activities benefiting educational, civic, public, charitable, patriotic, or religious purposes. In order for your organization to hold any of these events, you must obtain a Gambling License from the State of Iowa, Department of Inspections & Appeals. At times, the University of Northern Iowa does hold a gambling license; which will allow organizations that want to program activities the ability to use the license. Your organization will still be responsible for any expenses related to obtaining the portions of the Gambling License that suit your organizations activities. Please contact the Student Involvement Center (273-2683) for additional information on what steps your organization will need to take. For more information on this policy, you can contact Financial Accounting & Reporting Services Office (273-3576).

STUDENT TRAVEL POLICY

The University of Northern Iowa has developed policy as it relates to official University travel by student groups. This includes travel by registered student organizations and groups of students related to classes, committees or other University purposes. All official University travel by students must comply with all policies of the State of Iowa; the Board of Regents, State of Iowa; and the University of Northern Iowa. All official University travel by recognized student organizations must relate to the purpose of the student organization and meet the criteria in the definition above. All official University travel by students, insofar as it is possible, should be accompanied by a member of the University faculty or staff regardless of the mode of travel. If it is impossible for a faculty or staff member to accompany the

group, the head of the department responsible for the group should designate one or more members of the group to be in charge of the trip.

DEFINITION

“Official University travel by student groups” is defined according to the following criteria:

- 1) The travel is related to or in the service of a recognized University purpose, activity, or event.
- 2) The travel is required, requested or endorsed by the University via a University department or Northern Iowa Student Government (NISG).

PROCEDURE

1. All student drivers must be “authorized” to drive on official University business as defined by the following criteria:
 1. Completing the driver authorization process as outlined in University Policy 9.63: Motor Vehicle Usage.
 2. This process includes a driver license check by the Motor Pool Manager.
 3. Authorization is also required for the use of private vehicles on University business.
2. University vehicle use requests for official University travel by recognized student organizations or student groups must be accompanied by a valid University account number.
3. All official University travel using University vehicles must comply with University Policy 9.63: Motor Vehicle Usage.
4. When private vehicles are used, personal liability insurance at the determined minimum level is required by the University, after which the Regents Motor Pool Fleet insurance would come into play.
5. In the event of an automobile accident or other incident during official University travel, immediate notification should be made to the appropriate University official, and all applicable University policies must be followed.
6. The University of Northern Iowa Travel Authorization Form must be completed for each student involved in official University travel.
7. For travel by groups other than registered student organizations, the University of Northern Iowa Travel Authorization Form must be approved by the head of the department responsible for the group traveling and the faculty or staff member directly sponsoring or advising the group. The completed Form must be kept on file by the sponsoring department for one calendar year.
8. For travel by registered student organizations, the University of Northern Iowa Travel Authorization Form must be approved by the student organization advisor. The completed Form must be kept on file by the student organization advisor for one calendar year.

CAMPUS FOOD POLICY

University facilities and grounds are often used by student or staff organizations, departments and other university-related groups for events and are also available to individuals, groups and organizations outside of the university community, subject to existing university policies governing use of space. The service of food and beverages is often an important part of these events.

The purpose of this policy is to ensure the health and safety of individuals consuming food and beverages on university property and compliance with Black Hawk County Health Department regulations, the Iowa Food Code, university contracts and the laws of the State of Iowa.

All potentially hazardous food and beverages (those which must be temperature-controlled in order to remain safe to consume) must be prepared in and/or provided by a licensed commercial food service or caterer. Items prepared for personal consumption in university residence communities and other personal spaces are excluded from this policy.

Catering for UNI-Dome and McLeod Center events must be provided by UNI-Dome Concessions or by a licensed caterer approved by UNI-Dome Concessions. All other catering in University facilities or grounds must be provided by the Department of Residence (DOR) Dining Services or by a licensed caterer approved by DOR Dining Services.

Facilities on campus may adopt policies that further regulate food/beverage service in their venue. It is recommended therefore that, before planning an event, planners verify the specific food policies with the facility.

University departments and student groups holding “potluck” social gatherings within their own facilities such as holiday gatherings, pre- or post-academic year department gathering, farewell gatherings, etc. are not covered by this policy. “Potluck socials” are defined as closed events where no money is exchanged and where homemade or take-out food is provided by group members to be consumed by group members. The food and advertising of the gathering is restricted to the small group.

Events open or advertised to the general university or public are not “potluck socials” and are subject to this policy. Potlucks will not be allowed in university facility spaces operated under an existing food license.

Individuals may bring food into university facilities for their own personal consumption unless it is prohibited by the policy of the university facility.

BAKE SALE EXCEPTIONS

Non-hazardous foods (those not requiring temperature-control in order to be safe to consume) may be served/sold on campus if advance permission is obtained from either the Maucker Union or DOR Dining Services. This exception is generally granted to allow bake sales and similar activities. Forms and instructions for requesting such permission can be found on-line at the “Bake Sale Exceptions” page on the Maucker Union website. This option is not available to non-university entities.

CULTURAL AND UNIQUE FOODS EXCEPTIONS

On occasions when student organizations or university departments are desirous of serving cultural or unique foods, permission may be granted that would allow the group to prepare its own food, with the assistance and direction of the DOR Dining Services, in the commercial kitchen at Maucker Union or

Commons Building. Forms and instructions for requesting such permission can be found on-line at the "Request for Assisted Preparation" page on the Maucker Union website. Requests for this exception will be subject to approval by the DOR Director of Dining and the terms and conditions developed by DOR Dining Services.

SALE OR SERVICE OF PEPSI PRODUCTS

Based on the university agreement with PepsiCo, all departments and student groups must purchase their beverage products exclusively from PepsiCo, directly or through DOR Dining Services or UNI-Dome Concessions. Serving or selling beverages from other vendors is not allowed. For more information, go to www.vpaf.uni.edu/obo/pepsifaqs.shtml.

DISTRIBUTION OF LITERATURE

Posting of announcements, advertisements, etc., shall occur only on "open" bulletin boards located in buildings or on specifically constructed or erected outdoor structures such as kiosks.

"Open" Bulletin Boards

Unless a bulletin board is marked for a restricted use such as a specific academic unit or organization, they are "open" and available for posting general announcements. "Open" bulletin boards are to be found throughout academic buildings and on outdoor kiosks.

Restricted Bulletin Boards

Bulletin boards or sections of outdoor kiosks identified for the use of a specific department, college or organization are the responsibility of the respective unit head. Permission of the unit head should be obtained to use these bulletin boards.

Outside of Building

Requests to display a banner or poster of any kind outdoors on other than a kiosk must be made in writing to the Facilities Planning Office. Items displayed without noted authorization and date of expiration are prohibited. The display/distribution of literature, flyers, announcements, etc. on automobile windshields, trees and sidewalks is also prohibited.

Other Facilities

The display of posters and announcements in residence halls, dining centers, Family Housing areas, Maucker University Union, and the UNI-Dome is regulated by the directors of these respective areas. Any person or organization wishing to display an announcement in these areas should contact the appropriate departmental office for the conditions under which they may be displayed.

Improper Display

Maintenance personnel are directed to remove all types of advertising or announcements in buildings or outdoors that (1) are not displayed in an authorized place or (2) are out of date. The organization or individual(s) who violate this policy may be billed for the costs of removal and clean-up.

DVD/VIDEO COPYRIGHT GUIDELINES

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studio who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Furthermore, copyrighted movies borrowed from other sources such as public libraries, colleges, personal collections, etc. cannot be used legally for showing in colleges or universities or in any other site which is not properly licensed.

The concept of “public performance” is central to copyright and is the main issue of protection for these intellectual properties. Most of the persons participating in movie productions depend upon royalties for a major portion of their payment for work performed.

Royalties are the shares paid to movie producers, script writers, authors, computer programmers, playwrights, musicians, inventors, etc. out of the proceeds resulting from the sale, performance or use of their work. If these men and women lose ownership of their work and do not receive royalty revenue, much of which is collected through licensing fees, there will be little incentive for them to continue to invest their time, research and development costs to create future endeavors. If this happens, they must then look to the U.S. Copyright Law for assistance. Consequently, if their intellectual creations are being used by others who are not paying compensation (royalty) for the use, copyright law may need to be enforced.

To avoid potential penalties, please contact the Student Involvement Center to identify how to best obtain the public viewing rights to the video of your choice.

GUIDELINES FOR USAGE OF UNIVERSITY LOGOS AND TRADEMARKS

To have anything made with the marks and logos of UNI, your student organization must obtain a waiver form from the Licensing Office on campus.

The waiver form gives the manufacturer the right to use the University’s marks and logos. It also makes the manufacturer exempt from royalty rates that would normally cost them to use. The licensing office needs to know exactly what the design looks like, who is supplying the items, and who is ordering them.

This is to guarantee that the University's marks and logos are used correctly and show the proper image of the University.

The University must approve all products with UNI's marks made by your organization. Approval is based on the quality of goods and the proper use of the University's marks. A sample of the artwork must be submitted for approval to the Licensing Department. It can be submitted by the organization or the screenprinting/embroidering company. Artwork for approval may be faxed to 273-7832, emailed to artapproval@uni.edu Approval can be denied if the product contains anything that is hurtful to the image of the University.

WORLD WIDE WEB POLICY

UNI recognizes student organization web pages are those managed by officially recognized student organizations of the university.

The University provides student organization web space as a service to encourage the free interchange of information and ideas among members of the University community and the world. Any current University student organization, student, faculty, or staff member may create a web site on the University's web space. The University, however, reserves the right to place limits on the space allotted.

1. Web system administrators are responsible for ensuring that UNI students who desire a student organization web page on the university web sites are provided a copy of University policy regarding publication of information on the university's web, as implemented by the office of the Associate VP for ITS.
2. The student organization is wholly responsible for the content (including what links visitors are permitted to access), adherence to this policy, and maintenance of his/her web site, as well as its impact on University bandwidth.
3. University trademarks, symbols, and wordmarks (e.g. "University of Northern Iowa", "UNI", or "Panthers"), may not be used as html page, site descriptors, or titles without permission of the Office of University Relations.
4. UNI bears no responsibility for the content of student organization web sites. The University reserves the right to remove, without notice, from any University server a student organization web site that is judged by the Office of the Associate VP for ITS to be outside the mission of the University or in violation of University policies, or pertinent State or Federal law.
5. Those who maintain the University home page or institutional sites may, at their discretion, link (or subsequently remove links) to any student organization web site that exists on the University's web space. vii. The University accepts no liability for the loss of any information stored in its web space by an individual regardless of fault or negligence.

UNI web space must conform to relevant State laws (such as prohibitions against using public resources for personal pecuniary gain, computer crime, and obscenity) and Federal laws (such as copyright or FERPA, the Family Educational Rights and Privacy Act). Questions of a legal nature regarding the appropriate use of UNI web space should be directed to the University Attorney. Information on FERPA can be obtained from the University Registrar. The University Intellectual Property Officer can provide guidance about individual and institutional ownership of university web content. EduCause provides an interpretation of copyright issues for university web sites

<http://net.educause.edu/ir/library/powerpoint/CSD3029.pps>

FINANCIAL INFORMATION

NORTHERN IOWA STUDENT GOVERNMENT FUNDING

There are several funding sources on campus for your programming and activities needs. Student organizations are encouraged to plan and implement programs and activities that are meaningful and relevant to their life on campus. These monies are supported by your student activity fees and are governed by NISG. Each source has specific guidelines and regulations for allocations. Funding guidelines and documents available on the NISG website: <http://www.uni.edu/nisg/funding> or stop by the NISG office to ask for assistance.

NISG Contingency Fund

- For Event Materials, Speakers, or Promotion
- Available to help cover costs of events that are free and open to all students and hosted by a recognized student organization.
- Funding may be used to help cover speakers and promotion of events.
- Events happening on the weekend may qualify for an additional \$500.

Pepsi Grant Fund

- For event costs not covered by NISG Contingency Fund
- May include food costs

Diversity Matters

- For funding an event or other activity that is diversity-related.

Intercollegiate Academics Travel Fund

- The fund is designed to encourage individual students and student groups with direct links to academic programs and departments to participate in academic competitions and present original research, scholarship, or creative work at state, regional, national, and international conferences.
- Contact the Office of Executive Vice President and Provost with any questions (273-2517).

NISG BUDGET PROCESS

The NISG budget process is an opportunity for registered student organizations to plan and receive funding for the upcoming academic year. This process offers larger allocations and solidifies the budget planning process. Applications to go through the NISG budget process are available each February. Awards are made every year in April, with funding available for spending July 1. If your organization receives funding and you are unsure of how to access your funding, plan a meeting with the Student Involvement Center Secretary (273-2683) to discuss expenditures. To view a copy of your organization's budget, go to www.uni.edu/nisg.

REIMBURSEMENT

***YOU MUST MEET WITH EITHER NISG DIRECTOR OF ADMINISTRATION AND FINANCE OR THE STUDENT INVOLVEMENT CENTER BEFORE MAKING A PURCHASE!**

To receive a reimbursement of an APPROVED expenditure, please take the following steps:

1. Meet with Student Involvement Center Secretary to verify what you are INTENDING to purchase has been allocated by NISG.
2. Purchase the approved items.
3. Fill out a Request for Reimbursement Form
<http://www.uni.edu/involvement/studentorgs/forms>
4. Bring the ORIGINAL receipt and Request For Reimbursement Form to the Student Involvement Center. COPIES WILL NOT BE ACCEPTED, PER UNIVERSITY POLICY.
5. The Student Involvement Center Secretary will prepare a voucher and secure the necessary signatures.
6. If you have direct deposit for non payroll items your reimbursement will be deposited to your personal account. If you do not have direct deposit, a check will be mailed to the address you indicate on your Request for Reimbursement Form.

*Without the original receipt and without prior approval, you will be responsible for the purchase and will not qualify for reimbursement. NO EXCEPTIONS. The store receipt must itemize your purchases.

*If a student organization has an off-campus account, it is recommended that purchases to be reimbursed by NISG be made using the off-campus account rather than by individual(s) of the student organization. When an organization does not have an off-campus account, an individual member of the organization may make the approved purchase and be directly reimbursed.

FUNDRAISING

Any recognized student organization may use the University facilities to promote or hold a fundraiser. However, they must get approval through the Student Involvement Center in Maucker Union BEFORE reserving the facilities. Groups wishing to hold a fundraiser must pick up the "Fundraising Activity Form" (i.e., "Green Sheet") from the Student Involvement Center. There is a cost for reserving facilities when doing a fundraiser. This form, if approved, will allow a student organization to hold their fundraiser in University facilities at a deeply reduced cost. All fundraising activities sponsored by recognized student organizations must be approved by the organization's advisor and registered with the Student Involvement Center at least five working days prior to the proposed date of the activity.

OFF-CAMPUS CHECKING ACCOUNTS AND TAX-IDENTIFICATION NUMBERS

Not all organizations will need an off-campus checking account. If your organization brings in money (i.e., dues, funds, registrations, etc.), and you need/want a place to house this money, it is recommended that your organization obtain an off-campus checking account. In order to do this, your organization will need a Federal Tax-Identification Number, which can be obtained by visiting [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online). For detailed instructions on the steps in this process, visit

<http://www.uni.edu/involvement/sites/default/files/u3/How%20to%20obtain%20Federal%20EIN%20for%20Student%20Org.pdf>.

TAX EXEMPT FORMS

Registered student organizations are entitled to purchase items tax-free. In order to do this, you must submit a Tax-Exempt Form at the time of purchase. This form is located on the Student Involvement Center website or by following this direct link -

http://www.uni.edu/involvement/sites/default/files/u3/tax_exempt_certificate.pdf.

FINANCIAL RESPONSIBILITY

As a student organization, you are responsible for utilizing proper cash handling procedures. A Cash Handling Training is available through the Office of Business Operations (www.uni.edu/obo/cashiering). The Student Involvement Center strongly recommends that someone from your organization take this training each year.

The Student Involvement Center recommends the following guidelines to assist organizations in their financial management and budgeting processes:

- The organization's Treasurer should handle all key financial duties and transactions such as deposits, withdrawals, and account balance sheets. However, an additional officer (i.e. President) should work closely with the Treasurer to understand the organization's financial operations.
- The Treasurer and the President should have signature authority for the organization's account and all checks should require two signatures. Refrain from using ATM cards.
- Provide budget information on a regular basis (i.e. at least once per month) to the organization's general body of members.
- Executive Board members, particularly the President and the Treasurer, should know the organization's financial position in detail. Other members should have a general knowledge of the organization's finances.
- Accounting measures should be as accurate as possible and available upon request to any organizational member, Northern Iowa Student Government, or Student Involvement Center staff member.
- If a student organization raises funds for a philanthropy or non-profit organization, the organization should publicize the name of the philanthropy and/or the non-profit organization and the portion of the proceeds to be donated to said organization.
- Establish a consistent billing address. Visit the Student Involvement Center to request a mailbox. Availability is limited and assigned on a first come, first allocated basis.

CO-SPONSORSHIP

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

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

UNIVERSITY SUPPORT FOR STUDENT ORGANIZATION EVENTS

RESERVING UNIVERSITY FACILITIES

MAUCKER UNION/LANG HALL AUDITORIUM

Room reservations are made on a first come, first serve basis by contacting the Reservation Office, located on the main level of the Union (273-2256). There is no charge to recognized student organizations for room usage. There is a charge for additional set-ups beyond what the room already possesses. There is a limited variety of audio/visual equipment that may be reserved on a first-come, first-serve basis.

For more information about meeting rooms & guidelines, please contact the Reservations Office or visit www.uni.edu/maucker.

COMMONS BALLROOM & GEORGIAN LOUNGE

Room reservations can be made by contacting the Department of Residence (273-2333). Reservation fees are dependent on set up requirements for event as well as day of the week. For additional information regarding fees, please visit <http://www.uni.edu/catering/students-spaces-and-fees/>

WELLNESS RECREATION CENTER (WRC)

For rental of any portion of the WRC or satellite facilities for special events and activities, contact the Wellness Recreation Center Office at 273-6275. Outdoor recreational equipment, such as in-line skates, bikes, and cross country skis, is available by rental through the [Outdoor Recreation Office](#). Indoor sports equipment can be checked out or purchased at the main control desk.

GALLAGHER BLUEDORN PERFORMING ARTS CENTER (GBPAC)

For use of spaces within the Gallagher Bluedorn Performing Arts Center, interested student organizations are required to call the Event Management Director, 319-273-3668. Because of high volume of events, limited availability of space within the GBPAC may be available.

ACADEMIC BUILDINGS

The reserving of academic classroom spaces for student organization events is facilitated through the Office of the Registrar. Spaces are subject to availability based on academic course schedules and university department restrictions. Request for space usage can be submitted at <https://www.uni.edu/registrar/faculty-and-staff/classroom-reservation>

CAMPUS GROUNDS

Campus outdoor spaces are reserved through Maucker Union at <http://www.uni.edu/maucker/event-services/outdoor.shtml>. Student organizations must receive prior approval before facilitating events. Event planning and assistance will be provided by Maucker Union operations.

CONTRACTS AND ARTIST PAYMENTS

ENTERTAINMENT/SERVICE CONTRACTS

If your student organization is planning to bring entertainment to campus (i.e. DJ, musician, comedian, lecturer, etc.) and have obtained funds from NISG or other resources, please visit the Student Involvement Center for information and support at least 6 weeks in advance of the event/program. If the entertainment resource does not provide a contract for the event, all student organizations are required to use the University Contract. This standard contract can be obtain on the Student Involvement Center website <http://www.uni.edu/involvement/studentorgs/forms> If the entertainment resources provides a contract for the event, the University Rider must include as part of the agreement with the vendor. This form can also be found at the above website. All contracts are to be reviewed and signed by the Student Involvement Center. No student organizations can sign contracts on behalf of the university or any way represent that they are an agent of or operating on behalf of the University of Northern Iowa. It is imperative that all contracts be signed/dated by both performer and the university (either by Director or Associate Director of Maucker Union) prior to any event. By having all parties agreeing to the terms of the contract will ensure that both entertainment provider and the student organization understand what each party is responsible for.

PAYMENT FOR EVENTS

The process to provide payment to entertainers/service providers requires a series of steps to ensure payment can be facilitated by UNI's Office of Business Operations in a timely manner. When obtaining a contract from a performer, it is important to identify the terms of payment. The University can issue payment to entertainers/service providers by sending payment via mail, ACH (electronic payment), or hand payment to entertainer/service provider day of event. If student organization is planning to hand entertainer/service provider check the day of event, it is highly encouraged that student organization hand check to provider after contracted event to ensure performer facilitated what they agreed to do.

PICKING UP CHECKS FOR EVENTS

If a student organization has agreed with the performer to deliver a check at the completion of the event, the student organization will be responsible for the following process.

- Held checks for performers are required to be picked up by a member of the student organization on the day of the event at the university's Cashiers Office (Gilchrist Hall) during

regular business hours (8 am – 5 pm Monday-Friday). It is encouraged the student organization contact the Student Involvement Center to verify a check is ready to be picked up.

- It is advised for the student organization to secure check in a locked location until payment of performance/services.
- If the student organization does not have a secure location to lock check, the student organization can have check locked in the Student Involvement Center, all checks must pick be up before the end of regular business hours (8am-5 pm, Monday-Friday).

EVENT SAFETY

Ensuring a safe environment for attendees and student organization members, safety must be considered before every event. In the event an emergency does happen, it is important to have a plan in place that can be acted on.

- If medical attention is required for an ill or injured person Public Safety - Police Division should be notified for assistance at 273-2712. For facilities with building/facility managers or university officials present, student organizations are to notify these officials who will contact Public Safety. If an event is being held in a location without any university officials, student organizations are to call Public Safety immediately.
- It is University policy to obtain a written report of any acute accident or illness occurring on University property (or elsewhere if ill or injured party is involved in a UNI related activity). This policy pertains to employees, students, and visitors. The building/facility manager, university official or university police will be responsible for initiating the University Accident Report Form. The student organization may be asked to assist in completing the Accident Report Form to gather information regarding the incident that the student organization may be aware of.
- In the event of a Tornado Warning. Civil Defense personnel will activate the warning sirens in the event of a weather emergency. Take cover in inside hallways of buildings or in the lower level until the warning cancelled or expires. Stay away from glass windows and doors.

TRAVELING AS AN ORGANIZATION

GUIDELINES FOR STUDENT GROUP TRAVEL

All requests for university transportation for recognized student organizations must be approved by the organization's faculty advisor and by the Student Involvement Center, Maucker Union at least five (5) working days (excluding weekends and holidays) prior to the date transportation is requested. The University provides transportation to recognized student organizations for purposes of carrying out official university business only.

All university activities requiring students to be transported off campus at any time must be approved by the head of the department and the faculty sponsor of the organization, class, committee, or group.

All groups, insofar as it is possible, should be accompanied by a member of the faculty regardless of the mode of travel. If it is impossible for a faculty member to accompany the group, the head of the department should designate one or more members of the group to be in charge of the trip.

The owners of private cars approved for any trip assume liability in the event of accidents. The university cannot be held liable for accidents and injuries sustained on a trip.

HOW TO RESERVE A VEHICLE FROM UNI MOTOR POOL

Fill out online reservation form (http://www.vpaf.uni.edu/fs/services/vehicle_request.asp). Call Motor Pool (273-2610) with driver's license number of driver to be checked (only need one driver, but a second as an alternate is ok). Out of state licenses can cost up to \$40 to be checked. A license number only needs to be submitted if the driver is not already on file at Motor Pool. Fill out Travel Authorization Form for each person attending. This form can be found online by searching the A-Z Index on the UNI Homepage – "F" – Forms Repository – "T" – Travel Authorization Reimbursement Form – Use the "Side 1" tab. Travel Authorization Forms must be signed by each traveler prior to the trip and kept on file during the trip.