



Center for
Student
Involvement
& Leadership

2003-2004

THE UNIVERSITY OF ARIZONA®
**STUDENT
ORGANIZATION**
POLICY AND FORM HANDBOOK

Student Organization Recognition Services



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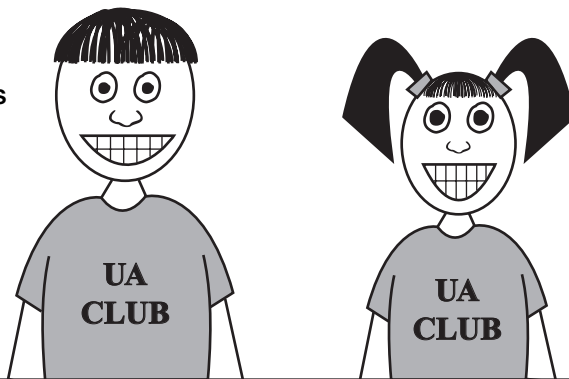
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Student Organization Handbook

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Introduction

Benefits of Having UA Recognition for Your Organization:

This Student Organization Handbook for Student Leaders and Faculty/Staff Advisors will aid you in successfully leading your student organization and will familiarize you with the rules and policies related to recognized student organizations. As an important part of campus life, student organizations and other co-curricular activities provide leadership development opportunities to enhance your college career. Through the Center for Student Involvement & Leadership, the University of Arizona provides certain privileges to student organizations in good standing. These privileges as explained in this Handbook include opportunities to:

- Use University facilities, equipment, and services
- Apply for/Receive funding from Associated Students of The University of Arizona (ASUA) or Graduate and Professional Student Council (GPSC) and other university departments
- Be included in University/student publications listing Recognized Student Organizations
- Sponsor fund raising events (including the sponsorship of commercial activity on the mall)
- Use the University name and logos with approval from Trademarks & Licensing
- Be eligible for awards and honors presented to student organizations and its members
- Have access to grade information for members and prospective members
- Receive discounted university services, i.e. UA vehicles, private mailboxes in the Student Union Memorial Center, room reservations in the Arizona Student Unions & in campus buildings and all services at Fast Copy
- Display flyers, posters and banners in the Arizona Student Unions
- Sponsor events using The University of Arizona name
- Link your student organizations Web page to the ASUA and Center for Student Involvement & Leadership Web Pages
- Participate as a group in Spring Fling
- Utilize a locker an or workstation in the Center for Student Involvement & Leadership

Your group can access these privileges by following the policies and procedures of the University of Arizona, as outlined in this Handbook. Please stop by the Center for Student Involvement & Leadership, located in room 404 of the Student Union Memorial Center, to learn more about these resources.

Important Dates-

SEPTEMBER

- 4 Student Organization Recognition Assembly at 6pm, Grand Ballroom, Student Union Memorial Center
- 26 UA Recognition Packets Due

OCTOBER

- 4 Student Organization Contact Lists available
- 10-12..... Family Weekend

NOVEMBER

- 8-10..... Homecoming Weekend

FEBRUARY

- 14 Recognition Packets Due for Social Greek Letter Fraternities and Sororities

APRIL

- 10-13..... ASUA's Spring Fling

Important Phone Numbers

Important Phone Numbers

| | |
|--|-----------------|
| Associated Students of the University of Arizona (ASUA) | 621-2782 |
| Arizona Blue Chip Program | 621-8046 |
| Arizona Daily Wildcat | 621-3551 |
| Audio Visual Equipment Services | 621-3852 |
| Arizona Student Unions (Student Union Memorial Center & Park Student Union) Administration | 621-1417 |
| Dean of Students Office | 621-7057 |
| Department of Campus Recreation | 621-4709 |
| Campus Room Scheduling | 621-3313 |
| Catering, Redington | 621-1989 |
| Center for Student Involvement & Leadership | 621-8046 |
| Commuter Student Affairs | 621-8046 |
| Child Care and Family Resources Life & Work Connections | 621-2493 |
| Commuter Student Affairs | 621-8046 |
| Dining Services | 621-7038 |
| Event Scheduling Office (Student Unions Room Reservations) | 621-1414 |
| Facilities Management | 621-3610 |
| Fast Copy | 621-5306 |
| Fast Design | 621-5305 |
| Facilities Management and Operations | 621-1417 |
| Graduate & Professional Student Council | 626-7526 |
| Garage/Motor Pool | 621-7316/5124 |
| Greek Life | 621-8046 |
| Hazing Hotline | 626-HAZE |
| Information Desk & Lost and Found | 621-7755 |
| Interfraternity Council | 621-2934 |
| Intramural Sports | 621-8723 |
| Leadership Workshops | 621-8046 |
| Mall Scheduling | 626-2630 |
| National Pan-Hellenic Council | 621-8064 |
| Off-Campus Housing | 621-5859 |
| Office of Public Information & News Services | 621-1877 |
| Post Office | 626-MAIL (6245) |
| Panhellenic Association | 621-0759 |
| Risk Management & Safety | 621-1790 |
| Sam's Place (Games Room) | 621-1450 |
| Student Organization Recognition Services | 621-8046 |
| Trademarks and Licensing | 621-3547 |
| UA Police Department | 621-8273 |
| University Activities Board | 621-0764 |
| Union Galleries | 621-5123 |
| University Operator | 621-2211 |

Categories of Student Organizations

Student organizations are put into broad categories that assist interested students in locating and finding a suitable organization for their needs. They are as follows:

Departmental

Affiliated with a University department.

Honorary

Main purpose is to recognize the attainment of scholarship of a superior quality. There are honoraries for each class, special interests, as well as for almost all of the academic disciplines.

Governing Body

Elected to represent a number of smaller organizations in the same category (i.e., IFC oversees men's fraternities).

International/Cultural

Mission is to study or promote the culture of other nations and/or ethnic groups.

Leadership

Mission is to promote development of leadership qualities among its members

Service

Mission is to provide service to the UA and/or Tucson community.

Religious

Mission is to further the interest of a particular church, sect, or denomination.

Political

Mission is to further the interest of a particular political group or issue.

Professional

Mission relating to a professional career, many of which are nationally affiliated.

Sports

Mission is to promote a common interest and to foster participation, officiating of and competition in a specific sport or recreational activity.

Special Interest

Mission does not coincide with any of the other categories, or whose mission is to provide an interactive environment for its members.

Social Greek Letter

Private, national or international Social Greek Letter, voluntary associations which meet all of the following criteria:

1. The sponsoring bodies are legal corporations.
2. They have organizational goals which are social/service/fraternal rather than honorary, professional, religious or political. The emphasis of these groups is the personal development of members. Membership in more than one such fraternal organization at once is not permitted.
3. They may select members according to subjective criteria consistent with the nondiscriminatory policies of the University. They may be entitled to single sex membership if they meet the provision of Section 86.14 of the regulations promulgated under title IX of the U.S. Education Act Amendment of 1972.
4. Are recognized by their respective local governing body at The University of Arizona: Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association.

Recognition Procedures

Naming Your Organization

- When choosing a name you may not precede it with any form of the University of Arizona.
Examples: **NOT** University of Arizona Swing Cats instead use Swing Cats at the University of Arizona.

Student Organization Recognition Procedures

- Every organization must complete the recognition process every year.
- Every organization must have a Faculty/Staff Advisor who is a full-time UA faculty, administrator, or staff member.

Recognition is reviewed annually through the Center for Student Involvement & Leadership.

The University of Arizona, through the Center for Student Involvement & Leadership, reserves the right to withhold recognition of any organization.

I. Process for Recognition of Existing Organizations:

- A. Recognition Packets: Recognition Packet for renewing recognition will be distributed to all student organization representatives at the Student Organization Assembly, September 4, 2003. Social Greek-Letter Organizations will receive recognition papers at the President's Retreat in January 2004.
- B. Initial Recognition Dates: Completed forms must be turned into Center for Student Involvement & Leadership by September 27, 2003 for benefits to begin by October 1, 2003. Those who will attend the Social Greek Letter President's Retreat, must turn in all completed forms by February 13, 2004. If your paperwork is not complete as of February 13, 2004 you will not be able to participate in Spring Fling. After the initial recognition dates you may still turn in your paperwork, however benefits will not be granted until 10 business days after submission of correct application.
- C. After reviewing the information and verifying that the conditions for maintaining recognition have been met, the organization president and Faculty/Staff Advisor will receive confirmation that recognition has been granted or why recognition was denied. A decision by the Center for Student Involvement & Leadership to deny recognition may be appealed to the Dean of Students Office.

II. Process for Recognition of New Student Organizations:

- A. A representative for the student group should attend the Student Organization Recognition Assembly. If no representative attends the assembly; then they must meet with the Student Coordinator for Student Organization & Recognition Services at the Center for Student Involvement & Leadership (SUMC 404) to receive recognition information.
- B. The organization needs to establish a purpose which will help direct the goals and activities of the group.
- C. Each student organization must have a Faculty/Staff Advisor. The Faculty/Staff Advisor must be a full-time UA faculty, administrator, or staff member.
- D. It is the responsibility of the student organization to create a constitution with a copy to be kept on file in the Center for Student Involvement & Leadership. A sample constitution is available in the Center for Student Involvement & Leadership (SUMC 404) and in the "Forms" section of this Handbook. The sample constitution is given to provide guidelines, it is not a form to be filled in. The constitution must be typed.

III. Student Organization Constitution:

To ensure continuity and consistency, all Student Organization constitutions who are not governed by a national organization constitution must include:

- A. A date of adoption.
- B. A clear statement of objectives which are consistent with the mission and educational goals of the University.
- C. Identification as a campus-based and student controlled group, with active membership limited to students of the University of Arizona (see information under Membership in the Handbook).
- D. Democratic procedures for nominations, elections and removal of officers.

Recognition Procedures

- E. Democratic provisions for policy making, including amendment of constitution.
- F. Clear statement of reasonable dues or other financial obligations of members.
- G. The following statement of nondiscrimination, must be included exactly as it is printed here:
"This organization shall not discriminate on the basis of race, color, national origin, religion, gender, disability, sexual orientation, disabled veteran's status or Vietnam era veteran's status, or age in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting membership, organization activities, or opportunity to hold office."
- H. Statement of not-for-profit status.
- I. Statement of financial responsibility for any debts accumulated at the UA by the organization not covered by funds on deposit. Sample: "A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit."
- J. Statement of non-hazing must be included exactly as found here.
"This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution."
- K. Statement of compliance with campus regulations must be included exactly as found here.
"This organization shall comply with all University and campus policies and regulations and local, state, and federal laws."
- L. Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- M. Clear statement of job descriptions for each executive officer.
- IV. Requirement for Maintaining Recognition:**
Failure to comply as an individual or as an organization with the following requirements, or a violation of law or University policy by the organization or its members or representatives, may constitute grounds for review or withdrawal of organization recognition by the University.
- A. The organization president agrees to accept full responsibility for the group's adherence to its constitution and by laws, University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and Faculty/Staff Advisors, the University of Arizona Student Code of Conduct and the University Rule for Preserving Maintenance of Public Order; and local, state and federal laws. Accordingly, the president must be familiar with such policies, laws, regulations, directives and procedures and must educate their members.
- B. Each student organization must file the following information with the Center for Student Involvement & Leadership annually:
- Recognition Form. These forms will be provided to the organization.
 - Copy of constitution and bylaws and changes as they occur.
 - Copy of national constitution if group is affiliated nationally.
- C. All elected or appointed officers of the organization must meet the academic eligibility requirements as stated in the Co-Curricular Activities Policy (see Policy Section of this Handbook).
- D. Student organizations shall abide by the following University of Arizona nondiscrimination policy, except as exempted under federal or other legislative protections. "Student Organizations shall not discriminate on the basis of race, color, national origin, religion, gender, disability, sexual orientation, disabled veteran's status, of Vietnam era veterans status or age in any of its policies, procedures or practices. This includes but is not limited to recruiting membership, organization activities or opportunity to hold office."

Recognition Procedures

- E. Active membership in recognized University organizations is limited to students currently enrolled at the University of Arizona. Other persons may be admitted to associate membership in a recognized organization if its constitution and bylaws so provide. The following functions and activities must be reserved for active members;
- Holding office in the organization. (Associate members may not hold office.)
 - Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson. (Associate members may attend and as a member of the audience, speak at meetings.)
 - Working at tables and distributing materials on campus on behalf of the organization. (Associate members may assist active members in working at tables providing that an active member is present at all times and responsible for the table and/or the distribution.)
 - Soliciting funds on behalf of the organization. (Associate members may not solicit funds.)
 - *The above points are not intended as a comprehensive definition of active membership; other functions or acts may also indicate that a person is participating as an active member of an organization.*
- F. Each student organization must have a Faculty/Staff Advisor. A Faculty /Staff Advisor is defined as being a full-time faculty, administrator or staff member.
- G. All student organizations are expected to follow University rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions. (Refer to the Responsibility Agreement for Expenditures on the Recognition Application.)
- H. Organizations may not attempt to assume functions of established student or faculty government.
- I. Activities or organizations may not substantially interfere with the normal operation of the University.
- J. Student Organizations, in the conduct of their activity, cannot purport to represent the institution without express prior written University consent.
- K. All organizations are expected to cooperate with the University in building and maintaining positive relationships with neighbors (local, national, and international).
- V. Indemnification Clause:**
The recognized student organization and its individual active, inactive or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Student Organization Policy and Form Handbook for Student Leaders and Faculty/Staff advisors or any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of the University of Arizona or its employees.
- VI. Privileges Within the University System:**
As the student organization system is an integral part of the co-curricular experience at the University of Arizona, it may thereby receive certain privileges. These privileges are given to those recognized student organizations who are in good standing with the University of Arizona through the Center for Student Involvement & Leadership and who comply with specific requirements related to each of those specific privileges. Potential privileges can be found earlier in this handbook.
- VII. Review, Suspension, or Revoked Recognition:**
- A. Where the University alleges that the organization, its officers or its individual members have failed to comply with the Requirements for Maintaining Recognition (Section IV), the University may follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the 1989 Student Disciplinary Procedures.
- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measure against the organization and/or its officers.
- C. An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in Section VI or as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements for Maintaining Recognition (Section IV). Failure to do so will prevent the organization from having recognition reinstated.

Greek Letter Organization Recognition

SOCIAL GREEK-LETTER ORGANIZATION RECOGNITION

In addition to all the requirements listed in the the Requirements for Student Organization Recognition, Social Greek Letter Organizations must also comply with the following:

I. Process for Recognition for New Social Greek-Letter Organizations:

- A. A fraternity or sorority desiring establishment as a recognized Social Greek-Letter Organization must first follow The University of Arizona Expansion and Colonization Procedures.
- B. The chapter must immediately follow the same procedures previously outlined for existing organizations to gain recognition.

II. Requirements for Maintaining Recognition:

- A. Social Greek-Letter Organizations are required to be full members of the appropriate Interfraternity Council, National Pan-Hellenic Council or Panhellenic Association.
- B. The organization president agrees to accept full responsibility for the chapters and its members' adherence to the constitution, by-Laws, rules and judicial procedures of the respective governing associations (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association); and those of their National/International Organization; University policies and directives by authorized University officials, the University of Arizona Student Handbook, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and Faculty/Staff Advisors, the University of Arizona Greek Relationship Statement, the Greek Strategic Plan, the Greek Housing Plan/Transitional Housing Plan, GAMMA Student Risk Management Policy, Greek Judicial Board, President's Budget Advisory Council (PBAC), the University of Arizona Student Code of Conduct, the University Rules for the Maintenance of Public Order, and local, state and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives and procedures and must educate their membership (active and new members). In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition.
- C. Each chapter must file the following information with the Center for Student Involvement & Leadership by February 13, 2003.
 - Membership Rosters, Officer Directory, Affiliation forms and ALL other required Student Organization Recognition forms. See the Greek Advisor for copies of these forms.
 - Copies of organization constitution and bylaws and changes as they occur.
- D. Each organization must annually file with Greek Life/Center for Student Involvement & Leadership and the Office of Risk Management and Safety a certificate of insurance verifying liability and social host insurance coverage at the required amount, or request a written waiver.
 - A chapter must have a two million dollar policy if the chapter is housed and they sponsor, co-sponsor, or host events with alcohol. An unhoused chapter must have a one million dollar policy if they sponsor or co sponsor events with alcohol.
 - All insurance policies must name the Arizona Board of Regents as additionally insured. Such coverage shall be primary, not excess coverage.
- E. Social Greek-Letter Organizations must make a copy of their current national/international constitution, bylaws, or equivalent governing documents upon request.
- F. Social Greek-Letter Organizations shall comply with The University of Arizona nondiscrimination policy in the policy section of this Handbook, except as exempted under federal or other legislative protections.
- G. All organizations are expected to cooperate with the University and the Interfraternity Council, National Pan-Hellenic Council and the Panhellenic Association in building and maintaining positive relationships with neighbors (local, national, and international).
- H. Each organization, in addition to the "Faculty/Staff Advisor" (see section K), may have a Chapter Advisor. A Chapter Advisor is defined as being a local alumnus, or volunteer who has been appointed by appropriate fraternity officials to serve as the primary advisor for the chapter. Chapter Advisors are expected to:
 - Be familiar with University, Panhellenic Association, Interfraternity Council or National Pan-Hellenic Council rules, regulations and policies, governing Greek-Letter Organizations and ensure the chapter complies with such policies.

Greek Letter Organization Recognition

- Attend regular meetings of the chapter and to be familiar with its activities.
 - Provide assistance to the organization in meeting and maintaining the conditions of University recognition.
 - Provide assistance in financial and general operating affairs of the organization.
 - Provide assistance in the planning and implementation of chapter activities.
 - Provide assistance in the areas of organizational and personal development.
 - Assist University officials in dealing with problems or other situations involving the chapter.
 - Assist the chapter and its members to live up to the ideals of the fraternity or sorority.
- I. Maintain an atmosphere conducive to serious academic endeavor and integrity.
- J. Maintain and ensure compliance with all applicable University, local and state fire, health, zoning and safety codes on the grounds and facilities.
- K. Each chapter must remain in good standing with their national/international fraternity or sorority.
- L. Each chapter must meet all requirements regarding support for Greek Life Programs Staff as established by the Greek Life Staffing Plan.
- M. The University will recognize only one official chapter house at one location through the "Transitional Housing Review Process".
- N. Each student organization shall keep their chapter house, property, and surrounding public right-of-way clean and free of debris.
- O. Participate and complete the Chapter Assessment Tool (CAT) process each year as scheduled.

III. Indemnification Clause:

The recognized student organization and its individual active, inactive or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Student Organization Policy and Form Handbook for Student Leaders and Faculty/Staff advisors or any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of the University of Arizona or its employees.

IV. Review, Suspension, or Revoked Recognition:

- C. An organization whose recognition is suspended or revoked loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in Section V or as established by the University. Suspended recognition also results in suspension of all privileges and rights associated with membership in the Interfraternity Council, Panhellenic Association, or National Pan-Hellenic Council. Failure to comply with the Requirements for Maintaining Recognition (Section III), while suspended, will prevent the organization from having recognition reinstated.

Sports Clubs

A Sport Club is a recognized student organization which exists to promote and develop interest in a particular sport of physical activity. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social and tournament play.

The Sport Club Program is administered through the Department of Campus Recreation which serves as an administrative body, resource and information center for those involved in the Sport Club Program. The Sport Club Program has been developed for the purpose of engaging in extramural-intercollegiate sporting activities.

The Sport Club Program is housed in the Student Recreation Center and provides supportive administrators who assist the clubs with the following:

- Facilities - scheduling, practices, events and meetings.
- Equipment - scoreboards, field lining materials, tables, chairs, etc.
- Limited Financial Support oversees club's university accounts and assists in fund allocation procedures and provides fund-raising opportunities.
- A structure to assist clubs in promoting their various club functions and competitive activities.
- Provides various resources to assist clubs in development and improving organization.

The Sport Club Program also provides an athletic trainer for club competitions.

Sport Club recognition in a two step process.

1. Clubs must be registered and recognized by the Center for Student Involvement & Leadership.
2. Clubs must then be registered by the Department of Campus Recreation.

Recognized Sport Clubs in the 2002-2003 school year:

| | | |
|--|---------------------------------------|--------------------------------------|
| Aikidobu | Cricket Club | Wheelchair Basketball Team |
| American Taekwondo Association | Cricket Club (1) | Wheelchair Rugby |
| Arizona Allegiance | Cycling Club at the UofA | Wheelchair Track & Road |
| Arizona Goalball | Desert Dragons: Poekoelan | Racing Team |
| Arizona Inline Hockey Team | Tjimindie Tulen | Wildcat Cricket Club |
| Arizona Splashcats | Fa Lun Gong Club | Wildcat Rugby Football Club |
| Arizona Women's Ice Hockey | Fencing Club | Wildcat Wheelchair |
| Arizona Women's Lacrosse | Field Hockey Club | Tennis /DRC |
| Arizona Women's Water Polo | Golf Club | Wildchair Basketball |
| Badminton Sport Club | Handball Club at the U of A | Wing Chun Kung Fu |
| Ballroom Dance Club | International Tae Kwon Do Club | Women's Club Soccer |
| Boxing Club | Matcats Wrestling Club | Women's Club Volleyball |
| Bujinkan Martial Arts Club | Men's Ice Hockey Club | Womens Ice Hockey |
| Capoeira Club | Men's Lacrosse Team | Women's Rugby Football Club |
| Cheerleaders/Mascots of UA | Men's Soccer | Womens Ultimate |
| Cliffhangers | Men's Volleyball | Women's Wheelchair Basketball |
| Competitive Boxing and Grappling Club | Men's Water Polo Club | Wushu Club |
| | Water Ski Team | Yoga Club |

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Publicity & Communication Resources

Flyer & Poster Guidelines

Student Union Memorial Center Bulletin Board Posting Policy:

- Only posters/flyers promoting a specific function or event are allowed to be posted in the Student Union Memorial Center (SUMC) Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges and be held responsible for any damage incurred upon removal.
- All posters/flyers must be approved at the Student Union Memorial Center or Park Student Union Information Desk. Posters/Flyers will be stamped, dated and hung by the Information Staff.
- All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster.
- Posters/flyers can only be posted on the "approved" boards within the Unions. There are 8 boards located in the Student Union Memorial Center. Only one poster/flyer per event will be allowed on each board. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
- Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event, whichever comes first. Posters/flyers will be displayed on a first come first serve basis.
- Recommended poster/flyer size is 8 1/2" x 11", and not to exceed 11" x 17". Fast Copy, located on the main floor of the SUMC, provides competitively priced service for design, copy or printing posters and flyers.
- Posters/flyers may be bi-lingual as long as there is a comparable English translation on the flyer.
- Posters/flyers advertising alcohol related events are not allowed and will not be approved.
- Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted regardless of sponsorship. See the Center for Student Involvement & Leadership in SUMC 404 for approved advertising methods.
- No outside vendors or agencies may post flyers or posters on these bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions.

For more information, visit the SUMC Information Desk, 621-7755.

Hanging Banners

Student Union Memorial Center Banner Posting Policy:

- Only banners promoting a specific function or event are allowed to be posted at the Student Union Memorial Center banner spaces.
- All banners must be approved at the Student Union Memorial Center (SUMC) Event Planning Office prior to being displayed. Banners will be hung by Arizona Student Unions staff only.
- All Banners must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the banner.
- Banners can only be displayed on the approved banner spaces in the SUMC. There are 8 exterior spaces and 4 interior spaces. Up to two (2) banners per event will hung depending upon availability of space. Any banners hung outside of the approved spaces will be removed and the club, organization or department may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized banners.
- Exterior Spaces: There are 8 exterior banner spaces located on the 3rd floor of the SUMC.
 - 3 spaces on the North Bridge facing north.
 - 3 spaces on the North Bridge facing south.
 - 2 spaces on the South Bridge facing south.
 - Cost: \$50 per banner for one (1) week.
 - Requirements: all banners must be 3' x 8' vinyl banners with grommets every 2 feet.
- Interior Spaces: There are 4 interior banner spaces located in the Wilbur's Underground area of the SUMC.
- Cost: free for recognized student clubs and organizations.
- Requirements: all banners must be 3'x8' in size.
- Schedule: banners will be hung and removed on Mondays; only banners must be in by 9am in order to be hung for the week.
- Banners may remain on the spaces for one (1) week or the day after the event, whichever comes first. Banners are displayed on a first come first serve basis.
- Banners can be purchased from Fast Design, located on the main floor of the SUMC, where they will provide competitively priced service for the design, copy or printing of your banners.
- No outside vendors or agencies may utilize banner spaces unless they have scheduled the use of facilities in the Arizona Student Unions.

For more information, visit the Event Planning Office, SUMC 348, 621-1416.

Banner Policy for Old Main:

Approval to hang banners from Old Main:

- Permission must be obtained through the Dean of Students Office, 2nd floor Old Main.
- Facilities Management, 621-3610, can hang banners for a fee.
- Contact them at least 3 days in advance of the hanging date.

Approval to hang a banner between the palm trees west of the stage on the mall:

- Permission must be obtained through Mall Event Scheduling in the SUMC.
- Only one banner may appear at any one time. Space between the palm trees is 23'.
- Banner must be in conjunction with an on-campus program.
- Facilities Management, 621-3610, can hang banners for a fee.
- Contact them at least 3 days in advance of the hanging date.

Banners must be in good taste, clean, neat, have correct grammar, and contain no commercial comment other than a small endorsement or acknowledgment. Groups displaying banners must be recognized campus organizations or departments. No banners may be attached to university buildings without permission from the building monitor. For the name of a building monitor contact Facilities Management, 621-3271.

Listservs for Student Organizations

What is a listserv? A listserv is a means of communicating with a group of people via email without the need to type in all their addresses each time. Professors use them to communicate on coursework so you may already be a part of a listserv.

Creating Your Organization Listserv:

- As President you are encouraged to create an interactive listserv so that members may hold discussions as well as get up-to-date information about up-coming meetings. Whatever your choices be certain to talk to the members about how you will all use the student organization listserv. It is best to have a discussion before you set up a new listserv.
- Log on to the University web site for listservs <http://listserv.arizona.edu/>
- You will need to use your faculty/staff advisor name so be certain to talk with them before you begin the on-line process.
- Your organization must be recognized by the University of Arizona. For information on how to be on the list call Student Organization Recognition Services, 621-6853.

Events UA Listserv-

A Posting Board for your Events

- Allows student organizations to communicate information regarding their events to students.
- Anyone using a UA email address can subscribe and post to this list for the purpose of sharing student organization activity related information. To subscribe simply send an email message to listserv@listserv.arizona.edu, leave the subject line blank and write Subscribe EVENTSUA firstname lastname in the body of the email. Do not include a signature file.
- Encourage all your members to join this listserv and be informed about campus activities!
- Once you have subscribed you may post messages to this listserv.

LEADUA -A Leadership Listserv for Presidents

- An electronic information source for student organization presidents at the University of Arizona.
- The purpose of the listserv is to inform student organization presidents about UA Policy changes, campus involvement opportunities and department-sponsored events open to all students on campus.
- Occasionally University administrators form task forces or committees where they would like to have student leader input. A common way to ask for student volunteers is to use this listserv.
- This listserv is not interactive. All messages are posted through the Center for Student Involvement & Leadership.
- Presidents are automatically added to the listserv as a requirement for recognition. If the President chooses not to be on the listserv they must submit a "Change of Officer" form to the Center for Student Involvement & Leadership with the new or alternative president's information, or the organization's recognition will be revoked.
- Presidents are responsible for all policy changes posted to the listserv.

Student Organization Homepages on the www

One of the services available to recognized student organizations is the creation of web pages for your student organization. The World Wide Web and all the associated information is accessible to people around the globe. Concise, accurate information is an important ingredient in the creation of a successful home page for your organization.

If your organization is interested in obtaining a web site/email account from ASUA, please contact ASUA at 621-2782. Below is a checklist of items that the University recommends student organizations include in their home page:

- Organization, University name, and the year. For example: Blue Key Honorary - The University of Arizona -1997
- Organization mission: What does the organization do? What is the organization's purpose?
- Organization goals: How does the organization accomplish its purpose? What are the organization's activities?
- A list of organization officers & advisor: Organization officers' names and a method (email/phone) to contact these individuals.
- How does a qualified UA student become involved in this organization? Inform people what they need to do to become an active member of the organization.
- A list of scheduled meetings: Include the date, time, and location of meetings.
- A list of scheduled events and activities:

Once again, include the date, time, and location of events.

Get as creative as you can with your home page! Remember to respect copyright and intellectual property rights. Home pages must adhere to The University of Arizona Copyright Policy, terms and conditions of software licensing agreements, and all applicable copyright and intellectual property laws.

To help you learn how to create an interesting, creative home page, CCIT offers free workshops to members of the University community.

UA Recognized Student Organization Home Page Complaint Procedure

The purpose of this complaint procedure is to provide members of the University community at the University of Arizona (UA) with an opportunity to make complaints about UA recognized student organization home pages connected to UA Info.

The scope of this procedure is strictly limited to home page matters involving officially recognized student organizations at the UA that are connected to UA Info.

Complaint Process:

A written complaint must be filed with the Center for Student Involvement & Leadership Student Union Memorial Center, Room 404. The complaint must include the following information:

- Nature of concern regarding the home page.
- Name of UA student organization involved in the complaint.
- Address of home page involved in the complaint.
- Name, address and phone number of individual filing the complaint.

Upon receipt of a complaint, the Student Organization Advisory Council will review the complaint. The council investigation may include review of the written complaint, review of the home page(s) in question, and meetings with individuals. The council will submit a written report with a recommendation on the complaint within ten working days of receiving the complaint.

If a complaint involves allegations of discrimination or harassment on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam era veteran status, the council will refer the matter to the Affirmative Action Office.

Homepages on the www

Trademarks and Logo Use Approval

The University of Arizona monitors and controls all uses of its names, nicknames, and logos. Before making any use of these TRADEMARKS you must secure authorization from the Office of Trademarks and Licensing, McKale Memorial Center room 320. Items produced for resale or with commercial endorsements may require a royalty or promotional fee.

For further information, contact:

Trademarks & Licensing

Ph# 621-3547

Fax# 626-LOGO (5646)

w3.arizona.edu/~athletic/trademarks

The University requires all campus organizations, clubs, departments, and colleges to use officially licensed vendors. Requests which include any unauthorized use of other copyrights or trademarks cannot be approved.

Lists of Officially Licensed Vendors and Art Approval forms are available at:

w3.arizona.edu/~athletic/trademarks, or in the Forms Section of this handbook.

Bulk Mailing and UA Student Mailing Labels

Student organizations may request labels or statistical/demographic data information on current students through the Center for Student Involvement & Leadership (SUMC, RM 404).

Please be aware of the following standing policies regarding label requests and use of UA student information provided to UA student organizations:

- No advertisements (other than an "one-line sponsorship") may be displayed in any mailings by any commercial vendors if using mailing labels provided by UA.
- Student organizations must use the Center for Student Involvement & Leadership bulk mail resources, found in SUMC 404, if they are using mailing labels provided by UA.
- All copies of labels must be destroyed and/or returned to the Center for Student Involvement & Leadership upon completion of use.
- If student organizations have used campus Printing and Publications for their information preparation, we will coordinate with that office directly for mailing label information.
- A formal written request must be submitted by the student organization indicating the purpose of the mailing and include information samples to be mailed out. The labels will be sent to the Center for Student Involvement & Leadership, who will then coordinate a centralized mailing process.
- Mailing labels and the information provided in mailing labels may not be provided, given to, or shared with any commercial vendor or outside entity.

The use of UA labels is restricted solely to those organizations who have been given labels and provided the necessary documentation to complete a mailing to students.

- All mailers must be approved for content by the Center for Student Involvement & Leadership, OR if you are a part of Greek Life by the Greek Life Staff, SUMC 404. **Do not copy, label, or prepare any mailings until you confirm with us that your mailer has been approved!** The mailer you submit must be in its final form—including all flyers, photos, etc. You must also provide an English version if your mailers are in another language. No mailings to students are permitted without this approval.
- Contact the Center for Student Involvement & Leadership for postage rates.
- Mailing must meet the requirements of the U.S. Postal Service. In general, 200 pieces is the minimum required (letters in envelopes or flyers, etc. folded in 2 or 1/3) taped, not stapled, to receive the "bulk rate."
- Bring the mailing to the Center for Student Involvement & Leadership (SUMC 404), and we will instruct you in the final process.

Greek Life Organizations

- Content of mailers will follow the printed guidelines in the standing IFC Formal Rush Regulations.

If you have questions about this policy, please call Center for Student Involvement & Leadership at 621-8046 or Greek Life at 621-8046.

Reservation Arrangements and Services

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Mall and Room Space

Mall Space

Space on the Mall may be reserved for use by individuals and organizations. Reservations of space on the Mall must be made through Mall Scheduling at 626-2630 in the Event Planning Office, SUMC 3rd Floor. Use of such space is subject to the time, place and manner regulations set out by The University of Arizona. All uses of the Mall that require special equipment, such as amplifiers, tables, chairs, etc., must be coordinated in advance with Mall Scheduling. For complete information on Mall use, check with Mall Scheduling for Mall Guidelines.

To Reserve the Mall:

Obtain and complete a mall activity request reservation form from the Event Planning Office, SUMC 3rd Floor.

- Plan ahead! Mall space is not guaranteed until a completed form (with all necessary signatures) is submitted to Mall Scheduling. Space availability is limited and is first come, first served. Two calendar weeks minimum from receipt of completed form is required for Mall use approval.
- Comply with all rules and regulations governing a mall activity including but not limited to those governing amplification, structures and types of activities allowed on the mall itself. A complete list of all rules and regulations governing use of the mall is available from Mall Scheduling. Failure to comply with these rules and regulations may limit a group's future use of the mall.
- Commercial activity on the mall must comply with the Sponsored Commercial Activity on University Property Policy available from Mall Scheduling.
- Food may be offered or sold on the mall if purchased from the Student Unions and if prior approval is given.

Rooms in Campus Buildings

The University of Arizona in some cases may make classroom facilities available for non-teaching activities provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with the University of Arizona classes.

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center.

A. The following policies govern the use of classroom facilities for non-teaching activities:

- No smoking, alcoholic beverages, food, or refreshments are allowed in University classrooms.
- Only the current president or treasurer may make room reservations for campus organizations.
- Organizations' officers, as renters of University instructional spaces, are responsible for any damage to rooms or buildings as a result of their room usage. Campus organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly. Failure to comply will result in revocation of future room request privileges.
- If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office.
- Room reservations do not include the use of audiovisual equipment. All requests regarding the use of equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).
- Campus organizations may request rooms using the following guidelines:
 - a. Fall semester:
 - Beginning two weeks prior to the start of the Fall semester, campus organizations may schedule events that will be held between the first and last days of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Spring semester.
 - b. Spring semester:
 - Beginning two weeks prior to the start of the Spring semester, campus organizations may schedule events that will be held between the first and last days of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Summer semester.
 - c. Summer semesters:
 - Beginning two weeks prior to the start of the Summer I semester, campus organizations may schedule events that will be held between the first day of Summer I session and the last day of Summer II session.

- If the officers of the Campus Organization change at any time during the year, the organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all organization events in centrally-scheduled rooms.
- Campus organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms.
- No candles, incense, or other flammable items may be burned in centrally scheduled classrooms.
- All room reservations for on-campus organizations are subject to change if courses or departments require the classroom space.
- Failure to comply with any of the above policies will result in revocation of future room reservation privileges.
- Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the right to cancel or suspend campus organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the organization or if complaints are issued regarding the organization's room usage.

B. Policy regarding charges for room use:

Definition: A campus organization is one that has been recognized by the University of Arizona through the Center for Student Involvement and Leadership (621-6853). All other organizations are considered outside organizations. If an event is to be co-sponsored by a campus organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.

- Campus organizations may reserve two classrooms (100 seats or less) or one auditorium per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.
- Campus organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
- The fee must be paid to the Room and Course Scheduling Office two weeks prior to the day of the event. (Checks should be made out to the University of Arizona.)

- Organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The campus organization must provide a letter of co-sponsorship signed by both the president and treasurer of the campus organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.

C. Procedures

- Prior to making any room reservations, the president or treasurer of the organization should bring his or her Catcard to Room & Course Scheduling in Administration 303. A photocopy of the Catcard will be kept on file. Room & Course Scheduling will assist Student Organizations Monday-Friday, 9:00 a.m.-4:00 p.m.
- Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the organization has a current application and photocopies of the president's or treasurer's Catcard on file with Room & Course Scheduling.
- Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked to present it to Campus Security.
- Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.

The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of Curriculum and Registration will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Recreation Facilities

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center.

Recreation/Sports Facilities

The number of Recreation and Sport facilities available for student organization use are very limited. As you become recognized as a UA Student Organization, please keep the following information in mind:

- Recognition for student organizations status by the Center for Student Involvement & Leadership does not guarantee a room or time for the student organization to meet.
- All student organizations must request the use of the Student Recreation Center, Historic Bear Down Gym, Gittings Gymnasium, and all outdoor field space by contacting the Department of Campus Recreation at 621-8709. If a student organization would like to use McKale, it must contact the Athletic Department at 621-4694.
- Student organizations are assigned space by their history as a stable student organization on campus, their regular use of the assigned facility and verification that student organization membership consists of University of Arizona students, faculty and staff only (see Student Organization Membership guidelines).
- Space to meet can only be scheduled on days when classes are in session. Student Organizations wishing to extend their use (i.e., vacation periods and non-class days), must make specific arrangements and be prepared to pay a \$6/hour facility monitor fee.
- Student Organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Facility use for tournaments will require a \$7/hour fee for the Department of Campus Recreation personnel to open, monitor and close the facility. Rental rates for facilities may also apply.

Campus Recreation Facility

- Assign one student organization member to be the contact person with the Department of Campus Recreation.
- Try to be as organized as possible and have alternate dates and facilities planned when completing a reservation form to request a tournament or activity sites.
- Student Organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Submit your request early.

University Vehicles

Recognized Student Organizations may use vehicles from the University Motor Pool for official organization functions. University vehicles cannot be used for social events.

- All High Occupancy Vehicle (HOV) drivers must have a card proving they have completed the University of Arizona High Occupancy Vehicle Training offered by Risk Management. For information on how to take the workshop call 621-1790.
- Vehicle reservations will not be accepted until a copy of the card for each person who will drive is on file at the Center for Student Involvement & Leadership, UA Student Recognition Office (SUMC 404).
- Receiving travel funds from ASUA does not guarantee that your request for motor pool vehicles will be approved.
- Regardless of funding sources, approved events include conferences, community volunteer services, and other activities that fit within the scope and mission of the organization.
- Motor Pool will not let you use a University vehicle without the Center for Student Involvement & Leadership signature and your advisor's signature, regardless of funding.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.
- Only student organizations recognized by the University of Arizona through Center for Student Involvement & Leadership may use University vehicles.
- Motor pool weekend hours: Saturday 6am-10am, Sunday 12pm-6pm

If using non-university funds (personal check, cash, off-campus club account check)

- You must have completed the "Responsibility Agreement for Expenditures" section of the Recognition application.
- Complete a Request for Motor Pool Vehicle form, available at Center for Student Involvement & Leadership. Be sure to include your organization's name, dates of trip, and a short description of the trip. Your Faculty/Staff Advisor must sign this form.
- Return the form to Center for Student Involvement & Leadership, Rm. 404 SUMC. The Office Manager will review the request and may call in the reservation to the Motor Pool a minimum of 24 hours prior to departure time.
- The Office Manager will notify you if your request has been granted. You will then have 48 hours to pick up your paperwork for your advisor to sign.
- This process should be completed 2 weeks prior to your trip to guarantee availability. Please understand that all Motor Pool vehicles may be booked for a given day by others months in advance. You need to plan ahead.
- Within 48 hours of the reservation you must take the form with both signatures to the Motor Pool.
- At that time a deposit of 80% will be required. If the deposit is not made within 48 hours, the reservation is void. Remaining balance is due and payable within 24 hours after the vehicle(s) are returned.
- If you do not use the vehicle and do not cancel the reservation, there will be a service charge. See Forms section for current pricing.

If using UA Department Accounts (including ASUA accounts)

- You must have a departmental (or ASUA) signature. The Center for Student Involvement & Leadership (SUMC 404) can help you determine which signatures are needed.
- The department will help you make the reservation.
- Have your Faculty/Staff Advisor sign the form and then go to the Center for Student Involvement & Leadership, SUMC 404, for the appropriate signature.
- If you do not use the vehicle and do not cancel the reservation, there will be a service charge to your departmental account.

If you have any questions about this policy, please contact the Center for Student Involvement & Leadership, SUMC 404, 621-8046 or uaorgs@email.arizona.edu.

Please Be Aware:

All other University use policies apply. University vehicles may only be used for the approved activity or event. The Motor Pool may refuse to release a vehicle for use if they have reason to believe the use will be improper or otherwise violate policy. The driver must present a valid driver's license when the vehicle is picked up. University vehicles are only insured by the State of Arizona for authorized use. Any loss or damages arising from unauthorized use are the responsibility of the person to whom the vehicle was checked out. In addition, the University can not insure, or otherwise be responsible for, any use of non-university owned vehicles by student organizations, including non-university rentals and privately owned vehicles.

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Selected University Policies

SELECTED UNIVERSITY POLICIES

Alcohol Policy

The University of Arizona adopts the following policy and regulations regarding the use and possession of alcoholic beverages on University property:

I. Policy:

The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state law and University regulations, and expects that such individuals will conduct themselves responsibly, mindful of the rights of others.

II. Arizona Revised Statutes Make It Unlawful:

- For a person under the age of twenty-one years, to buy, receive, have in possession or consume, spirituous liquor as set forth in A.R.S. '4-241.
- For a person to buy for resale, sell, or deal in spirituous liquors in this state without having procured a license duly issued by the Arizona State Liquor Board as set forth in A.R.S. 4-244 (1).
- To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. '4-244 (20).
- For any person to serve or furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or permit an intoxicated or disorderly person to come into or remain at an event where spirituous liquor is being served or consumed as set forth in A.R.S. '4-244 (14).
- For a person to operate a motor vehicle on any highway while consuming spirituous liquor as set forth in A.R.S. '4-244 (21).
- To conduct drinking contests, or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that person's consumption as set forth in A.R.S. '4-222(24).
- For a person to sell, furnish or give cause to be sold, furnished or given to a person under the legal drinking age as set forth in A.R.S. '4-244(9).

III. Arizona Board of Regents Policy Provides:

Alcoholic beverages may not be sold on the campus. ABOR Policy '5-108.

The following regulations detail acts permitted and prohibited both on campus and off-campus property owned or leased by the University.

IV. University of Arizona Regulations Governing Alcohol:

A. Sanctions/Authority

- University Community - Violations of Arizona State Law may be cited under the criminal code. Further, violations of Arizona State Law, Arizona Board of Regents Policy regarding alcohol or these regulations by any student, staff, faculty member or organization shall be grounds for disciplinary action under the Student Code of Conduct and the Rules for Preserving the Maintenance of Public Order.
- Sanctions may also be imposed upon students and student organizations for violations of these regulations under the Residence Hall regulations, or the Interfraternity Council, National PanHellenic Council, and Panhellenic Association judiciary procedures, where appropriate. Sanctions may be imposed by one or more of the appropriate judiciary proceedings.
- In cases where alcohol contributes to or exacerbates violation of University rules, students may be required by the Dean of Students to participate in alcohol abuse education or counseling.

Selected University Policies

B. General Limitations on Consumption of Alcoholic Beverages

Consumption of alcoholic beverages is permitted on University property only by persons of legal drinking age:

- Within student living quarters under the specific terms of that living environment.
 - Within designated limited access areas on University property when said areas have been so identified and are used according to an authorization approved by the appropriate University authority.
- ## **C. Consumption by Individuals in Residence Hall Living Quarters:**
- The consumption of alcoholic beverages within student living quarters is subject to the terms and conditions of Department of Residence Life Rules and Regulations. Such activities shall not:
- Interfere with the rights of other residents and their guests.
 - Cause the normal operation of Residence Halls to be disrupted.
- ## **D. Consumption at Social Gatherings- Fraternities/Sororities:**
- Fraternity and Sorority members are subject to national, state and local laws, all University policies and the Greek Alcohol Policy including all GAMMA Rules and Regulations regarding social event planning.
 - Responsibility for the behavior of those in attendance and damages arising from the actions of those in attendance at social events is the individual and collective responsibility of the members of the sponsoring Fraternity/Sorority and its corporate entity.
- ## **E. Consumption at Certain Limited Access Areas:**
- The designation of limited access areas on University property for the consumption of alcoholic beverages provided for in Paragraph 2(b) hereof is the responsibility of the President of the University or his/her designator who shall establish the procedures and provide the forms necessary for seeking such designations.
- ## **F. University Events:**
- Possession or consumption of alcohol at University sponsored events held on University property is prohibited except as specified in 2(b).
- ## **G. Use of University Funds Prohibited:**
- University Funds may not be used to purchase alcoholic beverages except where reimbursement for legitimate business is involved. In no instance may funds classified as state accounts be used to purchase alcoholic beverages.
- ## **H. Admission Charges/Donation Solicitations Prohibited:**
- Under no circumstances may admission charges be used or donations solicited for the purchase of alcoholic beverages.
- ## **I. Marketing and Promotion Guidelines:**
- Sponsorship, promotion or other advertising of events by Alcoholic Beverage Corporations and Distributors must comply with the University Policy on sponsorship of events by Alcoholic Beverage Corporations/Distributors.
- ## **J. The Marketing and Promotional Guidelines:**
- Developed by the Inter-Association Task Force (NASPA, ACRA, ACUHO-I, and BACCHUS), available from the Dean of Students Office, shall apply to the relationship between the University of Arizona student, faculty or student organizations and any company marketing alcoholic beverages on University property.
- ## **K. Student Organizations:**
- Members of all recognized student organizations including, but not limited to, fraternities and sororities shall abide by these regulations as well as state law.

Selected University Policies

SPONSORSHIP OF EVENTS BY ALCOHOLIC BEVERAGE CORPORATIONS/DISTRIBUTORS

The alcoholic beverage policy of the University of Arizona in relation to joint advertising, sponsorships and promotions where contractual relationships exist between University and a vendor is as follows:

Advertising or sponsorships from alcoholic beverage distributors are acceptable provided such advertising of sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation/distributor logo is acceptable.

Promotions that relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion or message shall include any reference to an alcoholic product in conjunction with the distributor name.

Use of the University of Arizona wordmarks or logos is prohibited without prior written permission, from trademarks and licenses.

CO-CURRICULAR ACTIVITIES POLICY

Co-curricular activities shall be activities that relate directly to and encompass membership in the University recognized student organizations, groups, special events, and projects. Intercollegiate athletics for men (NCAA, PAC 10 and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation.

UNIT REQUIREMENTS

- Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation.
- In order to be eligible to hold a leadership position as an elected or appointed officer, officers must at the time of their election or appointment meet the minimum cumulative grade point average of 2.0; graduate students, work carried for graduate credit only, cumulative 3.0. Monitoring of academic eligibility of presidents is calculated by the Dean of Students Office and Center for Student Involvement & Leadership: each president is responsible for monitoring eligibility of other organization officers. Elected or appointed officers must be enrolled in the University for a minimum of seven (7) units throughout their term of office.

- When a student continues in office from one semester to the next, the student must have successfully completed a minimum of (7) units the previous semester. Graduate students must be enrolled in the University for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of this paragraph, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S or P.

RULES OF PROCEDURES

Whenever an irregularity arises relating to a student's eligibility to participate or hold an office in a co-curricular activity, the Dean of Students shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstances may be made to the Co-Curricular Activities Review Committee. The committee will review written statements of the exception and forward recommendations to the Vice President for Campus Life for final action.

Membership and Selection

The Review Committee shall be composed of:

- Three student members appointed by the President of ASUA by the beginning of the Fall semester of each academic year.
- Three faculty members appointed by the Center for Student Involvement & Leadership by the beginning of the Fall semester of each academic year.
- The Dean of Students Office shall appoint a representative by the beginning of the Fall semester of each academic year.
- A member of the Center for Student Involvement & Leadership staff shall serve as the designated chairperson.
- All committee members shall serve a term of one year from the appointed date.

For further information contact the Center for Student Involvement & Leadership at 621-8046.

STATEMENT OF NON-DISCRIMINATION

All recognized student organizations will abide by the University of Arizona Non-Discrimination Statement that is stated below. Failure to abide by the Non-Discrimination Statement may result in loss of University recognition.

“This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam era veteran status. This policy will include, but is not limited to recruiting, membership, organization activities or opportunities to hold office.”

Some organizations (i.e. Greek social-letter organizations) under Title IX and Title VII of the United States Code and 501 of the Internal Revenue Code may be exempt from mandates against sex discrimination. Religious organizations may be exempt from mandates against discrimination based on sexual orientation. These organizations will need to provide the appropriate documentation to the Center for Student Involvement & Leadership to apply for an exemption on the University of Arizona’s non-discrimination policy regarding gender or sexual orientation. The letters requesting exemption will be forwarded to the University Attorney’s Office for consideration.

COMMERCIAL ACTIVITY/VENDOR SPONSORSHIP POLICY

Synopsis: Vendors are allowed on the mall a maximum of 5 times per semester. They must be sponsored by a recognized student organization and will be considered a fund-raiser for the organization. Vendors pay mall use fees: \$50 per day for non credit card; \$100 per day for credit card. Vendors also agree with the student organization’s contact prior to the commercial activity on a sum of money to be given to the organization. A Mall Activity Request Form must be completed. The Bookstore’s approval is required for commercial activity. (Items must not compete with the Bookstore.) A copy of the vendor’s license or tax ID number must also be submitted with the Request Form.

For more information or a Mall Activity Request Form stop by Mall Scheduling in the Event Planning Office, SUMC 3rd Floor or visit the web at www.union.arizona.edu/mall

Sponsorship Policies

POLICY

The programs and activities of student groups can be greatly enhanced by the support of commercial vendors and other off-campus organizations. Student groups and off-campus vendors have different motives and desires. Student groups disseminate information to encourage student participation. These activities are part of the co-curricular education of students at the University. Commercial vendors and off-campus organizations desire public exposure to market a product or service or solicit support for their organization. This policy is established to protect the integrity of the educational experience while encouraging the collaboration of student groups and vendors. A complete copy of the Commercial Activity Policy and Implementation rules is available from the Center for Student Involvement & Leadership and the Dean of Students Office. This policy governs all commercial activity (including sales, demonstrations and giveaways) on areas of campus within the jurisdiction of the Campus Use Team. For further information about this policy please contact the Commercial and Mall Activity Coordinator at 626-2630.

Commercial Activity

- Area C of the University Mall has been designated for commercial activity.
 - The number of selling days per semester by a single vendor is limited to five.
 - Sponsoring organizations must receive a mutually agreed upon minimum amount or percentage of profits from the vendor.
 - Vendors must provide appropriate licenses as noted in the policy and pay appropriate mall use fees.
 - Food cannot be sold on the Mall without the special permission of the Student Unions; generally, food sales are prohibited.
3. Wait for approval from mall scheduling.
 4. Follow the mall sponsorship policy (see the Policy section of this Handbook) AND/OR
 1. Ask to be added to the "sponsorship" list in Mall Scheduling.
 2. Wait for a call from the Mall Scheduling Office or from a vendor.
 3. Choose whether or not you are interested in the offer the vendor presents.
 4. Work with the Mall Coordinator in the Mall Scheduling Office to complete appropriate paperwork. If you have any questions please call the Mall Coordinator at 626-2630.

Sponsoring Vendors

Sponsoring Commercial Activity on the mall is a benefit to being a recognized student organization at the University of Arizona. Sponsorship, in one word, is fundraising. Bringing an approved vendor to the mall allows your group to earn money. Examples of vendors include, but are not limited to, jewelry, clothing, credit cards and hand made crafts. Vendors not only pay a student organization for sponsorship, they also pay a mall use fee. Student organizations can earn an average of \$50-\$100 per day.

Step by Step to sponsoring a Vendor on the Mall:

1. The Student Organization approaches or solicits vendors to sponsor.
2. Bring the name of the vendor and space request to Mall Scheduling.

HAZING POLICY

The University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the University's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the university community. Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

- I. Hazing is prohibited. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the University; and
 - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- II. Any solicitation to engage in hazing is prohibited.
- III. Aiding and abetting another person who is engaged in hazing is prohibited.
- IV. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
- V. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
- VI. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any University employee who knowingly permitted, authorized or condoned hazing activity is subject to disciplinary action by the University.
- VII. Violations of this policy by students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office.

The Dean of Students Office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be

imposed in accordance with the Student Code of Conduct.

Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Arizona Board of Regents' and University's policies and procedures governing employee misconduct. Violations by faculty, staff or other employees can be reported in writing to the Provost for referral to and investigation by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials.

- VIII. The University will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the University community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.
- IX. This policy is not intended to prohibit or sanction the following conduct:
 - a. Customary public athletic events, contests or competitions that are sponsored by the University; or
 - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
- X. For the purposes of this policy
 - a. "Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the University and whose membership consists primarily of students enrolled at the University. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.
 - b. "Student" means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University or any person who intends to enroll at or be promoted to the University within the next twelve calendar months. A person who meets the definition of a student for purposes of this paragraph shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the University.

NOTE: To report a hazing incident or to ask questions regarding the policy call 626-HAZE (626-4293)

Raffle, Risk and Liability Policies

RAFFLE POLICY

Student organizations conducting raffles must complete a Raffle Form in the Center for Student Involvement & Leadership (SUMC 404) PRIOR to selling tickets. The University reserves the right to prohibit raffles at any time, and students assume all risk in running a raffle that such activity, depending on its structure, may be deemed illegal gambling under Arizona law.

- A. It must be clearly stated that the organization is responsible for all aspects of the raffle and that funds collected are used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- B. It must be clearly stated that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- C. No University funds may be used to initiate or underwrite raffle expenses.
- D. Student organizations conducting raffles must be recognized by the Center for Student Involvement & Leadership.
- E. All organizations that wish to conduct raffles or other fund raising activities must have in their constitutions a statement that they are not-for-profit.
- F. No individual organization member may benefit directly or indirectly from the raffle.
- G. No person except a bona fide local member of the organization may participate directly or indirectly in the management, sales or operation of the raffle.
- H. No organization should make representations with regard to the taxable status of money paid for the purchase of raffle tickets.
- I. It must be clearly stated that no portion of the funds raised may be used to purchase alcohol or illegal substances in violation of state law and University alcohol policies.

RISK AND LIABILITY POLICY

The wide variety of interests and activities represented by recognized Student Organizations and Student Government at the University of Arizona have an equally wide variety of potential risks and liabilities associated with them. All Student Organizations are required as a condition of recognition by the Center for Student Involvement & Leadership to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses or other losses. This charge also applies to officers and representatives of Student Government.

For most routine organization activities such as regular meetings or social gatherings, members are solely responsible for their own actions, and any loss, damage, or other liability incurred as a result of those actions. The University of Arizona cannot accept any responsibility for any individual's actions unless that person is clearly acting on behalf of the University within the course and scope of express authorization.

Student Government and/or Organization members may be provided liability protection for certain actions by the State of Arizona Risk Management Program (A.R.S. 41-621) on an excess basis, provided the following conditions are met:

- All individuals to be covered by this program must be recognized by Center for Student Involvement & Leadership as authorized volunteers who are performing a specific task or service on behalf of The University of Arizona.
- Liability coverage is for official business only. Accordingly, the volunteer activity must further the goals of the University, and must be conducted under the direction and approval of a responsible University official acting in an official capacity, and not as a private individual.
- Job and/or activity descriptions for volunteers must be submitted in writing to the Center for Student Involvement & Leadership for review and filing. Center for Student Involvement & Leadership and UA Risk Management will determine if the proposed activity meets the volunteer coverage criteria described above. The final determination of coverage rests with the Arizona Department of Administration, Risk Management Section.
- This liability protection is valid only to the extent that the volunteer's actions are within the course and scope of the authorized volunteer activity, and only while performing the activity.
- In the event that individual liability is incurred as a result of activities outside the course and scope of authorized volunteer service, The University of Arizona and the State of Arizona are prohibited by statute from accepting any portion of that liability. All responsibility for damages rests solely with the responsible individual.

Contracting Issues

It must be emphasized that this program is intended to provide liability protection for individuals who meet the volunteer criteria. Student organizations are not legal entities that can be insured or covered by the state program. However, student organizations frequently enter into contracts or other agreements with outside vendors or other entities. Because these are not University contracts,

any obligations or liabilities agreed to are solely the responsibility of those entering the agreement, including any insurance provisions. In addition, the state program does not cover losses arising from contracts in any event, including University losses. Any contract or agreement that obligates the University in any way must be forwarded through Center for Student Involvement & Leadership to the University Contracting officer for signature. Students are not authorized to enter contracts on behalf of the University.

THE UNIVERSITY OF ARIZONA DANCE POLICY

The University of Arizona Student Unions, recognizing the need for safe social activities, developed these general guidelines for on-campus party management and Student Union facility use. A dance is defined as a social gathering whose primary focus is to dance. Please review this policy prior to your request for facility use.

Attendance

Dances sponsored by recognized student organizations may be open to any college or university student with valid college/university ID. The organization may also invite guests subject to the guest policy guidelines below. The organization and/or security reserve the right to refuse anyone admission.

Guest Policy

The organization is responsible for the behavior of its members and guests. The sponsoring organization is responsible for generating a pre-printed guest list, which shall contain the names of invited guests. Guests must be at least 18 years of age with valid picture ID, and must sign the guest list when entering the dance. Guests not on the pre-printed guest list must be escorted by a member of the University of Arizona community and sign the guest list. Students presenting a college or university ID must sign the guest list as well. It is the responsibility of the organization to maintain a copy of the guest list(s) for their records and to submit a copy to the University of Arizona officials upon request.

Scheduling

The organization must submit the Dance Request form to the Student Union Event Scheduling Office at least 15 working days prior to the event. To schedule security and ensure the availability of police officers, the organization must contact the University of Arizona Police Department at least 15 working days prior to the dance. Dances scheduled Sunday through Thursday shall end by 12:00 midnight. Friday and Saturday night dances shall end by 2:00 am. No admittance or re-admittance after 11:30 p.m. and 1:00 a.m.

University Facility Use

Recognized student organizations may use University facilities for regular meetings and other events, in accordance with existing policies and procedures for such use. In the event of damage or other loss that results from negligence or improper behavior by one or more individuals, the State has the right to seek recovery of damages from responsible parties. Questions concerning this policy and its interpretation should be directed to Alan Lee, Insurance Officer, Risk Management and Safety, at 621-1790.

Publicity

Advertising university dances to the general public is prohibited. The distribution of flyers is limited to the University of Arizona, and invited guests of University of Arizona students. The flyer must include the guest policy, ID requirements, and notice of security. The organization may distribute flyers once the dance has been approved by the Student Union.

Planning

At least one week prior to the event, the organization representative and adviser must meet with Student Union and UAPD representatives to confirm details of the party including scheduling, facility use, room set up, admission procedures, security, fees, roles and responsibilities of each group, and other party management issues. The sponsoring organization is responsible for scheduling the preplanning meeting and failure to schedule or attend this meeting will result in the cancellation of the dance.

Security

Dances will be approved by the Student Union subject to the appropriateness of security and upon consultation between UAPD and the Student Union. UAPD is responsible for determining security needs. In the interest of public safety, UAPD shall assign security based on the number of attendees, the events past history, or as otherwise deemed appropriate. In addition, two members of the organization shall be stationed at the door throughout the event to take an accurate head count, check picture ID's, collect admission fees, administer the admission process, monitor the party, communicate with police and Student Union staff, and handle other party

Cancellations

The sponsoring organization is responsible for notifying the Arizona Student Unions and UAPD of cancellations. To avoid any charges, notification of cancellation must occur no later than 48 hours prior to the dance.

Violations

Violations of this policy and any federal, state, and local laws may result in, but are not limited to, immediate cancellation of the dance, loss of Student Union privileges, loss of recognition and University disciplinary charge brought against individuals and/or the organization.

Student Organization Advisory Council

UA Student Organization Advisory Council & Review Board Student Organization Advisory Council

I. Purpose

The UA STUDENT ORGANIZATION ADVISORY COUNCIL will assist the Center for Student Involvement & Leadership by:

- a. Providing recommendations for the process of administrating recognition for student organizations.
- b. Reviewing and providing recommendations for the administration of student organization recognition privileges (i.e. bulk mail, vehicles, organization designated spaces on campus)
- c. Offering support for student organization advisors and officers.
- d. Reviewing complaints against recognized organization through the Organization Review Board.

II. Authority

The Council is granted authority by the Dean of Students and Director of the Arizona Student Unions to provide guidance, assistance and advocacy for the Student Organization Recognition Team for the Center for Student Involvement & Leadership in all matters as defined by the Council Purpose (see I. above).

III. Composition

- a. The Council shall consist of no more than seven students, one faculty member and one staff member both who should also hold advisory positions for active student organizations.
- b. Student representatives will reflect diverse student and campus interests from across campus.
- c. The Senior Coordinator for Student Involvement & Leadership will be an ex-officio member of the Board and shall provide coordination support for the Council.
- d. Two additional students (one each from ASUA and GPSC) will be invited as liaisons for their respective organizations.
- e. Two of the above Council Members will also serve on the Organizational Review Board by invitation of the Chair of the Student Organization Council.
- f. The advisory Council will be chaired by one of the student members who will be nominated and elected each September by a vote of the Council.
- g. Selection will be by application process. A nominating committee composed of the current membership will choose or reappoint Council members on an annual basis.
- h. All voting members of the Council will be appointed to a one-year term.

IV. Accountability

- a. The Advisory Council is required to develop a set of goals and objectives by October 1 for the remainder of the academic year.
- b. The Dean of Students and Director of the Arizona Student Unions or their designee will review goals and objectives.
- c. The Chair of the Board is responsible for developing a summary report of Board activities and actions at the conclusion of the academic year.
- d. This report will document activities and actions, as well as progress on judicial matters, advancements in programs and activities, and will summarize recommendations for the next year.

Organization Review Board

The Organization Review Board will operate as a standing committee of the Student Organization Advisory Council.

I. Purpose

The Organization Review Board reviews complaints related to recognized student organizations that are submitted to the Center for Student Involvement & Leadership/UA Student Organization Recognition Services division. The Review Board will formulate a recommendation to the Dean of Students as to whether the organization has violated the Code of Conduct or other University policies as outlined in the Student Organization Handbook for Student Leaders and Advisors. In addition the Board may recommend sanctions to be imposed.

II. Composition of the Board

- a. Organization Review hearings will be conducted by a Board consisting of five members including two students who are currently members of the Student Organization Advisory Council, two faculty members and the Senior Coordinator for Involvement and Leadership/UA Student Organization Services.
- d. Board members will be offered an orientation to UA Policy and Procedures, which are pertinent to UA Recognized Student Organizations.
- e. The Senior Coordinator for the Center for Involvement & Leadership will serve as Chair.
- f. The Chair will convene the board no later than one month following the receipt of a written complaint.

III. Complaint Procedure

- a. The Chair will prepare and send a written notice to the Recognized Student Organization President no less than ten days prior to the date set for the meeting. The notice will be delivered personally or by mail directed to the address furnished by the President at the time of UA Recognition. The notice will include:

1. A statement of the date, time, location and nature of the Review.
2. A written statement of the charges which specifies the allegations against the Organization in sufficient detail to enable the student to respond.
3. A copy of the Code of Conduct and Student Disciplinary Procedures.
4. A list of the names of all Review Board members, and the University address of the Chair.
- b. If the student cannot attend the hearing on the date scheduled due to extraordinary circumstances, he/she must notify the Review Board Chair in writing. The Chair will determine whether to approve or deny the request to reschedule the meeting.

III. Review Board Deliberations and Recommendation

- a. The Senior Coordinator for the Center for Student Involvement & Leadership, or a selected designee from the Organization Review Board will investigate all cases, and be prepared to present information on the date of the hearing.
- b. Facts related to the case against the student organization will be presented by the investigator and reviewed by the Organization Review Board.
- c. Representative(s) of the student organization will be provided with the opportunity to rebut the evidence presented in their case and/or ask questions related to the evidence.
- d. Following the presentation of information, the Organization Review Board will deliberate to reach their decision. Deliberation will be held in closed session. Results of the decision will be mailed to the student organization within five working days of the decision. The results of Organization Review Board activities will be reported to the Student Organization Advisory Council at the next regular Council meeting.

IV. Appeals of the decision of the Organizational

Review Board must be made in writing within fourteen days after the hearing date. Appeals of the decision of the review board are made to the Dean of Students, or her/his designee.

Tax Identification Number

(Also known as Employer Identification Number) To receive monetary awards from All-Campus Leadership Awards, participate in Spring Fling or obtain an off-campus bank account you will need a tax identification number. Recognized Student Organizations at the University of Arizona cannot use the University's tax identification number. You may apply for a tax identification number using the SS-4 forms available in SUMC 404.

For further information you may call 1-800-829-3676 or refer to Publication 557, which can be found at www.irs.ustreas.gov

How To Become a Tax Exempt (non-profit) Organization

If you would like to register your organization as non-profit with Internal Revenue Services you must complete a 501 (C)(4) tax form. This form can be obtained from the IRS web site at www.irs.ustreas.gov

Officers may be personally responsible for any IRS or other sanctions arising from improper activities relating to possible 501 (C)(4)

Use of Non-University Funds

Non-University funds are those raised or provided by you or third parties. Non-University funds may be used for the Garage, Facilities Management, Audio-Visual and the Arizona Student Unions. The president and treasurer (or two students leading your organization) are required to sign the "Responsibility Agreement for Expenditures" on the recognition application. Those signatures allow your organization to pay these departments directly using a check or cash. Once recognized, a list of the students who signed for responsibility in each organization will be forwarded to the four departments. The departments will have your President and Treasurer names on file when you go to request goods or services. The following guidelines apply for using non-University funds when arranging and paying for services:

1. The Treasurer or President are the only authorized persons who may deal with these four departments. They are the only one(s) authorized to order goods or services from the Departments. By signing the financial liability statement on the recognition application, the President and Treasurer become the authorized agents of the student organization.
2. Your organization can order the same goods and services from these Departments that on-campus units can. The Department to determine when payment will be made.
3. Your student organization will pay the appropriate Department directly with a check/cash from your off-campus bank account; your organization must work with the Department to determine when payment will be made.
4. If a Department has a problem with your student organization's payment, a representative of the Center for Student Involvement & Leadership will act as an intermediary to resolve the situation between your organization and the department.
5. As Treasurer and/or President you may be personally responsible for your organization's debts to Departments.

If you have any questions about the Guidelines for using Non-University funds please contact Center for Student Involvement & Leadership, 621-8046.

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Did YOU Know?

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- Student Loans*
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Membership eligibility requirements must be met. Certain restrictions may apply.



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Student Organization Handbook

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STUDENT ORGANIZATION RAFFLE

HOW TO COMPLETE REQUIRED FORM
Center for Student Involvement & Leadership
Student Union Memorial Center, Room 404
621-6853
uaorgs@email.arizona.edu

FORM MUST BE APPROVED 2 WEEKS PRIOR TO RAFFLE

- **Please read the Raffle Policy** in the Student Organization Handbook. Student organizations conducting raffles **MUST HAVE AN APPROVED Raffle Form** on file in the Center for Student Involvement & Leadership, Student Union Memorial Center 404, **PRIOR** to selling tickets.
- **Describe your raffle** on the form. Include the prizes, price of the raffle tickets, where and when the tickets will be sold.
- **Attach a copy of your raffle ticket** and publicity flyer to your required form.
- **All publicity MUST clearly state** that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- **Two weeks PRIOR** to the raffle bring the form to the Center for Student Involvement & Leadership. The form will be approved and you will receive a copy, the original goes in your club file.
- **No later than FIVE days after the raffle**, you **MUST** provide the Center for Student Involvement & Leadership, Student Organization Recognition Services, with a list of all prize winners.
- **Funds collected** **MUST** be used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- **No organization should make representations with regard to the taxable status** of money paid for the purchase of raffle tickets. Tell customers to check with their accountant.
- Only University students who are bona fide local members of the organization may participate directly or indirectly in the management, sales or operation of the raffle.

Any questions concerning the Raffle Policy should be directed to Center for Student Involvement & Leadership, 621-8046.

Application to Conduct a Raffle

For approval take form to: Center for Student Involvement & Leadership
Student Union Memorial Center, Room 404
621-6853 uaorgs@email.arizona.edu

| For Office Use | |
|----------------|-------|
| Approval: Date | _____ |
| Initials | _____ |

THIS FORM MUST BE APPROVED 2 WEEKS PRIOR TO THE RAFFLE DATE

Student Organization Name: _____

Name of Student submitting form: _____

Student Email Address: _____ Telephone: _____

Address and Zip: _____

1. Please describe your raffle. Include the prizes, and price of raffle tickets.
2. Date and place of raffle sales:
Date, place and time of drawing: _____
3. Check all that apply: Funds collected are to be used to benefit:
_____(a) the group's programming budget;
_____(b) service to the University community; and/or
_____(c) philanthropic endeavors.
4. How will the winner be notified and when will the prizes be awarded?
5. Required attachments to this form:
 - a) roster of all student organization members who will sell tickets or manage operation of the raffle
 - b) copy of publicity flyer
 - c) copy of raffle ticket
6. The signature of the student organization president and advisor are required indicating they have read the policies regarding raffles, see (Student Leader Organization Handbook) and will conduct the activity accordingly. The advisor's signature is required, as proof that the advisor is aware of the raffle, his/her signature does not imply the advisor's endorsement, sponsorship or financial obligation.
7. You must provide the Center for Student Involvement & Leadership, Student Organization Recognition Services, with **a list of all prize winners no later than five days after the drawing.**

Student Organization President (print/ type)

Student Organization Advisor (print/ type)

Student Organization President Signature date

Student Organization Advisor Signature date

Rates for Organizations using ASUA or department fund numbers

| Motor Pool Rates | Daily Rate | Mileage Rate |
|-----------------------|------------|--------------|
| Carry-all 2WD* (OC2) | \$65.00 | \$0.29 |
| Carry-all 4WD* (OC4) | \$85.00 | \$0.30 |
| Pickup 2WD (OPF) | \$33.60 | \$0.31 |
| Pickup 4WD (OP4) | \$45.90 | \$0.31 |
| Stakebed Truck* (OST) | \$28.50 | \$0.72 |
| Full-size Sedan (OSF) | \$35.85 | \$0.22 |
| Mid-size Sedan (OSM) | \$28.60 | \$0.20 |
| Cargo Van* (OVC) | \$43.05 | \$0.27 |
| Mini Van (OVM) | \$44.00 | \$0.22 |
| Passenger Van* (OVP) | \$65.05 | \$0.28 |

External Rates (organizations using checks/cash)

| Motor Pool Rates | Daily Rate | Mileage Rate |
|-----------------------|------------|--------------|
| Carry-all 2WD* (OC2) | \$71.50 | \$0.31 |
| Carry-all 4WD* (OC4) | \$93.50 | \$0.32 |
| Pickup 2WD (OPF) | \$36.95 | \$0.34 |
| Pickup 4WD (OP4) | \$50.50 | \$0.34 |
| Stakebed Truck* (OST) | \$31.35 | \$0.80 |
| Full-size Sedan (OSF) | \$39.45 | \$0.24 |
| Mid-size Sedan (OSM) | \$31.45 | \$0.21 |
| Cargo Van* (OVC) | \$47.35 | \$0.29 |
| Mini Van (OVM) | \$48.40 | \$0.24 |
| Passenger Van* (OVP) | \$71.55 | \$0.30 |

**indicates High Occupancy Vehicle*

VEHICLE REQUEST INFORMATION FORM

**Once you have completed this form please turn it into Student Organizations, Student Union Memorial Center Room 404

Requestor's Name (Must be President or Treasurer) _____

Requestor's Title _____

Requestor's Phone Number _____

Requestor's Email _____

Club/Organization _____

Type of Vehicle and how many: _____

Destination (Please be specific) _____

Approximate Mileage _____

Date Departing _____ Time Departing: _____

Date Returning _____ Time Returning: _____

Number of Faculty/Staff _____

Number of Students _____

Number of Non-Students * _____ * **Attach a list of all non-student passengers**

Purpose of Trip (If attending a conference, you must attach a copy of the conference flyer)

Account # or Direct Pay _____

Advisor's Name _____

Number of Drivers _____

Have all drivers completed HOV training? Yes ___ No ___ (must be completed before reservation can be confirmed)
(Attach a copy of the driver's licenses and HOV cards for **all** drivers)

For Office Use Only

Confirmation # _____

CENTRAL ROOM RESERVATION APPLICATION

(Campus Organization)

Date: _____

Group Name: _____

Campus Approved: _____ Yes _____ No

Status Checked: _____ Yes _____ No

President: _____ ID#: _____ Phone#: _____

Address: _____

Treasurer: _____ ID#: _____ Phone#: _____

Address: _____

Faculty Advisor: _____ Phone#: _____

Department Address: _____

I agree to abide by all the University of Arizona rules and regulations. I understand the my group will be held liable to pay for any damages to the building and room.

Signature: _____ Date: _____

*****For Office Use Only*****

| Term | Name & Phone | Date(s) | Term(s) | Bldg and Room |
|------|--------------|---------|---------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SUN. MON. TUES. WED. THUR. FRI. SAT. (CIRCLE DAY(S) OF WEEK THAT MEETING(S) FALL ON)

Approximate # of people room should hold: _____

**SAMPLE FORM
STUDENT ORGANIZATION CONSTITUTION**

This sample constitution is provided by the Center for Student Involvement & Leadership to assist your student organization in creating a constitution which meets the standards for official UA recognition. The starred articles must be included. Article III, VI, VII, IX & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. **This sample must be retyped.**

***Date of Adoption and/or Revision**

***ARTICLE I - Name**

The name of this organization shall be: _____

The organization is a student organization at The University of Arizona.

***ARTICLE II - Objectives**

The objectives of the organization shall be:

- a. To promote interest in _____
- b. To provide fellowship among students and faculty.
- c. To represent student needs and wants in regard to _____
- d. To provide a forum for the presentation of innovative ideas to the benefit of the University community.

***ARTICLE III - Membership**

must be included exactly as found here; additional membership information optional

- 1. Any student at The University of Arizona is eligible to be an active member and may hold office.
- 2. Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV - Officers

- 1. Election of Officers.
 - a. The officers of this organization are president, vice president, records officer, and treasurer.
 - b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
 - c. Election of officers will take place during the 3rd week of the fall semester.
 - d. Officers will assume office for the period of one year.
- 2. Recall of Officers.
 - a. Officers are subject to recall for malfeasance in office.
 - b. Recall procedures will be initiated at the request of five active members.
 - c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
 - d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

ARTICLE V - Voting

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

***ARTICLE VI - Not-for-profit Statement**

must be included and stated exactly as found here

This is a not-for-profit organization.

***ARTICLE VII - Statement of Non-discrimination**

must be included and stated exactly as found here (first paragraph only)

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

(As exempted by Federal Law, Greek Social organizations may omit gender.)

***ARTICLE VIII - Financial Obligations**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

***ARTICLE IX - Statement of Non-Hazing**

must be included exactly as found here

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

***ARTICLE X - Statement of Compliance with Campus Regulations**

must be included exactly as found here

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws

***BY-LAWS**

A required part of the Student Organization Constitution

I. Cabinet

A. President

1. Coordinates all activities of the organization.
2. Liaison to University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

C. Records Officer

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

D. Treasurer

1. Liaison to ASUA for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings.

Meetings will be open to all organization active and associate members, faculty, and the Center for Student Involvement & Leadership representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

This form must be retyped. The starred* articles and a set of Bylaws must be included in all constitutions.

The University of Arizona
RECOGNIZED STUDENT ORGANIZATION
Change of Officer/Advisor/Contact Form

Office Use Only
Database _____
LEADUA _____
DM Letter _____
Website _____

* If you will also be reserving rooms, you must fill out a Room Reservation Form in addition to this form.

Date: _____

Name of Student Organization: _____
(As stated on Recognition Application. Please do not use abbreviations.)

New President

Name Address Zip Phone email address Student ID#

New Treasurer

Name Address Zip Phone email address Student ID#

New Advisor

Name Title Campus Address Phone E-mail

Advisor Signature:

I have read the Advisor Responsibilities and Duties section of the Student Organization Handbook.

Organization Advisor Signature Date

New Contact

Name Phone E-mail

New Presidents

You must read and sign the *Responsibility Agreement for Expenditures* and the *Family Education Rights and Privacy Act of 1974* on the back of this form.

New Treasurers

You must read and sign the *Responsibility Agreement for Expenditures* on the back of this form.

New Advisors

You must read and sign the *Family Education Rights and Privacy Act of 1974* on the back of this form.

**The University of Arizona
 RECOGNIZED STUDENT ORGANIZATION
 Change of Officer/Advisor/Contact Form**

President and Treasurer Both Must Sign

RESPONSIBILITY AGREEMENT FOR EXPENDITURES:

As a recognized Student Organization, you are also allowed to use non-University funds with the following Departments: the UA Garage, Facilities Management, Audio-Visual, and the Arizona Student Unions. This allows you to pay these departments directly using a check or cash. The individuals who sign below are the only one(s) authorized to order goods or services from the Departments. Your Student organization will pay the appropriate Department directly with a check or cash from your off-campus bank account; your organization must work with the Department to determine when payment will be made.

The signers of this application agree to be responsible for payment in full for all debts to the University of Arizona incurred by the organization named above. The signers also agree that their University records can be held, prohibiting registration, release of grades, transcripts, or other University services, until such debt has been paid or resolved. In the event that collection activity is initiated to enforce payment, the signers further agree to pay all collection expenses and penalties. Failure of the University to exercise any collection option available at the time of any default shall not constitute a waiver to exercise its rights at a subsequent date.

 President's Signature Date Name (print)

 Treasurer's Signature Date Name (print)

Married [] YES [] NO If yes, spouse must sign below

Married [] YES [] NO If yes, spouse must sign below

 Spouse's signature Date Name (print)

 Spouse's Signature Date Name (print)

President and Advisor Both Must Sign

The Family Educational Rights and Privacy Act of 1974 requires that the University of Arizona obtain written consent before disclosing non-directory, personally identifiable information from a student education record, except as authorized by law. The Center for Student Involvement Leadership will release only the information listed as "contact information" to the public. All other information will be released only to specified University Departments. The University shall release this information to the specified departments, whether the inquiry is made in person, by telephone, in writing or through computer database or email. Specified Departments include: ASUA, Dean of Students, Trademarks and Licensings, Room and Course Scheduling, Mall and Event Scheduling, Audio Visual Services, CCIT, UA Garage, Fast Copy, Daily Wildcat, Student Union Post Office, as well as University officials with a legitimate educational interest.

We have received and read a copy of the Student Organization Policy and Form Handbook for Student Leaders and Faculty/Staff Advisors and, on behalf of the organization named above, agree to comply with all policies and regulations therein and with all other University of Arizona policies and with local, state, and federal law. We agree that the University may edit, revise or amend the Student Organization Policy and Form Handbook and other University policies at any time during the organization's period of recognition.

 Organization President Signature Date

 Faculty/Staff Advisor's Signature Date

STUDENT UNION ROOM RESERVATION REQUEST FORM

Event Scheduling Office Phone: (520) 621-1414
 Student Union Memorial Center Fax: (520) 621-2545
 P.O. Box 210017 Tucson, AZ 85721-0017



Organization: _____

Name of Applicant: _____ Phone #: _____
 Address: _____ Email: _____

Name of Advisor: _____ Phone #: _____
 Address: _____ Email: _____

Billing Address/Department Account #: _____

Title of Event: _____

Date of Event: _____ Number of Attendees: _____

Time of Event (please include Set-Up time): _____ To: _____

Type of Event (i.e. Meeting, Luncheon...): _____

Room Preference: 1st Choice: _____ 2nd Choice: _____

Set-Up Requirements: _____

PLACE DATE IN LEFT PORTION OF BLOCK TO LEAVE SPACE FOR ROOM ASSIGNMENT IN GREY BOX

Please Note: No rooms will be available after 12/8/02. Call 621-1414 for more information.

2002-2003 Dates

| | | | | | | | | | | | | | | | | | | | | | |
|-------|--|--|--|--|--|--|--|--|--|--|--|------|--|--|--|--|--|--|--|--|--|
| Jan | | | | | | | | | | | | July | | | | | | | | | |
| Feb | | | | | | | | | | | | Aug | | | | | | | | | |
| Mar | | | | | | | | | | | | Sept | | | | | | | | | |
| April | | | | | | | | | | | | Oct | | | | | | | | | |
| May | | | | | | | | | | | | Nov | | | | | | | | | |
| June | | | | | | | | | | | | Dec | | | | | | | | | |

Recognized student organizations are allowed 2 rooms per week at no charge, with a 4 hr. limit per meeting. Any group using rooms more than twice per week or with a special Set-Up will incur a room charge.

Reservations are not approved unless the "Reservations Conditions" on back of this form have been read and understood and it is signed by the individual reserving the room (the lessee) and a representative of the Arizona Student Unions Event Scheduling Office (lessor).

RESERVATION CONDITIONS

Meeting rooms (with "as is" Set-Ups) in the Student Union Memorial Center (SUMC) are provided at no charge for recognized student organizations and organizations within guidelines as stated in the Event Scheduling Office's brochure. Semester reservations of SU facilities may be requested by student organizations beginning 3 weeks prior to the semester of the requested dates. Semester reservations (i.e. for weekly meeting times) must be requested by an authorized officer at the time when the reservations are made. The reservations are considered tentative pending CSIC recognition of the organization during the semester in which the reservation occurs. A reservation may be made for two (2) rooms per week with a four (4) hour maximum limit per room. Individual reservations longer than four (4) hours will entail a room charge.

The undersigned agrees to hold the University harmless from any damage or liability which may result from the use of the room and reimburse the University for any loss or damage or expense which may result from improper use or lack of care of such room during such meeting.

This certificate shall continue to represent the truth of the facts and beliefs recited, except as the undersigned may later discover, in which case he or she agrees to immediately give notice of such discovery to the office of the University at which this application is made.

- 1 Food or beverages other than those provided by the Student Unions (SU) are not permitted.
- 2 Permission to serve alcoholic beverages requires a permit approval ten (10) working days prior to the scheduled event. These forms are available from the Event Scheduling Office.
- 3 Unions staff (i.e. Operations Managers) are to have access to all facilities at all times.
- 4 All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Event Scheduling Office. The SU are not responsible for personal items, either lost or left in the rooms. Extra properties left in the SU facilities may incur an additional charge for labor or storage.
- 5 Lighting, wiring, scenery or furniture is not to be changed except by special permission from the SU. If special permission is granted, such lighting, wiring, scenery or furniture must be replaced as directed at the expense of the party requesting the change. Any materials affixed to painted walls and/or wood surfaces is prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation. Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors. Cork boards and easels will be provided at no charge for any signs or banners requested to be displayed. **Candles, incense or other flammable items may not be burned in the SU facilities.**
- 6 The program for speakers, room Set-Ups and equipment needs must be submitted before the scheduling request is approved.
- 7 Any advertising for the promotion of the event must also be discussed with the Event Scheduling Office beforehand.
- 8 The lessor reserves the right to refund deposits paid in advance for rental of any facilities should the SU decide the usage is not in the best interests of the lessor and cancel the use of the facility on the date or dates specified in this agreement by notifying in the following manner: by telephone, messenger, letter to address as given above, or inserting one advertisement in a daily newspaper in Tucson, Arizona at any time prior to such performance or event.
- 9 Liability insurance shall be provided by the Lessee and evidence of same (satisfactory to lessor) filed with the SU at the time of signing this agreement. This insurance shall be provided in the minimum limits of \$1,000,000 combined single limit for Liability and Property Liability coverage. To the extent permitted by the law, the Lessee agrees to save and hold harmless the SU from any damages which may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators, or agents of the Lessee.
- 10 All Rental rates are subject to change upon 30 days written notice to Lessee until otherwise stipulated in this agreement.
- 11 In the event Lessor employs an attorney to enforce any of the covenants or agreement of this lease by court action or otherwise, lessor shall be entitled to recover from Lessee all costs, including but not limited to filing fees, service fees deposition costs, witness fees and attorneys' fees reasonably incurred.
- 12 EXTRA SERVICE: Lessee shall pay the Unions on demand such other and further sums as are due the SU because of special facilities or extra services furnished by the Unions, compensation for which is not included in the amounts.
- 13 All fees, if applicable are due and payable within 30 days of the event. After 30 days, outstanding balances are past due and subject to interest charges of 1.5% per month.

I understand a fee may be incurred, and/or privilege of using rooms may be withdrawn, if these conditions are not followed. I also understand that I, the undersigned, take full responsibility for my group, their actions, and subsequent charges.

Signature: _____ Date: _____

Reservation Confirmed By: _____ Date: _____

**UA RECOGNIZED STUDENT ORGANIZATION
Bulk Mail Procedures: Step by Step Instructions**

**BEFORE YOU MAKE COPIES OF YOUR MAILING, YOU MUST FOLLOW ALL GUIDELINES LISTED IN THE
STUDENT ORGANIZATION POLICY AND FORM HANDBOOK!**

CONTACT AND INFORMATION

1. **Center for Student Involvement & Leadership
Student Union Memorial Center, Room 404
621-6853 uaorgs@email.arizona.edu**

ORIGINAL COPY

2. You must bring a "proof/original copy" of your mailing to the Center for Student Involvement & Leadership (SUMC 404) **prior** to having it printed/copied. If your mailer is in a language other than English, you must provide us with an English version. This will help to insure that your mailing is correct and approved before you make copies.

MINIMUM NUMBER OF COPIES

3. You must have at least 200 pieces of the same information to be mailed. No handwritten notes. Mailing should not include any advertising from vendors/sponsors.

ADDRESSES

4. a) Addresses must be legible. They may be handwritten, although handwritten addresses take longer to reach their destination. For faster results, labels should be prepared. The label should be in all capital letters and there should be no punctuation used. Zip codes must contain all five numbers (e.g. 85710). Please check each piece before bringing the mail.

Example label:

JOHN D MEMBER
FINANCE COMMITTEE
E CACTUS STREET APT 248
TUCSON AZ 85755

- b) Return addresses **MUST** be on each piece and must be **EXACTLY** as follows:

THE UNIVERSITY OF ARIZONA
CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP
YOUR CLUB NAME
THE UNIVERSITY OF ARIZONA
P O BOX 210017
TUCSON AZ 85721-0017

PERMIT

5. You may **PRE-PRINT** the Non-Profit stamp (See example below) or you may hand stamp when you arrive at Center for Student Involvement & Leadership.

| |
|---|
| NON-PROFIT ORG. U.S. POSTAGE PAID TUCSON, ARIZONA |
|---|

SEALING

6. Seal each envelope by using tape, adhesive tabs, or by licking the glue on the envelope itself. NO STAPLES! We will only accept envelopes or 8 " x 11" folded sheets.

SORTING

7. a) Separate all pieces by the 5 digit Zip Code.
Example: All 85603's are grouped together; all 85719's are grouped together. Do this until all zip codes within the mailing have been grouped.
- b) Count all the pieces by the 5 digit Zip Code
Example: 85701 – 35 pieces 85702 – 40 pieces
8. Each Zip Code needs at least 10 pieces to make a batch. If you have nine or less of the same Zip Code then put those to the side in a "mixed zip code" pile. Within the "discard" pile, pieces should all be going to the same first three digits in a Zip Code. For example, all the Zip Codes starting with 857 should be grouped together. Please keep all 857 and 856 Zip Codes separate.

Mixed States

After you have sorted the 3 and 5 digit pieces, let the Office Manager in Student Union Memorial Center, Room 404, know and they will help you sort the rest of the mailing.

General Instructions

- Face all addresses in the same direction
- Secure packages with rubber bands. Rubber band the mailing using the following recommended methods:
- One rubber band around the girth for package up to one inch in thickness.
- Two rubber bands (one around the length and one around the girth) for packages between one and four inches (always band LENGTHWISE FIRST, THEN AROUND THE GIRTH).
- Package size should be no more than a comfortable handful (i.e., not more than four inches thick).

When mailing out a flyer or letter without an envelope for bulk mail: You need to fold the item so that the fold is at the bottom and the open ends face the top so mail machine can properly handle the mail. Tape the top center of the mail if there is a single sheet. With multiple sheets, tape the left and right side of the mail shut.

**Again, the folded portion of the mail should be at the bottom.

FINAL STAGES

- 1) Bring your mailing into the Center for Student Involvement & Leadership—Student Union Memorial Center, Rm 404.
- 2) You will affix labels and place mail into cardboard trays which the Center provides.
- 3) You will take the completed mailing to Printing and Graphic Services (West Stadium Room 102 (Gate 13) — Attention: Georgetanne Tesi) along with your check. OR You may choose to bring your mailing directly to the Cherrybell Post Office. **Make sure you bring three copies of your mailing with you! If you use the Post Office, you will need to have a letter of authorization from the Center for Student Involvement & Leadership. See Office Manager in SUMC 404.**

ASK QUESTIONS IF YOU ARE UNSURE ABOUT ANY PORTION OF THE PROCESS!!

Remember, failure to comply with bulk mail regulations could result in delay of your mail/our mail or payment of postage at a higher rate. The Postal Service seeks to treat your mail as expeditiously as possible! To do so, there must be a commitment to proper preparation.

Mailing Labels Request Form
UA Recognized Student Organizations Including Greek Life

Center for Student Involvement & Leadership
Student Union Memorial Center (SUMC) Room 404
621-6853
uaorgs@email.arizona.edu

Name of organization: _____ Date: _____

Name of person requesting: _____ Position: _____

Phone: _____ E-mail address: _____

Type of labels requested: (check one)

- Pre-enrollment students Enrolled students Residence Hall lists*
 Freshmen
 Transfers
 Other: _____

*requires organization to provide blank labels for printing and fee for information

Parameters: (check all that apply)

- Men Women In-state Out-of-state 17-18 years of age
 18-19 years of age 19+ Other: _____

Choose one: Zip-code order (for bulk mail) Alphabetical order

Please be aware of the following standing policies regarding label requests and use of UA student information provided to UA student organizations:

- No advertisements (other than a “one-line sponsorship”) may be displayed in any mailings by any commercial vendors if using mailing labels provided by UA.
- Labels requested from any UA information system cannot leave the Center for Student Involvement & Leadership, SUMC 404, until labels are affixed to letters.
- All copies of labels must be destroyed by Center for Student Involvement & Leadership upon completion of mailing.
- If student organizations have used campus *Printing and Publications* for their information preparation, the Center will coordinate with that office directly for mailing label information.

- Mailing labels and the information provided in mailing labels may not be provided, given to, or shared with any commercial vendor or outside entity-the use of UA labels is restricted solely to those organizations who have been given labels and provided the necessary documentation to complete a mailing to students.
- All mailers must be approved for content by UA Student Organization Recognition Services in Center for Student Involvement & Leadership, SUMC 404 OR if you are a part of Greek Life by the Greek Life Staff, SUMC 404. Do not copy, label, or prepare any mailings until you confirm with us that your mailer has been approved! The mailer you submit must be in its final form-including all flyers, photos, etc. You must also provide an English version if your mailers are in another language. No mailings to students are permitted without this approval.

If you have questions about this policy, please ask the Student Coordinator of Clubs and Organizations at 621-6853.

As the authorized representative of my organization, I have read the above regulations, understand them, and agree to abide by them.

Name

Position

Date

For office use only:

Date request received: _____ Request: () approved () denied-why:

Date mailer materials approved: _____

Date labels distributed: _____

To whom: _____ Position: _____ Phone: _____

**CORPORATE PARTNERS GRANT
REQUEST FOR FUNDING**

The Arizona Student Unions and corporate sponsors who offer services in the Student Unions are pleased to offer University of Arizona *recognized* student organizations, and affiliates of the Associated Students of the University of Arizona (ASUA) or the Graduate and Professional Student Council (GPSC) the *Corporate Partners Grant Program*. This is an opportunity to apply for funds to support activities, which benefit the campus community. There are five funding categories to which you may apply:

- **Recognition**-Programs by student organizations, which recognize the outstanding involvement, leadership or service of students, faculty, and staff. Expenses may include event food, awards, and program materials.
- **Collaborative Program**-Programs where at least 2 recognized student organizations are working together to bring a program to the larger campus population (**collaboration is intended to be more than just monetary support.**)
- **External Programs**-Programs/events that are planned and implemented for the benefit of the campus population.
- **Service/Philanthropy**-Programs that serve the community or to help with a philanthropic event. Funds may be used to support the event only, and cannot be channeled indirectly or directly to the charity.

Evaluation Criteria: The committee will be reviewing your request with the following criteria: The program 1) is collaborative with other groups, 2) promotes cultural diversity, 3) is open and free to all campus constituents, and 4) meets a need that is currently not met on campus. The committee will evaluate proposals on presentation (completeness, and neatness); and will only consider funding proposal where funds can be allocated in advance of the program. (See deadlines)

PRINT OR TYPE THE FOLLOWING IN DETAIL:
All blanks must be completed in order to be considered for funding.

Date Submitting form: _____

Student Organization (no abbreviations): _____

Name of Officer submitting request: _____

Officer's Address (include state & zip): _____

Phone: _____ e-mail: _____

Type of Program: (Please circle **one funding category** from which you are requesting a grant.)

Recognition Collaborative Internal needs External Program Service/Philanthropy

Total amount requesting: \$ _____

Date of event: _____ Location of event: _____

1. Describe your program in 100 words or less.
2. Please show us your **total budget**-estimated expenses and all income (including: co-sponsors, matching funds, your organizations contributions.)
3. Please describe what collaboration you are doing with another organization. Collaboration must be active in the production of the event, and must go beyond using a groups name or funding.

- **Deadline:** *Proposals are due to the Student Unions Director's Office, Room 411, by the 1st of each month.*
- *The organization contact will be notified of the committee's decision by the 15th of the month.*
- *If event occurs prior to the 15th of the month your request should be submitted by the first of the previous month (i.e. program is October 8th, request should be submitted September 1st.)*
- *For questions, please contact Brian Keintz at 621-8046.*

(revised 7/24/01)

THE UNIVERSITY OF
ARIZONA®
TUCSON ARIZONA

| |
|----------------------|
| R |
| REQ. # UA Dept. Only |

Office of Trademarks & Licensing
Department of Intercollegiate Athletics
The University of Arizona
(520) 621-3547
FAX: (520) 626-LOGO (5646)
w3.arizona.edu/~athletic/trademarks

Date: _____

Art Approval Form

Contact Name: _____ Phone: _____

Organization/Department: _____ Fax: _____

Product: _____ Quantity: _____

Company Imprinting Merchandise: _____
(Must be a Licensed Vendor)

Purpose: _____

How will these be distributed (resale, members only, department only, etc.):

| |
|--|
| <p>APPROVED ___ DISAPPROVED ___ ROYALTY PAYMENT REQUIRED FOR THIS JOB; YES: _____ NO: _____ This area to be completed by Office of Trademarks & Licensing</p> |
|--|

Comments: _____

Signature of Trademarks & Licensing

Date

Note: Art approvals are limited to the job specified on this sheet. Re-orders require additional approval.



621-5306

fastcopy@u.arizona.edu

www.union.arizona.edu/fastcopy

Fast Design 621-5305 • Fax 621-5303

Sales rep

initial

(PSO) Taken By
initial

your university document center

- Department Fast Copy Staff
 Union Cash/Check/Credit

| | | |
|----------------|----------|----------|
| Date Submitted | Date Due | Time Due |
| | | |

Department

Contact Name

Account # Phone #

Building Name Room #

Fax # Fax Proof
 E-mail Proof
 Proof due: _____

Call When Ready

Date _____
 Time _____
 Response _____
 Initials _____

Deliver 9 am 1 pm
 Pick Up 4 pm When Ready

Digital Documents

Source _____

Convert to PDF
 Create postscript file(s)

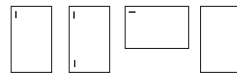
File Name(s) to Digipath:

Job Description:

| Qty ordered | Paper Stock (Size, Weight, & Color) | # of sheets | Single/Double Sided Output? | Color Copy? | Staple | Job Notes | Floor Supe |
|-------------|-------------------------------------|-------------|-----------------------------|-------------|--------|-----------|-----------------|
| 1 | | | | | | | initial Copy |
| 2 | | | | | | | initial Copy |
| 3 | | | | | | | initial Copy |
| 4 | | | | | | | initial Copy |
| 5 | | | | | | | initial Copy |
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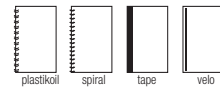
Finishing

Stapling



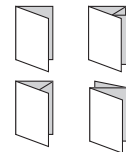
Restaple Original

Binding

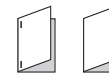


spine color front cover back cover

Folding



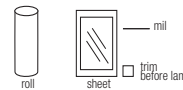
Booklets



Cutting

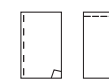
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Laminating



trim before lam.
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Padding



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Special Instructions

E-mail Address

Associated Students of the University of Arizona



What we do your club/organization:

- Provide supplemental funding for your club events and initial funding for limited startup costs
- Invite you to the *President's Forum* where the club President can collaborate on events and other club pertinent issues
- Provide club event coordinating assistance
- Help clubs seek outside funding for your club through fundraising
- Assist clubs in pursuit of avenues for donations for philanthropic events
- Set up an email account for your club
- Distribute club's applications / Collect completed club applications

Distributing and Collecting Applications:

- Recognized Student Organizations including all clubs and honoraries are welcome to distribute applications through the ASUA application stand.
- ASUA would also be pleased to collect recognized Student Organization's completed applications in the general "Applications Box" at the ASUA front desk.
- ASUA takes no responsibility for lost or misplaced applications.
- Please contact the ASUA front desk for complete information **621-ASUA**.

Funding Criteria:

The primary criterion to be considered when approaching funds shall be:

1. Enrichment and growth of the campus community.
2. Level of the organization's Fundraising Activities.
3. Size of the organization's membership.
4. Community and campus service.
5. All funding requests shall be reviewed objectively on a case-by-case basis by the Appropriations Board.

Funding Types:

- **Initial Funding-** ASUA provides money to recognized clubs for the purposes of assisting clubs in getting started. These activities include purchasing office supplies, pencils, and advertising for club recruitment and promotion. Clubs interested in obtaining Initial Funding must complete an *Initial Funding Request form* (available in ASUA and at the Club Recognition Assembly) and sign up for a brief interview with ASUA Club Assistants. The dates for these meetings are: **September 15th from 4-9pm, September 16th from 4-9pm, and September 18th from 4-9 pm** in the ASUA Offices. Please sign up for these meetings A.S.A.P. as these appointments tend to fill up early. After September 18th, Initial Funding requests by newly formed organizations will be heard by the Appropriations Board at the regularly scheduled Monday meetings.
- **Special Funding-**ASUA can also provide your Club with funding for events and activities. Special funding forms can be pick up in the ASUA Club Resource Center and must be turned at least **10 business days before the actual event**. For more information on what we can and cannot fund please contact the Club Advocates at the Club Resource Center at 621-6694 or check us out on the web at: www.asua.arizona.edu and click on club affairs.

Associated Students of the University of Arizona



Page 2

ASUA Website

What's on the ASUA website for clubs and organizations?

- List of clubs and organizations
- Calendar of events
- Club email and website information
- Funding guidelines, forms and information
- Fundraising suggestions and ideas
- All other ASUA student services and programs information

The Club Advocates for 2003-2004 are:

Jon Lange (jdlange@u.arizona.edu) Kathy Tat (ktat@u.arizona.edu)
Stephanie Hartz (stephartz@aol.com) Kevin Stamler (kstamler@u.arizona.edu)
Alexis Hammack (alexish@u.arizona.edu) Duane Skiles (skiles @u.arizona.edu)

The Club Development Director is **Eric Wu**, ewu@email.arizona.edu. Please contact him if you need assistance raising funds for your club. Eric can be reached by phone at **621-6645** or **621-ASUA**.

Club Events 2003-2004

- **Club Olympics-** The *Club Olympics* is a campus wide event for all clubs and organizations. The event is an opportunity for clubs to come together and compete in a fun environment of spirit and wacky events while competing to win **\$500** in ASUA prize funds *. The Club Olympics will take place on : **November 6th and 7th 2003**. For more information please contact the Club Events Coordinator Jennie Collins (jencollins@hotmail.com) or 621-ASUA.
- **President's Forum-** There will be a *President's Forum* in the fall semester as well as the spring semester. This year the *President's Forum* provides club presidents with a key opportunity to collaborate and discuss the events of all clubs on the UA campus. Additionally, it provides an open atmosphere for Club President's to discuss their club happenings and university events with UA administrators. This event provides Club President's with funding and club planning information and allows for a great time in the process. For more information on these events, please contact Club Event's Coordinator Jennie Collins (jencollins@hotmail.com) or by phone 621-ASUA

Any individuals in ASUA can be reached by phone at 621-ASUA.

If you have further questions please contact **Melanie Rainer**, Student Body Executive Vice President at **621-6662** or by email: mfontesr@email.arizona.edu.

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