



**Registered Student Organization  
Manual  
2023/2024**

# Table of Contents

## Introduction

About Student Activities and Involvement (SAI).....	3
Office Resources for Student Organizations.....	3

## Being a Student Organization

What is a Registered Student Organization (RSO) at FAU?.....	5
Authority for Recognition.....	6
Types of Student Organizations.....	6
Benefits to Registered Student Organizations.....	7
Registration Process & Student Organization Responsibilities.....	9
Annual Re-registration Process for Existing Student Organizations.....	10
Annual Requirements for all Organizations .....	11
Registered Student Organization Responsibilities.....	12
Organization Status.....	13
Regulation 4.006 .....	14
Student Code of Conduct and Florida Anti-Hazing Law.....	14

## Promotion and Marketing Policies

Advertising Policies on the Boca Raton Campus.....	15
Advertising Policies on the Broward Campuses.....	16
Advertising Policies on the Northern Campuses.....	18
Registered Student Organization Logo Policy .....	19

## Event Management

Event Registration Form/ How to Register an Event.....	20
Facility Usage.....	21
Boca Raton Student Union Facilities.....	21
Food Service and Catering on Campus.....	24
Movie/Copyrighted Material Policy .....	27
Date/Service Auctions Guidelines.....	28
Commercial Solicitation.....	29
Contracts.....	31
Event Risk Management.....	31
American Disabilities Act (ADA).....	32

## Financial Information

Student Government Funding Opportunities.....	33
Fundraising for Student Organizations.....	34
Ideas for Fundraising.....	36
Self-Generating Funds Accounts/Off-Campus Bank Accounts.....	37
Travel Funding and Policies.....	39
Recommended Guidelines for Financial Management.....	40

<b>Appendix</b> .....	41
-----------------------	----

# Introduction

The Registered Student Organization Manual is intended to be a tool for all Registered Student Organizations (RSOs) and Interest Groups at Florida Atlantic University. This manual includes information about university policies, procedures, and operations to ensure a successful year for your organization. Please take some time to familiarize yourself with this manual and the policies referenced within it. These resources provide answers to questions about organizational responsibilities, promotion and marketing opportunities, event management, student activity fee usage, fundraising, recruitment, and the services offered to you as an organization by Student Activities and Involvement, the Council of Student Organizations, and the Student Union. If you find something that is unclear or not addressed, please contact us at [involvement@fau.edu](mailto:involvement@fau.edu). Student Activities and Involvement is committed to serving as a resource for you and your student organization. We strive to remove as many barriers as possible to make your experience with student organizations a positive one.

Please note that policies and procedures change frequently, so information contained in this manual is subject to change without prior notice. To decrease the rate at which information becomes outdated, the sections were written with links to additional information. Student Activities and Involvement will make efforts to keep the online text updated but is not responsible for information that is outdated. RSOs and Interest Groups are strongly encouraged to visit <http://www.fau.edu/involvement> and/or contact Student Activities and Involvement to get the most up-to-date information.

## **About Student Activities and Involvement (SAI)**

The mission of Student Activities and Involvement is to develop and empower the students of Florida Atlantic University by enriching the campus experience through leadership, educational and social opportunities while fostering growth through experiential learning. Student Activities and Involvement oversees Student Government, Registered Student Organizations & Activities and Campus Programs. Our core values are Diversity, Innovation, Integrity, Wellness, and Leadership

- Student Organizations and Activities are some of the best ways to get involved on campus and SAI houses them all! Registered Student Organizations work with our department to form, stay current, plan events, network, develop as leaders, and more. SAI advises the Student Government program and the Council of Student Organizations, which advocates for Registered Student Organizations on campus and allocates them resources.
- Student Government (SG) serves as the voice of the student body, working to ensure that FAU students live the full Owl Experience. SG is comprised of Executive, Judicial, and Legislative branches, which are modeled after Federal and State government comprises Executive, Judicial, and Legislative branches.

## **Office Resources for Student Organizations**

In addition to Student Activities and Involvement, other offices on campus serve as a great resource for student organizations. The following are descriptions of offices Registered Student Organizations may interface with throughout the year. For specific questions regarding any of the offices listed below, contact [involvement@fau.edu](mailto:involvement@fau.edu).

### **Council of Student Organizations**

The Council of Student Organizations, also known as COSO, is a Student Government program that provides an official voice for student organizations, informs all students of COSO activities and opportunities, and objectively allocates A&S Fees granted by the Campus Budget Allocation Committee in accordance with COSO's statutes and procedures. The Council of Student Organizations is broken down into five different councils. Every student organization is placed into a Council that best fits their purpose. The five Councils are Academic, Multicultural/Spiritual, Fraternity & Sorority, Sports Club, and Special Interest. Boca Raton Campus COSO is located on the 2<sup>nd</sup> floor of the Student Union in room 222, the Club House. Jupiter Campus COSO is located in the Student Government suite within the Burrow Student Union. Broward Campus COSO is located in the Davie Student Union, SD 214. For more information about COSO and student organization funding opportunities, visit <http://www.fau.edu/involvement/clubhouse/coso/>.

### **Campus Recreation**

The Department of Campus Recreation enhances the quality of life of the Florida Atlantic University community by encouraging active and balanced lifestyles and to facilitate student learning through participation in Campus Recreation programs, services and facilities.

The Department of Campus Recreation also oversees student organizations in the Sport Club Council. For more information about the Department of Campus Recreation, visit <http://www.fau.edu/campusrec/>.

### **Homecoming**

Homecoming is an annual celebration where we invite students, Alumni, and the Boca Raton community to celebrate Florida Atlantic University. This spirit-filled week has traditional events like the Owl Manor, Homecoming Day of Service, and an interactive game show. All Registered Student Organizations are encouraged to participate in the Homecoming Spirit Competition. Registered Student Organizations and Greek Life will compete against one another in a variety of events throughout the week and have the opportunity to become the Homecoming Spirit Champion. For more information, reach out to [sghomecoming@fau.edu](mailto:sghomecoming@fau.edu).

### **Weppner Center for Civic Engagement and Service-Learning**

The Weppner Center at FAU invests in students to become change agents. As the mission statement of the Weppner Center states, the WCCESL strives to assist in growing personally as well as becoming agents of change both in the FAU community as well as in the local region, state, and world! The four guiding principles of the WCCESL are: Know, Be, Do, Inspire! <http://www.fau.edu/lead>.

### **Program Board**

Program Board is a Student Government student-run program dedicated to providing entertaining, social and educational programming to the FAU community. If you want to get involved with the Program Board, visit <http://www.fau.edu/sg/programboard/>.

### **Student Government**

The Mission of the Department of Student Government is to educate, train and develop student leaders to practice responsible and ethical leadership in an environment of shared governance. Student Government (SG) provides many services to the student body through the utilization of

A&S fees, including travel awards to promote students' educational and professional development.

Travel Awards are available to registered students, both graduate and undergraduate, and Registered Student Organizations (RSOs). Through an [application process](#), RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, training, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/sports competitions.

For more information about the Department of Student Government, visit <http://www.fau.edu/sg/>.

## Being a Student Organization

### **What is a Registered Student Organization (RSO) at Florida Atlantic University?**

The term “Registered Student Organization” is defined as a group of currently enrolled, degree-seeking Florida Atlantic University Students who have received recognition from the University and fall into one of the following designations:

- i. Social Fraternities and Sororities – Organizations that have completed the procedures for the formation of an FAU Chapter under the guidelines of the Office of Fraternity and Sorority Life, this Regulation, and the applicable inter/national governing organization.
- ii. All Other Registered Student Organizations – Ten or more Students who have completed the procedures for the formation of a Registered Student Organization as outlined in this Regulation.

Student organizations are an essential part of the FAU community and an integral part of the total academic program. The presence of a diverse group of organizations is in the best interest of the University and its students. Registered Student Organizations foster valuable experiences for students that lead to significant learning and development and create a sense of belonging. Registered Student Organizations provide valuable services to the University community by promoting leadership development, community spirit, activism, community service, and social and cultural interaction. FAU recognizes the vital contributions that student organizations make to the quality of life on campus.

Registered Student Organizations may include other members of the University community as associate members including FAU faculty, staff, or alumni. These associate members shall not be given the rights and privileges of active FAU students including, but not limited to, voting rights, use of facilities or equipment, and/ or benefits from student-funded resources. Only currently enrolled students can vote on organizational matters.

According to the Office of Student Conduct, the term “student” refers to any person taking courses at FAU on any of its campuses or sites. Persons who withdraw after allegedly violating the Student Code of Conduct, are not officially enrolled for a particular term but who have a continuing relationship or enrollment with FAU or have been notified of their acceptance for

admission are considered “students.” The term “student” will also refer to student organizations and persons living in university housing, although not enrolled at FAU.

When a student registers as a member of a Registered Student Organization, the organization roster is a public record.

### **Authority for Recognition**

The Florida Administrative Code states, “the Vice President for Student Affairs or designee” will be responsible for the annual recognition process of student organizations at FAU. The Vice President for Student Affairs has designated Student Activities and Involvement to oversee this process for the University. All new student organizations are approved by the Director of Student Activities and Involvement (as designee for the Vice President for Student Affairs).

*Adapted from Florida State University’s Student Organization Handbook (Spring 2013).*

### **Types of Student Organizations**

The Office of Student Activities and Involvement oversees all Registered Student Organizations. RSOs are funded through A & S fees allocated through the Council of Student Organizations (COSO), a program of Student Government. COSO is broken down into five different councils. Every Registered Student Organization is placed into a council that best fits their purpose. The five councils and their descriptions are as follows:

**Academic Council:** The Academic Council consists of student organizations that have a purpose related to supporting an academic discipline or pursuing academic achievement. Some examples are the Society of Automotive Engineers, American Marketing Association, Philosophy Club, and Pre-Law Society.

**Multicultural/Spiritual Council:** The Multicultural/Spiritual Council consists of organizations that strive to expand students’ knowledge of the different cultures represented in the FAU community and abroad. All organizations affiliated with religion or faiths are included in this Council.

**Fraternity & Sorority Council:** The Fraternity & Sorority Council is comprised of the fraternities and sororities within the four Greek councils at Florida Atlantic University. These four councils are the National Pan-Hellenic Council, the Interfraternity Council, the College Panhellenic Association, and the United Greek Council.

For a Title IX exempt social Greek-letter fraternity or sorority (as defined under the provisions of Section 1681 of the U.S. Education Act of 1972) to be recognized as a student organization at Florida Atlantic University, it must first be granted membership in its University-recognized Greek council. Once membership is confirmed with the National Pan-Hellenic Council, the Interfraternity Council, the College Panhellenic Association, or the United Greek Council, recognition materials will be processed by Fraternity & Sorority Life. For requirements related to membership in one of the councils, visit the Fraternity & Sorority Life website at <http://www.fau.edu/flife>.

**Sport Club Council (SCC):** This Council represents all student organizations that are athletic/sports related. Special facilities or space should be required for their activities. Their mission should be competitive in nature, and they should have the potential to join a national body/organization. Admission into the Sports Club Council is applied for after the organization has existed for a year. Some examples of clubs within the SCC are the Men's Rugby Club and Women's Lacrosse Club.

Sport or recreation-based student organizations that desire to be a part of the Sport Club Council within the Department of Campus Recreation, must apply for admission after one year of existence. Once the Sport Club Council confirms membership, the RSO shall be classified as a Sport Club by Student Activities and Involvement and shall be subject to the administrative and financial requirements of the Sport Club Council.

**Special Interest Council:** The Special Interest Council is made up of organizations that serve to enhance student life through the co-curricular involvement of special interests & hobbies. Because of this, the Special Interest Council hosts some of the most diverse clubs/organizations; some examples include Resident Student Association, Student Alumni Association, and Owls Supporting Diversity Club.

In addition to the above Councils, a sixth council, Graduate and Professional Student Organizations (GPSO), exists under the Graduate and Professional Student Association (GPSA), located in Student Union room 234. The GPSA allocates and manages funding for GPSO events and activities. Additionally, the GPSA provides GPSOs academic support resources, social programming, professional development, conference travel, and networking opportunities. For more information on the GPSA, email [gpsa@fau.edu](mailto:gpsa@fau.edu).

### **Benefits to Registered Student Organizations**

#### **Student Activities and Involvement Resource Centers / Club House**

The Boca Raton, Davie and Jupiter campuses each have a resource center available to Registered Student Organizations (RSOs) as part of the Student Activities and Involvement offices on those campuses. These resource centers support organizational development and the promotional needs of all RSOs at FAU.

On the Boca Raton campus, RSOs have an entire office dedicated to student organizations called the Club House. The Club House is an arm of Student Activities and Involvement and is a centrally located resource center that supports organizational development and the promotional needs of all RSOs at Florida Atlantic University. The Club House provides services to assist in marketing student organization events and activities, access to student organization workstations and resources, and the opportunity for one-on-one guidance and consulting from staff and fellow students. The Club House is located in Room 222 in the Student Union.

Jupiter Campus COSO is located in the Student Government suite within the Burrow Student Union. Broward Campus COSO is located in the Davie Student Union, SD 214. For more information about COSO and student organization funding opportunities, visit

The following services are available as a part of the SAI Resource Center / Club House (may vary by campus):

- **Copy Service:** RSOs receive 500 free copies per semester. After 500 copies have been reached, additional copies can be made for a small charge. Please allow at least 24 hours for your copies to be completed. [Click here](#) to submit a request for flyers.
- **Buttons:** Supplies are provided to make your own buttons. You will need to design the graphics for the buttons, but Student Activities and Involvement can provide you with the template. Groups will receive 100 free buttons per semester. After 100 buttons have been made, additional buttons can be made for \$0.25/each. The Button Template and Button Request Form can be found by visiting our Campus Links section in Owl Central. To get to Campus Links go to [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved) and scroll down to the Campus Links in the bottom right-hand corner.
- **Banner Paper:** Banner paper is available in multiple colors.
- **Poster Board:** Poster boards are available in various colors. RSOs will receive 20 free poster boards per semester. Additional poster boards can be purchased for \$0.50/each.
- **Equipment Rental:** COSO provides a limited amount of equipment to host activities and events. Equipment is issued on a first-come-first-served basis to registered student organizations that have an approved event registration form for their request. Some of the equipment available to RSOs includes coolers, flood lights, extension cords, wagon cart, portable JBL speakers, tablecloths, decorations, and assorted games. The [Equipment Request Form](#) can be found on Owl Central, under the Campus Links section.

***NOTE: All SAI resources are designed for RSOs ONLY! University departments and entities will be charged for all services.***

- **Club House Storage Space:** On the Boca Raton campus, RSOs can apply for locker space either within or directly outside of the Club House. The [locker application](#) can be found on Owl Central, under the Campus Links section. On the Jupiter Campus, RSOs can be given a clear storage bin to be placed in the Pool House Storage that they can access anytime the Burrow is open by checking out the key to Pool House Storage. Broward Campuses can access the COSO closet to store items in bins. The closet is located in the Davie Student Union, SD 215. Please contact Broward COSO Director or Advisor for access ahead of time
- **Owl Central:** [Owl Central](#) is an absolutely vital resource for RSOs. All RSOs are required to update their page on Owl Central containing information about the organization, current Executive Board members, and applicable documents (such as the Constitution) during the new student organization formation process and the annual re-registration process. Each RSO page allows members to collaborate in discussion posts, events, photos, and other online features. As a student leader, you can control most of these features. It is important to track events and meeting attendance through owl central for annual budget deliberations and allocations.

- **Registered Student Organization Mailboxes:** Registered Student Organizations are required to have a mailbox. This mailbox is used to disseminate pertinent information to all student organizations. These mailboxes are provided free of charge and are established when a student organization successfully registers their organization. They are located in SAI Resource Center / Club House on your respective campus.

Mailboxes are listed by organization name. All mail sent to your organization must have the FULL name of the organization (not just the acronym) in the mailing address, not just the name of a student. Without an organization name, the mail is undeliverable and will be returned to the sender.

Please use the following address (based on your campus) when requesting mail sent to your student organization mailbox:

Boca Raton Campus:

FAU Student Union  
 ATTN: *Student Organization Name*  
 777 Glades Road,  
 UN-31, Room 222  
 Boca Raton, FL 33431

Jupiter Campus:

FAU Campus Life  
 ATTN: *Student Organization Name*  
 5353 Parkside Dr.  
 MC-03, Room 147  
 Jupiter FL, 33458

Davie Campus:

FAU Davie Student Union  
 ATTN: *Student Organization Name*  
 3200 College Ave  
 SD 219  
 Davie, FL 33314

## **Registration Process & Student Organization Responsibilities**

### **New Student Organization Formation**

New student organizations can register by completing an “[Intent to Organize](#)” form via Owl Central. To begin this process your organization will need a President, Vice President, Treasurer and constitution. A constitution outline and sample can be found by visiting our Campus Links section in Owl Central.

### **How to Complete the Intent to Organize Form**

1. Go to [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved).
2. Login with your FAU credentials
3. Scroll to the bottom right-hand side and find “Campus Links”

4. Click “Intent to Organize”

Once your organization has completed the intent to organize form and it has been approved the Office of Student Activities and Involvement will give organizations a limited period to:

- A. Input organization description and information on your organization’s Owl Central page.
- B. Complete the organization roster (with at least ten members) via Owl Central
- C. Have your advisor complete the Advisor Roles and Expectations Form

After receiving approval from Student Activities and Involvement, you will receive a “welcome letter” via email titled “Approving Your Intent to Organize & Next Steps :)”.

Note: Organizations who form must have two members complete:

1. Hazing Prevention Summit
2. Online Canvas Training
3. Fiscal Training session via Canvas
4. Attend iLead Student Leadership Conference Fall or the Spring equivalent

*\* Specific dates, times, and deadlines will be announced via email to the president, vice president, and treasurer. \**

### **Annual Re-registration Process for Existing Student Organizations**

Registered Student Organizations need to re-register annually each spring semester to remain recognized and active for the upcoming academic year. The intent of Annual re-registration is to ensure that the University has accurate contact information for each group. Two members from each organization must attend the following requirements in the Fall semester.

#### **Fall Requirements**

- Hazing Prevention Summit
- Online Canvas Training
- Fiscal Training Session via Canvas
- Attend iLead
- Have the organization advisor complete the Advisor Roles and Expectation Form

*\* Specific dates, times, and deadlines will be announced via email to the president, vice president, and treasurer. \**

Any existing student organization that does not successfully re-register by fulfilling the requirements above will lose its registered status, all A&S fees allocated to the organization, and all rights and privileges granted by the registration process. If that student organization wants to register after the deadline, it will have to do so as a new student organization and adhere to any additional requirements as deemed by Student Activities and Involvement.

#### **How to Complete the Owl Central Re-registration in Spring**

What you need before you begin:

1. A list of all members and fall officers including their email addresses and phone numbers.

2. An updated Constitution to upload to the website. The Constitution **must** contain a current date and specific language in some sections. A sample constitution can be found by visiting our Campus Links section in Owl Central.
3. Advisor information

### **To Re-Register Existing Organizations:**

1. Go to [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved)
2. Click “Log In” located in the upper right-hand corner
3. Enter your FAU credentials
4. Once logged in, search for your organization in the search box and then on the organization home page, click manage.
5. Click on the box underneath your organization that says, “Re-Register this Organization.” Follow the instructions to complete the registration process for your club or organization

## **Annual Requirements for All Organizations**

### **Fiscal Training**

It is required that two members within your organization, one of which must be the Treasurer, complete A&S Fiscal Training. This process occurs through a Canvas course. This certification process must be completed before you can utilize funds. Registered Student Organizations that do not use COSO-allocated funds (A&S Fees) do not have to complete this A&S Fiscal Training. For More Information Regarding A&S Fiscal Training, contact the Student Government Treasurer on your respective campus.

To register for fiscal training please:

1. Go to [www.fau.edu/asab](http://www.fau.edu/asab)
2. Click on the “Training” tab
3. Click “Sign Up for Fiscal Training.”
4. You will be asked to log in with your FAU Credentials. On the next page click “Enroll in Course”
5. You will then need to hit enroll. To pass the training, you must answer 7 out of 10 of the quiz questions correctly.

### **Student Organization Online Training**

The president and vice president, and/or treasurer must successfully complete, vice president, and/or treasurer must complete this training successfully e this training. This training will be available on Canvas. We will automatically add your President, Vice President, and Treasurer based on your most current re-registration. If you choose to delegate two members within your organization to complete this task on the organization's behalf, you must email [fau.bocacoso@fau.edu](mailto:fau.bocacoso@fau.edu)

Link to enroll: <https://canvas.fau.edu/enroll/R6Y6XTF>

### **Student Leadership Conference (iLead)**

Two members must attend this conference annually. Each student will only be able to represent **ONE** student organization at the Leadership Conference. The date will be shared prior to the Fall semester. You must attend the program in its entirety to get credit for your organization.

## **Hazing Prevention Summit**

National Hazing Prevention Week is observed on campuses and within organizations each year during the last week of September. The date will be shared prior to the Fall semester.

FAU's Fraternity & Sorority community, Registered Student Organizations, Band, and Athletics observe this week annually coordinating and participating in several of the activities described above. Florida Atlantic University has a zero-tolerance policy on hazing and that is something our community takes very seriously.

We use this week to help bring attention to this issue; to educate parents, faculty and staff, students, community members, local and campus police, and others so they can more easily recognize hazing - and more importantly - have the skills to intervene when hazing occurs. The goal of these efforts, however, is to prevent hazing from happening in the first place. That goal will only be accomplished through strong educational efforts, diligent policy enforcement, and comprehensive and ongoing efforts on each campus and within all organizations.

For more information about National Hazing Prevention Week please visit, [www.hazingprevention.org](http://www.hazingprevention.org).

### **Registered Student Organization Responsibilities**

- Complete the Annual Re-Registration Process.
- Follow and abide by all federal, state, and local laws and regulations, and all policies and procedures at Florida Atlantic University, including the RSO Manual and the FAU Student Code of Conduct found at <http://www.fau.edu/studentconduct/>
- Remain in good standing with all aspects of FAU (Student Union, SG, Campus Departments, etc.) and conduct themselves in a manner that is consistent with the mission of the university.
- Adhere to the rules and procedures set forth in the organization's constitution.
- Meet all financial obligations incurred by the student organization and abide by the SG processes and procedures as set forth by the Activity and Service Accounting & Budgeting office.
- Ensure proper planning and execution of organization events and consult with the Student Union and Student Activities and Involvement staff for help with event policies and contract management.
- Provide adequate training during the officer transition process.
- Have an advisor who serves as a full-time faculty or staff member of FAU.
- Establish consistent communication with the organization advisor and keep the advisor informed on organization activities and decisions.

- Ensure proper use of campus resources, including meeting and event space, and other benefits afforded to the organization.
- Officers should check their FAU e-mail frequently and their Owl Central submissions for comments.

### **Organization Status**

#### **Active Status (Registered Student Organization)**

Once your Registered Student Organization has completed the entire process in creating a new student organization or has successfully fulfilled the annual re-registration requirements, it will be recognized as an ACTIVE registered student organization and may take advantage of all the rights and privileges associated with being a registered student organization at FAU.

#### **Inactive Status (Registered Student Organization)**

A Registered Student Organization may be declared inactive at any time. An inactive group loses all University rights and privileges until reactivation procedures are completed. Inactive status may be given to a student organization by Student Activities and Involvement for any of the following reasons (non-exclusive list):

- Failure to re-register by the stated deadline on Owl Central
- Failure to complete Fiscal training by the stated deadline
- Failure to complete the online Registered Student Organization Online Training by the stated deadline
- Failure to send two members to represent your student organization at the Student Leadership Conference
- Failure to send two members to represent your student organization at the Hazing Prevention Summit
- Failure to submit the Official Petition for Recognition during the first six weeks of the fall/spring semester
- Failure to make constitutional revisions within the 30-day period of the request for revision by Student Activities and Involvement
- Election of one or more non-students to elected Officer Positions within the organization
- Failure to adhere to the organization's constitution and/or bylaws
- Any violation of university policies, procedures, or local, state, or federal law by any organization or members of the organization
- Outstanding debts

#### **Procedure to Reactivate a Student Organization**

Groups will need to work with Student Activities and Involvement to reactivate. Registered Student Organizations who lost registered status must complete the ***new student organization request process in its entirety*** to become reactivated.

#### **Affiliating with a National/Parent Organization**

Registered Student Organizations (RSOs) may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party, or fraternity/sorority. The RSO must state the name and nature of the affiliation and provide a contact during the new student organization formation process. The campus organization must obtain in writing a statement

from the parent organization that the Florida Atlantic University chapter has permission to use the name and represent the organization. Control of the student organization must reside with the students, with all the operating decisions made by the students.

Florida Atlantic University requires all social fraternities and sororities as defined by the Department of Education to be affiliated with a governing council under the umbrella of Fraternity & Sorority Life and with a larger, nationally based organization that provides additional supervision, guidance, and programming on a wide variety of topics. Any potential chapter and/or chapter operating at Florida Atlantic University must have a charter that designates it as a chapter at FAU. Students interested in registering an Interest Group for a nationally affiliated fraternity or sorority may do so with the Office of Student Activities and Involvement and Fraternity & Sorority Life Office, at which point they become responsible for the policies, operating practices, and expectations of both offices.

### **Regulation 4.006**

Regulation 4.006 is a university regulation for Student Government and Registered Student Organizations. It outlines the formation and re-registration process for student organizations as well as the officer eligibility requirements. As stated in the regulation, all registered student organizations are required to re-register their organization annually each spring to remain registered for the following academic year. New student organization formation can occur within the first six weeks of each Fall and Spring semester, and within the first three weeks of the summer semester.

For an undergraduate student to hold an officer position within their organization, they must maintain a cumulative GPA of 2.5 and must be enrolled in 12 credits in the fall and spring. For a graduate student to hold an officer position, they must maintain a GPA of 3.25 and be enrolled in 6 credits in the fall and spring. Eligibility checks are made within the first two weeks of each semester, and an appeal process is available to interested students.

For more information, please visit

<http://www.fau.edu/regulations/chapter4/4.006%20Reg%20FINAL.pdf>

Students and registered student organizations should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and actions. To view the code in its entirety, please visit <https://www.fau.edu/studentconduct/codeofconduct.php>.

### **Student Code of Conduct and Florida Anti-Hazing Law**

Students and registered student organizations should be aware of the Student Code of Conduct, as it is the document that should guide their behavior and actions. To view the code in its entirety, please visit <https://www.fau.edu/studentconduct/codeofconduct.php>.

***All Registered Student Organizations are expected to adhere to and abide by the Florida Anti-Hazing Law as stated in the Student Code of Conduct.***

**Additional Resources**

[www.stophazing.com](http://www.stophazing.com)  
[www.hazinglaw.com](http://www.hazinglaw.com)

## Promotion and Marketing Policies

### Advertising Policies on the Boca Raton Campus

**BEFORE YOU ADVERTISE - Registered Student Organizations MUST** register their program(s) via Owl Central and obtain approval from the Student Union. After obtaining approval from the Student Union, all program advertisements, such as flyers, posters, signs, and/or notices can be submitted for approval.

**Approval of Flyers, Signs, Posters, and Notices:** Once the event is registered and approved, Student Organizations must obtain a stamp of approval on all advertising documents to be posted on campus. On the Boca Raton campus, stamp approval is in the Student Union, room UN 203. On the Davie campus, stamp approval is in the Davie Student Union room SD 203. Jupiter Burrow Student Union SR 151. Some areas, such as Housing and Residential Life, require an additional stamp of approval from that department. To receive stamp approval, all flyers:

- **MUST** include the name of the sponsoring student group or department.
- **MUST** include the following statement: *If accommodation(s) for a disability is required, contact Person/Phone Number/TTY 1-800-955-8770, a minimum of five (5) working days in advance of the date of the event.*
- **CANNOT** advertise alcohol in any way per FAU's policy on Alcoholic Beverages (Policy 1.2).

### **Placement of Flyers, Signs, Posters, Notices:**

1. Flyers may only be posted, distributed and removed in accordance with FAU policies and regulations, including without limitation, Policy 4.2.4 regarding the Distribution of Printed Material and Presidential Memorandum 80 regarding Posters, Notices, Temporary Ground Signs, and Banners. If there are questions regarding the posting or removal of flyers, please call the Office of Space Utilization and Analysis at 561-297-0197.
2. Flyers may only be placed on approved bulletin boards. Flyers may not be put on vending machines, vehicles, floors, windows, doors, glass surfaces, the sides of buildings, exterior walls, any interior walls, trees, shrubbery, or any plants. Flyers that are not posted to approved locations will be removed. If there is damage to walls, doors, paint, etc. the student organization(s), departments, or individuals responsible will be billed for the repairs.
3. If you are advertising a research project which would solicit student participation, we ask that you provide an approval email by the major professor of the research or their designee.

**Removal of Flyers, Signs, Posters and Notices:** All signs being posted must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the last date of the event. Any and all signs over two weeks old will be taken down regardless of stamp.

**Violations:** Flyers, signs, posters and notices that are in violation of FAU regulations will be removed by the Ground Department and reported to the Student Union. Any student organization in violation of these regulations shall be held responsible for any damage to FAU property and may receive additional sanctions.

**Temporary Ground Signs and Banners:** May be placed only at the locations approved in the above policies. Any violations by student organizations in regard to banners and temporary ground signs will be reported to Student Government and the organizations will be held responsible for any damages and/or costs to FAU. Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the Office of Space Utilization at 561-297-0197. The Temporary Ground Sign/Banner Applications may be found at <https://www.fau.edu/facilities/documents/info/tempgroundsignapp.pdf>

### **Advising Policies on the Broward Campuses**

No flyers will get approved with a stamp, unless an Event/ Program Registration Form has been turned into Student Activities and Involvement.

#### **Approval of Signs, Posters and Notices**

Process: . Only University Departments and Student Groups are allowed to advertise on the campus. Outside solicitation is not allowed unless arranged through the University or sponsored by a student group. All outside entities must bring some type of benefit to the FAU community. Any companies that conflict with current companies that are approved FAU sponsors are not allowed to advertise on campus. Student Activities and Involvement must approve any and all co-sponsorships.

Definition: Banner - You must contact the Physical Plant department to obtain banner dimensions for the maximum size on a given campus. The Physical Plant department will also determine designated areas for banners. Any poster or flyers larger than their defined dimensions are considered a banner. Flyer: A flyer will not be larger than 8.5" x 11".

#### **Placement of Signs, Posters, and Notices**

Classrooms, Offices, and Corridors: Signs, posters, and notices may be attached only to approved bulletin boards by the designated department. They may not be attached to any painted surface, glass, vending machines, building fixtures, or signs within or on the exterior of any building.

Walkways: No posters or flyers will be allowed in these areas. Signs, posters and notices may not be attached by any method to trees, shrubs, plantings, or existing signs. The placement of stakes, posts or poles on the campus grounds for erecting signs is also prohibited. The sponsor of the special event may erect small directional signs not more than 24 hours before the event.

### **Removal of Signs, Posters, and Notices**

All signs stamped by Student Activities and Involvement must be removed by the sponsors within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired. Signs for ongoing events must be removed after seven days from the date of the event. Any and all flyers over two weeks old will be taken down regardless of stamp.

Signs, posters and notices that are in violation of Florida Atlantic University regulations will be removed by the Physical Plant Department and reported to Student Activities and Involvement. Any student group in violation of these regulations shall be held responsible for any damage to Florida Atlantic University property and may receive additional sanctions. Information and questions concerning placement or erection of signs, posters or notices under conditions not specifically covered in these regulations should be directed to Student Activities and Involvement.

### **Designated Locations**

All signs, posters and notices will be placed on these designated bulletin boards by Student Activities and Involvement and Student Government student assistants or designee at the following location:

- a) Davie campus: Student Activities Center (housing, jobs, club activities, local/community activities sponsored by club or department) , Liberal Arts Building stairway area and information desk area (campus events), 3rd floor of Liberal Arts Building near soda machines (campus events), 4th floor bulletin boards (campus events & academics), and Education and Science Building 1st floor bulletin boards located in north and south corridors near classrooms and bulletin boards located in every classroom.
- b) Downtown campus: All notices are placed only on designated bulletin boards in the Student Activities Center and 2<sup>nd</sup> floor of Askew Tower. Multi-media advertisement will be placed onto the Plasma screens by the appropriate staff.
- c) Sea Tech campus: Entry area of the campus building and bulletin boards in the student activities area.

### **Placement of Temporary Ground Signs and Banners**

In the interest of keeping our campus as attractive as possible and to avoid costly repairs, the following regulations are defined for erecting and removing temporary ground signs, banners, posters and notices on campus facilities and grounds. These regulations are required, not only in consideration of the appearance of the campus, but also to avoid marring or damaging building surfaces, signs, trees, and landscaping. Commercial advertisements are not allowed on campus except in conformity to **Presidential memorandum #80**.

- a) Walkways and campus ground's locations: Temporary ground signs and banners may be placed only at the locations approved in the attached Banner & Temporary Ground Sign Installation procedure. Posters should not be larger than 2 feet by 3 feet.
- b) Coordination: Final plans will be submitted to Student Activities and Involvement for approval in accordance with these policies. Temporary ground signs and banners may not be attached by any method to trees, shrubs, plantings or any existing signs. The placement of stakes, posts or poles on the campus grounds for the purpose of erecting ground signs or banners is also prohibited. Small temporary ground signs (in compliance

with the Physical Plant department) may be erected by the sponsor of special events, not more than 14 days before the event.

- c) **Removal of Temporary Ground Signs:** All temporary ground signs or banners must be removed by the sponsor within 24 hours after the event has taken place. Signs that are torn or disfigured should be removed or repaired by the sponsor.
- d) **Removal of Banners:** All banners will be removed by the University Physical Plant Department within 24 hours after the event has taken place. Banners that are torn or disfigured will be removed or the sponsor will pay for the cost to have them repaired.
- e) **Violations:** Temporary ground signs and banners that are in violation of Florida Atlantic University regulations will be removed by the University Physical Plant Department. Any violations by student organizations will be reported to the SGA; violations by university departments will be reported to the appropriate Dean or Vice President. Organizations or departments in violation of these regulations shall be held responsible for any damages and/or costs to Florida Atlantic University.
- f) **Information:** Anyone with questions concerning the placement or erection of temporary ground signs or banners should contact the student activities center.

### **Advertising Policies on the Northern Campuses**

#### **MacArthur Campus Postings Policy**

Before you advertise-Registered Student Organizations MUST have an approved event prior to advertising.

All postings must be stamped by the Campus Life, Northern Campuses department. All postings must include event name, date/time of event, sponsor contact information (phone/email) and ADA statement.

- 1) Submit RSO flyer to Student Government Marketing Department for review of marketing guideline and brand compliance. Final approval will be given by Campus Life within the same form submission. Link for form submission: <https://fau.campuslabs.com/engage/submitter/form/start/561653> *\*Please note Student Government Marketing Department may request edits and changes to the RSO flyer to ensure it complies with marketing guidelines and brand compliance.*
- 2) Upon approval from the Student Government Marketing Department RSO may also request copies of flyers. Link for form submission: <https://fau.campuslabs.com/engage/submitter/form/start/561653>
- 3) With Owl Central form approval, the RSO can have their fliers stamped at the Burrow front desk.
- 4) Student Government Marketing will notify the RSO when stamped flyers are available for pick-up. All flyers will be available for pick-up in the RSO mailboxes located directly outside of the COSO office, SR 147 B.
- 5) RSO can then post event flyers around designated posting areas around Jupiter Campus. See link for all designed posting areas: <https://www.fau.edu/jupiter/campus->

resources/spaceuse/documents/bulletin-board-locations-fau-jupiter.pdf bulletin-board-locations-fau-jupiter.pdf

- 6) After the event- All flyers must be removed within 24 business hours of event. Failure to comply with event flyer removal may result in denial of future advertisement and flyer posting, this is in accordance to Jupiter Campus advertising policy.

### Registered Student Organization Logo Policy

Logo Usage: RSOs are allowed two options for logos:

1. Use the standard logo available to FAU RSOs. This logo may not be altered and must appear as shown below or as shown in the Student Organization Style Guide. You can request the title of your student organization be added to this logo by emailing [involvement@fau.edu](mailto:involvement@fau.edu). Requests will be sent by Student Activities and Involvement once a month, on the first business day of every month. The typical amount of time for logo creation is two to three weeks.



2. Create your own RSO logo that does not infringe upon or manipulate existing FAU trademarks, such as the name of the University or its logos, institutional marks or spirit marks. Florida Atlantic University has registered or otherwise protected the names, logos, symbols, indicia, insignia, trade names, service marks and trademarks (collectively “Trademarks”) of the University and its related programs and entities. The letters or words “FAU,” “Florida Atlantic University,” “Florida Atlantic,” FAU Owls, Florida Atlantic University Owls or Florida Atlantic Owls may not be included in the logo. The RSO logo must include the statement “A Registered Student Organization at FAU®”. Please note that the Registered Trademark designation is included after the word FAU. All logos must be approved by Student Activities and Involvement and should be emailed to [involvement@fau.edu](mailto:involvement@fau.edu). The typical amount of time needed for approving logos is between two and three weeks.

**Other Cases for Logo Usage:** Organizations with national affiliation, such as Dance Marathon and Habitat for Humanity, may use the nationally recognized and trademarked logo with FAU mentioned, as long as it is sent to [involvement@fau.edu](mailto:involvement@fau.edu) for approval prior to any use.

**Sport Clubs:** Sport Clubs that are advised by the Department of Campus Recreation and recognized by the Sports Club Council may use the FAU spirit marks on uniforms and related gear when participating in league competition and must include an identifying statement adjacent such as Club Hockey, Rugby Club, etc. See the process below for ordering promotional items.

### **FAU Logo Use by Registered Student Organizations**

**FAU Logo Use:** Registered student organizations may use FAU spirit marks and academic marks as approved by the [Visual Standards](#) in their promotional items with proper approvals, as outlined below, but may not include any FAU marks in their individual organization logo creation as specified in 2 above.

**Publications:** Student Activities and Involvement must approve all publications (brochures, posters, etc.) that bear the FAU name or trademark prior to printing. Email [involvement@fau.edu](mailto:involvement@fau.edu) with your publication to request this approval.

**Promotional Items:** All promotional items (t-shirts, mugs, pens, etc.) ordered by an RSO must be ordered through an approved “Licensee,” regardless of the source of funding. Visit this link for an up-to-date list of vendors: [FAU Licensee List](#). When you are using a “Licensee,” they will contact FAU directly to get approval.

**Print, Radio, Television, and Web Advertising:** The Office of University Communications is responsible for reviewing and approving all advertising mediums for use of a trademark in print, radio, television, and web advertising and will consult with the Office of Marketing & Trademark Licensing, prior to public release. The Office of University Communications can also assist with media buying and marketing plans for large events/programs. Please email [involvement@fau.edu](mailto:involvement@fau.edu) or a staff member in the Student Activities and Involvement office on your campus for assistance.

## **Event Management**

### **Event Registration Form/ How to Register an Event**

All Registered Student Organizations need to submit an Event Registration Form for on-AND off-campus events. The Event Registration Form is available on Owl Central. To access it, follow the steps below.

1. Log on to Owl Central via [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved)
2. Click “Log In” located in the upper right-hand corner and enter your FAU credentials
3. Find your organization under the membership section
4. Click the three lines located in the upper left corner then “Events”
5. Once at the events page, click “Create Event” at the top of page
6. If your event is being requested in a space that is not the Boca Raton Student Union, you may need to complete a Facilities Use Application and/or have prior approval for usage of the requested space. To access the Facilities Use Application form, [CLICK HERE](#).

\*Please note that you MUST be a Primary Contact or Officer of the organization to submit the Event Registration. If you are an officer and do not see the “Create Event” button, please contact the president of your organization to gain permission. \*

Initial dates for acceptance of Event Registration Forms for each academic year are:

- Fall Semester – July 1
- Spring Semester – November 1
- Summer Semester – April 1

Exceptions are approved on a case-by-case basis.

**\*Please note that your organization must request space 10 business days prior to the program and may not hold events during Finals Week. Events that are registered during this period will not be approved, unless the event is related to finals preparation. \***

### Facility Usage

Registered Student Organizations (RSOs) have the ability to reserve University facilities. If your organization is having an outdoor event using the Housing Lawn, Diversity Way, Breezeway, etc. a [Facilities Use Application](#) must be submitted and approved. The purpose of the Facilities Use Application is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. [Facilities Use Application](#) should be completed and submitted at least 30 days (about 4 and a half weeks) in advance.

### Boca Raton Student Union Facilities

On the Boca Raton campus, RSOs are encouraged to utilize the space in the Student Union. The Student Union staff are very helpful and eager to assist student organizations in planning their events. The Student Union Event Planning office offers services including, but not limited to, venue reservation, event review, coordinating sound and light personnel (we do not offer any lighting equipment or assistance, only in the auditorium), and equipment, furnishing, and arrangement of room setups and coordinating event staff and University Police (Parking) (we determine when this is needed not the organization, I don't know if you want to include that) where indicated. Should you need assistance within the event planning process, please contact the Student Union Event Planning office at 561-297-3730 or visit Student Union room 203. Please note that registered student organizations are not billed for rental taxes for space utilization or equipment usage unless they are:

- 1) Having co-sponsorship event/program with a department, tax-exempt group or commercial group
- 2) Charges a registration or admittance fee or sell tickets (this may also apply to donations).
- 3) Sponsors a program that is open to the general public (non-students).
- 4) Host an event outside of our operating hours
- 5) Other charges may apply but not for the room rental

If RSOs are reserving space that they are paying for, they will be charged tax unless they have DR-14. Please note that RSOs utilizing Student Government funds through COSO are tax-exempt as Student Government is the paying entity.

**Reservation Timeline**

All Event/Program Registration forms are due no less than ten (10) business days prior to the event date. RSOs may reserve rooms up to one (1) semester in advance. Exceptions to scheduling dates may be requested from the Student Union through the Student Union Director or their designee.

**Meeting Restrictions**

RSOs may reserve space for meetings no more than twice a week (executive board meetings/general meetings/weekly meetings). Additional space may be reserved for space for special events/programs/activities (beyond normal executive board meetings and general meetings). Meetings (executive board/general/weekly meetings) will only be reserved in 3 hours blocks.

Room reservation privileges are not transferable, nor may any RSO turn over a reserved facility for use by another student organization, department, or agency.

Any person or group, including RSOs, with past-due financial obligations to the Student Union, will be denied further use of the facility until such obligations are met. Usage of the facility will be denied if the past-due balances are not paid in full.

**Room Setup**

Any special room sets must be turned in to the Event Planning Office in the Student Union room 2 – 3 business days prior. Groups should not rearrange moveable walls, furniture, or equipment without the assistance of Student Union staff. Any costs incurred as a result of the damage will be the responsibility of the sponsoring group. Equipment and furnishings permanently assigned to the reserved spaces are not to be removed from the premises for any reason without prior approval of the Student Union Administration office. The organization, department, its officers, and its representatives reserving facilities in the Student Union are responsible for all damages.

The Student Union Administration Office reserves the right to limit special set-ups and may move groups to another room if that move provides more efficient space usage. They also reserve the right to make modifications to room set-ups for the purposes of environmental and life/safety concerns.

**Decorations**

All equipment, decorations, etc. provided by the RSO with approval of the Student Union must be removed immediately following the event. The Student Union is not responsible for loss, damage, or safekeeping of these items. Any items left in the Student Union 24 hours after the event will become property of the Student Union and will be disposed of at its discretion. Event advertisement and publicity materials are not to be placed on painted surfaces, doors, walls, windows, trees, trash cans, chairs, glass surfaces, etc. All publicity materials will be posted on bulletin boards located throughout the Student Union or other approved areas.

**Cancellation/No Show Policy**

A no-show is equivalent to a cancellation of less than 48 hours (2 business days). RSOs that do not cancel prior to 48 hours before the scheduled reservation will have the following consequences:

- First No Show - Receive a written warning.
- Second No Show - Reservation **suspension for 14 business days**.
- Third No Show - Reservation **suspension for semester** (if semester is less than 15 business days before ending, the suspension will begin the subsequent semester).

In addition, users (including RSOs) shall reimburse the Student Union for any expenses incurred on behalf of the user and/or because of cancellation (including but not limited to security, labor, or equipment).

### **Co-Sponsorship/Fronting**

The groups co-sponsoring the event must fulfill all of the reservation guidelines listed under the “Affiliated and Unaffiliated User” section of the Reservations Policies and Procedures.

Depending on the groups co-sponsoring the event, the event will be charged at the co-sponsorship rate. All charges and fees for the event will be billed directly to the co-sponsoring organization. The RSO must participate in the actual running of the event and must act as a contact to the Student Union Administration Office.

### **Food Service**

Florida Atlantic University has a contract with Chartwells to provide all catering and food service needs on campus. Chartwells has the right of first refusal. Food from outside caterers and vendors may not be brought in without written approval. All food and beverage requests must be arranged through Chartwells. Any exception to this policy must be approved by the Director of the Campus Dining Service.

### **Extended Hours**

Extended hours or alteration of hours for reserved rooms may be granted upon consultation with the Event Planning Office and approval by the Student Union Director or their designee. Recognized Student Groups and University Departments will be subject to the following regulations:

- i. Requests for extended hours must be made at the time the reservation is submitted or no later than ten (10) business days prior to the event. Extended hours may ONLY be granted with approval by the Student Union Director or their designee.
- ii. When an extension of hours is granted, the time designated is the time at which all individuals attending the event are out of the facility and the Student Union will be closed and locked. Therefore, events must terminate thirty (30) minutes before closing so that all people will be out of the building at the designated closing time.
- iii. Any costs incurred as a result of the extended hours, such as a building manager, security, custodial overtime, etc., will be the responsibility of the sponsoring group.
- iv. The Student Union has the right to limit events requesting extended hours to specific rooms within the facility.

### **Events with Critical Risk Factors**

Campus police officers are required for all RSO events held on campus that are considered to present a greater risk to the campus community. Some events with critical risk factors will be

required to provide police officers, regardless of attendance. Those events will have any or all of the following critical risk factors:

- i. Dance or concert
- ii. Held at, or continues until any time after 11:00 pm
- iii. Money is exchanged (tickets, admission or a donation)
- iv. Events with 100 people or more
- v. Events open to the general public

Events that do not fit any of these factors will be subject to review and approval for proper risk management procedures by the Event Planning Office.

### **Police Staffing Requirements**

Final determination of police staffing will be the responsibility of the FAU Police Chief, and/or his/her designee. The police detail supervisor attending the event will determine location and assignments of security and police officers prior to the start of the event.

The number of police officers and other security personnel is determined by the capacity of the room where the event takes place and the length of the event. Officers will be assigned for a minimum of four (4) hours shift. The length of time in which the officers will be assigned to the event is the length of the event, plus 30 minutes before and 30 minutes after the event (i.e. one additional hour over the length of the event). The rate for FAU organizations is \$35/hour and for external groups it is \$50/hour. The number of officers assigned to an event will be determined by the maximum capacity of the room. However, the number of officers may be adjusted based on the specific expectations for the event.

All safety and security matters observed at the event will be referred immediately to FAU Police Officers on site and will be handled in an expeditious manner.

### **Additional Information Regarding Student Union Event Planning, Reservations, and Policies**

General information on reserving a room within the Student Union can be found at <http://www.fau.edu/studentunion/eventplanning/index.php>

To review the complete Student Union Reservations Policies and Procedures [su-reservations-policies-procedures.pdf \(fau.edu\)](#)

*If the Boca Raton Student Union cannot accommodate your event, there are other facility options on campus. Each of these facilities on campus has specific guidelines for room reservations and rentals. Please consult the specific department for more information.*

### **Food Service and Catering on Campus**

Chartwells is the in-house food service company at Florida Atlantic University. Campuses that are occupied by Chartwells (Boca Raton and Jupiter) are required to use Chartwells for any catering. They will provide full food and beverage service for any type of party, banquet, or meeting. They are able to provide a wide variety of services from informal coffee breaks and luncheons to large events, formal receptions, and dinners. Service includes, but is not limited to food, beverages, decorations, and floral arrangements. Chartwells is licensed by the Florida Liquor Control Board and MUST PROVIDE AND SERVE all alcoholic beverages within the

facility. Due to state and local food and beverage laws and Florida Atlantic University policies, no food, beverage, or alcohol from outside sources may be brought on campus without the expressed permission of Chartwells and the Business Services Office. (Please see Campus Catering Guide or <https://fau.catertrax.com/> for more information).

Please utilize the steps below to place an order with Chartwells

1. <https://fau.catertrax.com>
2. If you do not already have an account with Chartwells please register by using the register link in the upper right-hand corner.
3. Once you have logged in or created an account click The Gathering - Boca Campus or The Gathering - MacArthur Campus
4. Select the items you would like to order and then input the quantity for each and add these to your cart.
5. \*You will need to complete this separately for each event.
6. Click “checkout” and then follow the instructions which will ask you for Order Details, summary, and finally payment information.
7. If your organization is using COSO funding to complete this process, under the payment method please select Purchase Order and type TBA. You must complete a **Purchase Request** at least 5 business days before your event to use COSO Funding (your organization may be liable for the cost if not completed within the proper timeframe).

**Outside Catering** - For any event where food is catered for by an outside caterer, a completed Food Waiver Form must be completed and turned into the Business Services Office. The following documents must be provided for all outside caterers:

- I. Proof of Insurance
  - A. Proof of Workmen’s Compensation Insurance Coverage
  - B. General Liability Insurance
  - C. Manufacturers and Contractors Liability Coverage
- II. Health Department Documents
  - A. Food Service Establishment Inspection Report and Health Department Permit (most current)
- III. Licenses
  - A. Most current business license – State of Florida
  - B. Department of Revenue – Sales and Use of Tax Division
  - C. Appropriate business licenses from Local Government

The sponsoring organization and/or individual will be held responsible for the equipment and its condition. Clean-up is the responsibility of the sponsoring organization. Groups will be billed for any missing equipment or additional cleaning. Any organization that brings in food that does not have prior approval will be charged \$25.00 and have reservation privileges suspended for a thirty (30) day period. For the second offense, there will be a \$50.00 charge and reservation privileges suspended for one full semester. Student groups will also be turned over to Student Activities and Involvement for further disciplinary procedures. Additionally, it is the responsibility of the sponsor to ensure that the room is cleaned at the end of all self-catered events. There will be a clean-up charge of \$15.00 per hour if it is determined that additional cleaning is necessary.

The **FAU Food Safety Program** is designed to provide guidelines and rules to guard against food-borne illness, and to comply with applicable regulations:

- Organizers must obtain an application from the website below for Temporary Food Service Events and complete all necessary information and submit it to Environmental Health & Safety (EH&S) no later than 1 week prior to the event. After EH&S approves the food service event, a Temporary Food Service Permit will be issued to the event organizer/sponsor and must be available for review during the event.
- Events needing approval from EH&S include events in which the public is being served. If the event is attended by only a certain group (i.e. English Department Faculty) and no outsiders attend, this would not need to register with our office. However, these private events must also follow food safety measures to guard against foodborne illness. Only events attended by people not members of a defined group must register. In addition, all events serving food in the breezeway must register with EH&S.
- For information on the Food Safety Program including approved vendors and applications, go to: <https://www.fau.edu/ehs/safety/food-safety-program/>

**Clean Up** - The Catering Department will provide a courtesy clean-up service provided the event is between 7:00 a.m. and 5:00 p.m. Monday - Friday. Functions must consist of 40 people or more. For events with less than 40 people, late night, or scheduled weekend events a 15% fee will be attached to the catering invoice. There will be a clean-up charge of \$15.00 per hour if it is determined additional cleaning is necessary.

**Linen Service** - Linen and table skirts are provided at an extra charge for all service tables and for all dining tables. However, if there is a request for linen on non-food service tables (such as registration tables or head tables) where food will not be served, there will be an additional charge of \$15.00 for linen and \$15.00 for skirting per table. Cloth napkins are \$.50 per person. Specific colors are available at an additional cost. Please allow seven (7) days' notice. Head tables or specific table sizes should be specified for the linen order.

### **Environmental Health and Safety**

All FAU events on all campuses that involve food must comply with the Florida Administrative Code (FAC) 64E-11 on Food Hygiene and other pertinent regulations. These regulations were designed to prescribe practices and procedures to prevent foodborne illness. All clubs, groups, departments, students, etc. hosting special events where food is served to the FAU or public (where public is defined as anyone who is not a member of the club, group, or department, etc.) must complete the FAU Temporary Food Service Event Permit Application, which can be found at: <http://wise.fau.edu/facilities/ehs/safety/Food-Safety-Program.php>. The food safety training can be found at <http://wise.fau.edu/divdept/envhs/Foodsafety/>.

For more information, please visit <https://www.fau.edu/ehs/safety/food-safety-program/>

### **Alcoholic Beverages Policy**

The Alcoholic Beverages on Campus Policy is applicable to all members of the university community, including all students, faculty, staff, and all visitors, contractors, and guests to the university or any of its campuses, facilities, or events. All student organizations must get approval from the Senior Vice President for Student Affairs to have alcohol at an event on campus. To read the full policy, please visit

<http://www.fau.edu/hr/files/FAU%20Alcohol%20Policy.pdf>

## **Movie/Copyrighted Material Policy**

### **What is Film and Video Piracy?**

Film and video piracy is the public performance of an unauthorized exhibition of pre-recorded and copyrighted video content.

### **What are “Public Performances”?**

Suppose you invite a few personal friends over for dinner and a movie. You purchase or rent a copy of a movie from a local video store and view the film at your home that night. Have you violated copyright law? Probably not. But suppose you took the same video or DVD and showed it at a club, bar, or any other public event that you happen to manage. In this case, you have infringed the copyright. Simply put, videocassettes or DVDs obtained through a video store are not licenses for exhibition, home video means just that: viewing of a movie at home by family or a close circle of friends.

### **What the Law Says**

The Federal Copyright Act (Title 17 of the United States Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a videocassette carries with it the right to show the tape outside the home. Taverns, restaurants, private clubs, prisons, lodges, factories, summer camps, public libraries, day-care facilities, parks and recreation departments, churches, and non-classroom used at schools (anything besides what is on the syllabus) and universities are all examples of situations where a public performance license must be obtained. This legal requirement applies regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, or whether a federal or state agency is involved.

### **Penalties for Copyright Infringement**

“Willful” infringement for commercial or financial gain is a federal crime punishable as a misdemeanor, carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civil damages, ranging from \$500 to \$20,000 for illegal showing.

### **How to Obtain a Public Performance License**

Obtaining a public performance license is relatively easy and usually requires no more than a phone call. Fees are determined by such factors as the number of times a particular movie is going to be shown, how large the factors such as the number of times a particular movie audience will be, and so forth. While fees vary, they are generally inexpensive for smaller performances. Most licensing fees are based on a particular performance or set of performances for specified films. Major firms that handle these licenses include: ‘

Swank Motion Pictures, Inc.: 1-800-876-5577

Criterion Pictures USA, Inc.: 1-800-890-9494 ext. 224

Some filmmakers and production companies will allow student organizations to show documentaries for free. You still need proof that you have the right to show the film, so be sure to ask the filmmakers or production company for official notice of rights to public performance.

**Copyright infringers are prosecuted.** The Motion Pictural Association of America (MPAA) and its member companies are dedicated to stopping film and video piracy in all its forms, including unauthorized public performances. The motion picture companies will go to court to ensure their copyrights are not violated. Lawsuits, for example, have been filed against cruise ships and bus companies for unauthorized on-board exhibitions. If you are uncertain about your responsibilities under copyright law, contact the MPAA, firms that handle public performance licenses, or the studios directly. **Avoid the possibility of punitive action!**

### **Date/Service Auctions Guidelines**

The division does not endorse date and service auctions, however, for student groups, clubs, and organizations choosing to host or participate in these activities, the following guidelines have been developed.

#### ***Racial Awareness***

Date/Service auctions have historical reminiscences of slave auctions. Slave auctions are realistic events in this country's history. While this may not be the intent of date auctions today, they present human beings as property to be purchased. Regardless of the form of payment for a person's service, an auction (often involving a bidding process) may devalue the person being auctioned. On a campus where inclusiveness is at the very fabric of our community, any activity promoting the purchase of a human being for services to another fails to promote a diverse, open, inclusive, and accepting environment.

#### ***Gender Awareness***

Furthering the mission of inclusiveness, respecting the rights of others is valued in our community. One of the underlying issues that often exist in date auctions is the idea of entitlement. Date/acquaintance rape, sexual assault, sexual misconduct or any other inappropriate acts may result from this assumption from all genders. Purchasing a person's services (or time on a "date") may promote "entitlement" in the person bidding. Date/Service auctions can create disharmony within a community by reinforcing gender stereotypes.

#### ***Personal Safety***

Date/Service auctions involve a person spending time with another person. Often the participants are not familiar with the others involved. This has the potential of resulting in hidden attractions or desires that may be inappropriate or pose harm. While this may be an extreme case scenario, the possibilities are real. Student organizations must consider such possibilities as well as potential liability implications when preparing to host a date/service auction.

#### ***Alternative Activities***

Date/service auctions are often used as fundraising activities that support charitable organizations. The Division of Student Affairs recognizes these efforts as positive intentions that engage students in civic responsibility. However, student organizations are encouraged to choose from other creative and imaginative fundraising activities and programs that promote an inclusive and safe environment. These include book fairs, silent auctions (donated items), car wash, requesting donations, ad sales for programs or ad booklets, ticket sales for an event, etc.

Given the information shared above, the following guidelines have been established:

**In preparation for hosting a date auction (i.e. exchanging services for money), you must complete the following steps in chronological order to have your event approved:**

1. Read the section of the Student Organization Manual related to hosting a date/service auction.
2. Schedule a meeting with the Director of Student Activities and Involvement or Designee to discuss the details of the event, including but not limited to the rationale and details for the event. Additionally, the student organization advisor must be present during the entire activity. Complete the online event registration process through Owl Central. The date/service auction is not approved until you receive an official email indicating Event Approval from the Student Union.
3. Participant(s) must sign the "Date/Service Auction Participation Agreement" (*See appendix*). All participants, including the people being bid upon and the people bidding, must sign their respective agreements. These forms should be submitted to Student Activities and Involvement. The agreement forms are located in Owl Central.

Failure to follow policies and/or procedures can result in the loss of privileges and benefits of being a registered student organization and/or disciplinary actions including referral to the Associate Vice President and Dean of Students Office. To participate in a Date/Service Auction as an auction participant or bidder, the participant must be a currently enrolled FAU Student.

### **Commercial Solicitation**

**Objective:** To specify the methods and responsibilities for commercial solicitation at Florida Atlantic University

**Overview:** All soliciting done of the University premises must be approved by the Director or Assistant Director of Business Services, except certain approved activities sponsored by student organizations or university departments which are subject to the approval of Student Activities and Involvement.

1. Commercial solicitation as used herein is the offering of goods and services for sale either by advertising or direct sale that result in financial gain to the salesperson, individual(s), or organization(s).
2. Activities referred to in this section are permitted only in the area of the Student Union, Traditions Plaza, and along the Breezeway on the Boca Raton campus. Any requests for exceptions to these locations should be submitted to Student Activities and Involvement for university organizations and to the Office of Business Services for non-university entities.

#### **A. UNIVERSITY SOLICITOR'S PERMIT**

1. All solicitors must have a University Solicitor's Permit, except students representing student organizations.
2. All applicants for a permit must have in their possession verifiable personal and company or organization identification for all persons who will be engaged in the requested activity.
3. The University Solicitor's Permit will contain the following information:
  - a. Name of the company or organization.
  - b. Names of individuals representing the company or organization on campus.

- c. Type of nature of approved Business.
  - d. Location where permit is valid.
  - e. Dates of issue and expiration of University Solicitor's Permit.
4. Copies of the University's Solicitor's Permit are to be given to the individual responsible for the activity, who will ensure that each person engaged in soliciting has a copy. The original permit will be kept on file in the Business Services Office.

## **B. OBTAINING PERMITS**

Permits are to be obtained from the Director or Assistant Director of Business Services at least seven (7) business days prior to the scheduling of the event. The issuance of permits will be governed by the benefits to be gained by the University community. Copies of the permits are to be carried by each individual whose names appear on the permit and are engaged in the activity and will be presented to any University official upon request. Any issued permit is subject to cancellation at any time it is deemed in the best interest of the University. In the event a permit is canceled, all copies of the permit are to be surrendered to the Director of Business Services, and soliciting by permit holders will cease.

## **C. STUDENT ORGANIZATIONS**

In recognition of the rights and freedom of student organizations at Florida Atlantic University, approved student groups are permitted to solicit for support or sell and distribute items as a project of that organization within the following limits and guidelines:

1. No item is sold or advertised that is offered for sale in, or that is in competition with, any University agency such as the Bookstore, Food Services, Office Services, or retail stores located on Florida Atlantic University campuses, without a University Permit granted by the Director of Business Services.
2. Sponsoring and participating organizations must register the activity and arrange for space with Student Activities and Involvement.
3. Sponsoring and participating organizations must comply with any Student Activities and Involvement policies or Student Government Statutes affecting fundraising projects.
4. Officers of any student organization sponsoring or participating in solicitations either on or off campus will assume full responsibility for adherence by participating students to all laws and regulations governing such activities.

## **D. VENDORS AND NON-UNIVERSITY ENTITIES**

Vendors other than recognized on-campus vendors may request space on campus. Ten tables have been allocated daily, with the exception of recognized campus holidays and closures, along the Breezeway on the Boca Raton campus for vendors and non-university entities. Requests are to be made through Business Services for space and all requests should have a Commercial Solicitation Permit Application attached. The designated spaces are on a first-come, first-serve basis. Requests will be reviewed and approved based on meeting all other guidelines set forth in this policy. Proof of insurance must accompany the request as well.

## **E. ITEMS FOR SALE**

The University will not allow the selling of any items, including but not limited to guns and knives, which will pose a threat to the individual who made the purchase or to their surrounding environment. In the event this occurs, the solicitor will be asked to cease

selling the particular item and if the vendor does not abide by the request, they will have to vacate the premises.

#### **F. ADVERTISING MATERIALS**

The posting or distribution of advertising materials will be limited to the permanent official bulletin boards of the University and according to policies set forth by Student Activities and Involvement.

#### **G. DOOR-TO-DOOR SOLICITATIONS**

Under no circumstances will door-to-door solicitation be allowed in any university facility.

#### **H. STATEMENT OF EQUITY**

Nothing in this policy or its regulations is intended to infringe upon any constitutional or other legal rights regarding freedom of speech. This policy and regulations exist to ensure the privacy, safety, educational, and work environment of campus occupants. Application of this policy and regulations will be neither arbitrary nor capricious, nor shall they be based on the political content of the solicitation. All constitutionally protected speech will be permitted within the reasonable time, place, and manner parameters of this policy and regulations.

### **Contracts**

If your student organization is planning to bring entertainment to campus (e.g., DJ, musician, speaker, comedian, lecturer, etc.), a contract must be processed. The Student Activities and Involvement office on your campus will process this contract for you. Contracts must be processed **at least four weeks** in advance of an event. To begin this process, please complete the Contract Worksheet found under “Campus Links” on Owl Central. No student, student organization, or student organization advisor can sign contracts on behalf of FAU.

### **Event Risk Management**

Accidents happen, especially at meetings, events or other social activities. When accidents do take place liability and legal issues may result. The most effective way to prevent risk management issues from turning into liability issues is to be educated and aware, both as an individual and as a student organization. Please be aware that legal complications can occur from a direct liability chain when an individual was involved in the incident, or indirectly when it can be shown that an individual was in a supervisory or executive position and the person committing the act was under their control. If you are responsible or linked to responsibility based on your position in a student organization, you may be found liable. Your life could possibly change if you are responsible for a legal judgment.

The best way to avoid this unpleasantness is to avoid events and activities that are potentially high risk. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution, and recommendations that you and your organization may choose to consider are made in this section to help you avoid potential liability. While no risk

management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

Student Activities and Involvement desires for your student organizations to succeed in event planning and risk management. A large part of success involves taking precautions and carefully planning your activities to avoid situations that may jeopardize safety. Please consult Student Activities and Involvement with any concerns regarding the Risk Management and Responsibilities of a student organization at Florida Atlantic University.

### **American Disabilities Act (ADA)**

Florida Atlantic University is dedicated to providing an environment free from discrimination, protecting the rights and dignity of potential and current employees, students, and visitors regardless of disability status. FAU works to ensure that individuals with disabilities are treated fairly and equally to individuals without disabilities in all University activities, including, but not limited to, employment, academia, services, benefits, social events, student organizations, activities, and research on any of FAU's campuses.

Florida Atlantic University complies with all federal, state, and local laws and guidelines that provide individuals with disabilities protection, including, but is not limited to: the Rehabilitation Act of 1973, as amended through 1998, the Americans with Disabilities Act of 1990, as amended, the Civil Rights Restoration Act of 1987, the Florida Civil Rights Act of 1992, and the Florida Educational Equity Act which require that otherwise qualified individuals may not, on the basis of disability, be denied access to, participation in, or the benefits of any program or activity operated by the University. It is further the policy of the University to enable individuals with disabilities to participate as independently as possible, facilitating enhancement of campus life and enrichment of the University community as a whole. People with disabilities must be full members of the educational community. FAU recognizes that traditional methods, programs, and services may not accommodate the needs of some individuals with disabilities. It is important to keep in mind that each person's situation is unique and must be evaluated on a case-by-case basis. Discrimination against a qualified individual with a disability, in any form, undermines the mission and values of the University, negatively affects the careers, education and experiences of the entire FAU community, and will not be tolerated. Each member of the University community has the responsibility to ensure that this policy is enacted in their daily practice.

#### **What Student Organizations Need to Know**

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. FAU requires all student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible.

If you receive a request for a hearing accommodation, Student Activities and Involvement can arrange for American Sign Language interpreter services and will provide funding for those services. There is no fee for SG funded student organizations; non-SG funded student organizations are responsible and will be billed for the payment of interpreters. Visit the Student Activities and Involvement office on your campus to arrange interpreters for your meetings or events.

To comply with the American Disabilities Act (ADA) Policy, student organization publications (flyers, posters, newsletters, banners, handbooks announcing events, etc.) targeting FAU students, staff, faculty, alumni, and the public must include the following statement:

*If you need a reasonable accommodation to fully participate in this event please contact [person] at [phone number and e-mail address] or TTY Relay Station 1-800-955-8770. Please make your needs known as soon as possible to allow sufficient time for effective accommodations, preferably by [insert day of week and date of 4 business days prior to the event].*

If this statement is not on flyers brought to the Student Union, the flyers will not be approved and stamped.

## Financial Information

### Student Government Funding Opportunities

Activity and Service Fees (A&S) are fees included in each student's tuition payment. A&S fees are used to fund the Student Union, Recreation & Fitness Center, student programming, Registered Student Organizations, Student Government, and a variety of other student support entities. A&S fees are allocated and monitored by students elected to FAU's Student Government. The Council of Student Organizations (COSO) is responsible for allocating funding to student organizations through (1) the **Annual Budgeting Process** and (2) **Contingency Funding** (New Student Organization Funding and Emergency Funding).

All registered student organizations must go through the **annual budgeting process** in order to receive funding for the next academic year. Annual Budget packets are available in Mid-November and are typically due at the beginning of the Spring semester. Detailed instructions will be sent when the Annual Budget packet becomes available.

The maximum an organization can receive annually is the higher of the following two values but cannot exceed \$10,000:

- 110% of its annual COSO allocated budget from the last year
- 110% of its annual COSO allocated budget from the year BEFORE last year

An example: if you received \$0 last year but \$1,000 the year before, then your maximum allocation for the upcoming year is 110% of \$1,000 or \$1100. If you have never received annual funding from COSO, then this does not apply to you.

Any club that is formed after or missed the Annual Budget deadline is eligible for **New Organization Funding or Emergency Funding**. New Organization Funding requests are due two business days before the bi-weekly COSO Funding Meetings with all justifications attached. Meeting dates are established at the beginning of every semester, contingent on the schedules of the COSO Executive Board.

For New Organization Funding, the organization requesting funds must attend the Council's Funding Meeting in order to be allocated funds. The organization requesting funds shall be

granted time to make a statement to the Executive Board and answer any questions the Executive Board deems necessary. The Executive Board will then proceed to vote on an amount to allocate to the organization.

To request Emergency or New Organization funding:

1. Got to <https://fau.campuslabs.com/engage/>
2. Scroll to the bottom right-hand corner to ‘Campus Links’
3. Click on the Emergency Funding Request form.

\*\*Registered Student Organization at the Jupiter Campus can submit for contingency/new student organization funding at this link:

<https://fau.campuslabs.com/engage/submitter/form/start/8270>

Following the submission of this form the Registered Student Organization will attend a contingency budget hearing so their request can be proposed and formally voted on.

### **Travel**

COSO **cannot** allocate any funds for student travel (including day travel, out of state travel, registration fees for an event off campus, etc.). To apply for travel funding, refer to the Travel Policies and Procedures found at <http://www.fau.edu/studenttravel>

## **Fundraising for Student Organizations**

Fundraising is a great way for student organizations to raise money for their organization or for charity. Additionally, fundraising can help inform the community about your organization and its purpose.

A successful student organization fundraiser will typically:

- Appeal to a large, broad audience.
- Perform a needed service or meet a need.
- Be well-publicized through various media.
- Bring the organization and the community together.
- Encourage people to interact.
- Capitalize on the talents of your organization.

FAU Registered Student Organizations (RSO) may engage in fundraising activities under certain circumstances. Any proceeds of these fundraising activities must be donated to an IRS qualified organization (such as a Section 501(c)(3) charitable organization) or used for the activities and projects of the RSO itself, in furtherance of its goals and objectives. ALL fundraising activities by an RSO on or off campus are subject to the following guidelines:

### **General Fundraising Guidelines:**

- 1) All RSOs wanting to fundraise must obtain approval from both their advisor and the Associate Director of Student Organizations and Activities. This approval process is accomplished through the online event registration submission process through Owl Central.

- 2) RSOs may not solicit tax-deductible donations or issue gift receipts to donors for the deduction of such donations. Contributions are deductible only when made to IRS-qualified organizations, and most (if not all) RSOs have not applied to the IRS to become qualified organizations.
- 3) All fundraising activities that involve the exchange of money must have the RSO advisor in attendance. In addition, should cash be involved, a police officer will have to be present as well as the RSO advisor.
- 4) All fundraising activities and merchandise sales that are part of such fundraising activities must conform to university regulations and policies and Florida and Palm Beach County ordinances and laws. For example, raffles are restricted by state law (see Florida Statute, Section 849.0935), and date/service auctions are limited by university policy (see Guidelines for Date/Service Auctions). Additionally, the following activities are not permitted on FAU's campuses: bake sales, car bashes, electronic bashes, eating/drinking contests, raffles, or gambling.
- 5) Sales of merchandise that are part of fundraising activities on FAU campuses may not conflict with or violate University contracts with existing campus vendors. **RSOs may not use A&S fees to fundraise for the benefit of their organization or any charitable organization.** All RSOs wanting to hold a fundraiser that requires any financial expenditure must have sufficient non-A&S funds to cover these expenses.
- 6) Monies raised and/or collected from RSO fundraising activities must be deposited into the appropriate RSO off-campus bank account within 72 business hours after completion of the fundraising activity. Any checks received as part of the fundraising activity may only be made out to the RSO or the charitable organization for which the fundraiser is held.
- 7) No fundraising activities will be allowed for the financial gain of the individual(s) outside of the common or charitable interests of the RSO or the charitable organization for which the fundraiser is held.
- 8) RSOs must track all fundraising sales and keep fundraising financial reports on file by the Treasurer (or Financial Officer) for a minimum of four (4) years for auditing purposes.
- 9) If collecting cash, the RSO must have a collection box or bank bag with a lock on site to store the collected funds.
- 10) At the location of the fundraiser, the RSO must post in a visible location the fundraising disclaimer (see below).

*Disclaimer: This fundraising event, and any organizations involved, do not represent Florida Atlantic University, its interests, or its opinions or indicate FAU's endorsement or support of either the fundraising organization or the charitable organization for which the fundraiser is held. Florida Atlantic University has provided no direct financial assistance for this fundraising event, nor will Florida Atlantic University*

*receive any funds from this fundraising event. Monies donated are collected and distributed solely at the discretion of the fundraising organization or the charitable organization for which this fundraiser is intended. Florida Atlantic University is not responsible for overseeing, receiving or distributing funds collected.*

- 11) It shall be the responsibility of the RSO to monitor, clean up, and remove all materials at the site of the fundraiser when it is concluded.
- 12) Any RSO hosting a fundraising activity for the benefit of FAU must comply with FAU Policy 9.1 (University Gift Solicitation and Acceptance). Any funds donated to FAU must be coordinated with and handled directly by the FAU Foundation.
- 13) Violation by an RSO of any University regulation, policy, rule, or procedure while conducting the fundraising activity may result in a loss of RSO privileges or other measures deemed appropriate.

### **Additional Guidelines Specifically for Fundraising Events by RSOs to Benefit a Charitable Organization**

- 1) The charitable organization must be an IRS qualified organization (such as a Section 501(c)(3) charitable organization).
- 2) At the location of the fundraiser, the RSO must have a representative of the charitable organization present and/or pamphlets and literature available about the charitable organization.
- 3) Within 30 days of the end of the fundraising activity, verification of receipt of funds collected by the RSO for the charitable organization must be made to Student Activities and Involvement. Verification may include one of the following:
  - a) A copy of the check or money order made out to the charitable organization, or
  - b) A letter from the charitable organization thanking the RSO for the donation, with the total amount donated listed.

### **Ideas for Fundraising**

#### **Membership Dues**

Student organizations may charge dues of their members. It's important to remember this may be a great means to raise money, but it could also prohibit some students from being involved in your student organization because of the associated cost associated.

#### **Donations**

Fundraising by soliciting donations, whether in the form of cash or merchandise or by selling merchandise or services, is a powerful way to raise large amounts of money for important programs or events. Different ways to solicit donations are (a) person-to-person requests, (b) phone calls, and (c) mail solicitation. All of these provide great opportunities to educate others about the importance of your program and gain financial support. Remember that providing detailed information is important. Be prepared to answer all kinds of questions about your program, including how the money will be used and who else is participating. Many businesses

wishing to make donations may ask for a tax-exempt number. Most RSOs are not tax-exempt unless your organization has specifically applied for tax exemption from the IRS. RSOs cannot use the FAU tax exemption number for the purposes of obtaining donations. Additionally, RSOs may not issue gift receipts for donors making tax-deductible donations. Your RSO must be registered by Student Activities and Involvement, and your fundraising event must be approved before you begin asking for donations.

### **Other Ideas**

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

### **Co-Sponsorship**

RSOs have the opportunity to co-sponsor a fundraising program. Co-sponsorship combines the resources of two or more existing organizations, and generally benefits all co-sponsoring organizations. RSOs that co-sponsor a program are encouraged to create a Co-Sponsorship Agreement in which all event planning responsibilities are distributed and put in writing.

Successful co-sponsorship programs consist of the following:

- A written proposal early in the planning stages that combines the resources of two or more groups to carry out a successful program or service.
- Participation and input by all co-sponsoring organizations in the planning, marketing, and execution of the event. Requests for monetary contributions for co-sponsorship do not always create a sense of ownership on the part of the organizations and may discourage groups from assisting financially or otherwise in the future.
- A written agreement outlining which organization will carry out specific parts of a program or service. Written agreements should list the time and date of the program, the agreed-upon responsibilities of all co-sponsoring parties and the signatures of all co-sponsoring parties. This agreement should provide all the necessary details in order for all groups to contribute to the success of the program or service.
- All co-sponsoring organizations or departments should be recognized in advertising and promotional campaigns before, during, and after the event.

To learn more about co-sponsorship and fundraising opportunities, contact Student Activities and Involvement.

## **Self-Generating Funds Accounts/Off-Campus Bank Accounts**

### **Self-Generating Funds Accounts/Off-Campus Bank Accounts**

Registered student organizations (RSOs) are able to open an off-campus bank account for self-generated funds. This account is primarily used for money your RSO raises through fundraising and membership dues.

Off-campus bank accounts are a great option for RSOs wishing to make small and quick payments and purchases from self-generated sources. However, it is the responsibility of your organization to keep track of the account. PNC, our on-campus banking provider, is willing to work with your organization, but you may choose any bank that you would like. It is important to understand that Student Activities and Involvement has absolutely no jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. It is up to your student organization to monitor these funds and their proper use. **No COSO-allocated activity & service fees can be deposited into this account.**

In the event that an RSO decides to open an off-campus bank account, the following requirements apply:

- The RSO is required to obtain an EIN/Tax ID number from the IRS
- The bank account must have two signatories
- The bank account name cannot include “Florida Atlantic University”
- Update information with the bank when officers or advisors change

### **Information about a Tax ID or Employer Identification Number (EIN)**

#### **What is a Tax ID or EIN?**

A tax ID is like a social security number for your student organization. The purpose of this number is to make your student organization responsible for taxes on revenue that the student organization has earned. This number is unique to your student organization’s legal name and should be kept confidential, unless requested on a W-9 tax form from an entity you are doing business with.

#### **Why should my student organization have one?**

At Florida Atlantic University, acquiring a tax ID number is an essential component to opening an off-campus bank account for your student organization. Student organizations are not permitted to use the University's tax ID number; therefore, organizations must apply for their own unique number. Often organizations are in situations that require a Federal tax ID number (i.e., opening an organizational bank account, conducting off-campus fundraisers, renting facilities, receiving/accepting donations, receiving payments, etc.).

#### **How do I apply for a tax ID number or an EIN?**

Any student organization that will raise money and, therefore, spend money, will need to maintain proper financial accounts for the group. The organization should file Form SS-4 with the IRS via telephone. Any financial accounts created or maintained for the organization should be managed under this number.

#### **Process for applying for a Tax ID or Employer Identification Number (EIN)**

1. **Review the Form SS-4 Instructions** <http://www.irs.gov/pub/irs-pdf/fss4.pdf>
2. **Complete the Application Form SS-4.**

Completing this form will be useful as a guide when you call in to apply for your student organization’s EIN. Please make sure to note the following:

*Line 1:* List your student organization's name. You CANNOT use "FAU" or "Florida Atlantic University" in the name of the EIN.

*Line 4a:* List address as 777 Glades Rd Student Union Rm 203

*Line 7a:* List the name of the Advisor, President, or Treasurer (your choice, but can only be one person)

*Line 7b:* List the Social Security number of the person listed in Line 7a. Also, the responsible party applying for your student organization's EIN will also be required to disclose their date of birth when applying for EIN over the telephone.

*Line 9a:* Check other nonprofit organization (specify) student organization at university

*Line 10:* Check Banking purpose (specify purpose) Open Bank Account

*Third Party Designee:* n/a

### 3. **Apply for EIN with the Toll-Free Telephone Service**

Taxpayers can obtain an EIN immediately by calling the Business & Specialty Tax Line at (800) 829-4933. The hours of operation are 7:00 a.m. - 10:00 p.m. local time, Monday through Friday. An assistor takes the information, assigns the EIN, and provides the number to an authorized individual over the telephone.

4. If the student organization Advisor, President or Treasurer listed as the responsible party upon Form SS-4 changes, please write a formal notification to the IRS. This notification letter will need to state the new responsible party's name, social security number, and date of birth, as well as the date that this change is effective. Please mail this notification letter to the following location:

Department of the Treasury  
Internal Revenue Service Center  
Ogden, UT 84291-0023

**Tax Exempt Status - Just because your Student Organization has a Tax ID, does not make your Student Organization is Tax Exempt!** Most student organizations believe that because they are essentially nonprofit and are comprised of students, they are automatically exempt from having to pay taxes. This is incorrect in most cases. There are two types of tax exemption in which RSOs typically have an interest: income tax (through the IRS) and sales tax (through the State of Florida). Related to federal income tax is the tax-deductible donation, which is of interest to RSOs that desire to raise funds from sponsors. For any further information, please contact [involvement@fau.edu](mailto:involvement@fau.edu)

**Visit [www.fau.edu/getinvolved](http://www.fau.edu/getinvolved) and scroll to the bottom right-hand corner to find the Off-Campus Bank Request Form. Here you can submit a request for confirmation that your organization is a Registered Student Organization at FAU for the purposes of setting up an Off-Campus Bank Account.**

### **Travel Funding and Policies**

FAU Student Government (SG) provides many services to the student body using A&S fees, and travel awards are just one way SG allocates these fees to promote students' educational and professional development. Travel awards are available to registered students, both graduate and

undergraduate, and Registered Student Organizations (RSOs). Through an application process, RSOs are able to receive funds to supplement the out-of-pocket costs of traveling to professional conferences, organizational meetings, trainings, competitions, and educational experiences. RSOs receiving this funding in the past have represented FAU around 50 the world presenting research at international conferences, attending exclusive training or educational programs in specialty fields, and receiving honors and awards at various clubs/ sport competition.

Before you can join this prestigious group of traveling Owls, you must complete paperwork to initiate the application process. Instructions for both graduate and undergraduate students are available at <http://www.fau.edu/studenttravel>. We encourage you to read and review the travel policy, checklist and forms before submitting your application to make your experiences as easy and informed as possible! We also have provided some "travel tips" for you below.

### **Tips to Know Before You Go:**

- The application process can be overwhelming for first time travelers. Feel free to ask Student Government or Student Activities and Involvement any questions you may have.
- Applications are due 4-5 weeks in advance of travel – NO EXCEPTIONS. It may seem like a long time, but we want to make sure that we have everything ready for your departure, and that you have plenty of time to finalize your plans before you go.
- Please include any reservations you have made with your application. If you haven't made reservations yet, don't worry. Just include a price quote for the dates you are traveling.
- If you have been accepted to speak or present at a conference, or are competing in an event, please provide documentation showing that you are a presenter or are registered to compete so that you can be considered for the award amounts available for presenting or competing travelers.
- If you will be driving to your destination, rent a car from AVIS. There is a discounted rate for FAU students. If you need something larger than a car, let us know and we can give you some advice.
- Expenses for driving your personal car to your destination are ineligible for reimbursement (this means gas!). Renting a car from AVIS will allow you to cover your fuel expenses.
- Check your receipts to make sure they show what you paid for and how you paid for it (cash, check, credit card, online payment, etc.).
- You can only be reimbursed for expenses paid by you, out of pocket, related to travel. Expenses paid by your advisor, department, spouse, parent, or other third party are not eligible for reimbursement.

For more information about Student Travel, visit [www.fau.edu/studenttravel](http://www.fau.edu/studenttravel)

### **Recommended Guidelines for Financial Management**

Student Activities and Involvement recommends the following guidelines to assist Registered Student Organizations (RSOs) in their financial management and budgeting practices:

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

2. The Treasurer and the President should have signature authority for the organization's off-campus self-generating bank account and all checks should require two signatures.
3. The Treasurer should provide budget information on a regular basis (i.e. at least once per month) to the organization's general body of members. Executive Board members should know the organization's financial position in detail. Other members should have a general knowledge of the organization's finances.
4. Accounting measures should be as accurate as possible and available upon request to any organizational member.
5. The Treasurer should use the mailing address and mailbox provided by Student Activities and Involvement. This ensures that all mail, despite changes in leadership, gets delivered to the same address.

## Appendix

### Staff Contact List

Student Activities and Involvement Staff			
Name	Position	Campus	E-mail
Ana Gonzalez Sanchez	Assistant Director/COSO Advisor	Boca Raton	<a href="mailto:agonzalezsanchez@fau.edu">agonzalezsanchez@fau.edu</a>
Elaine Jordat	Associate Director/COSO Advisor	Jupiter	<a href="mailto:ejahnse1@fau.edu">ejahnse1@fau.edu</a>
Nyobee Van Pelt	Assistant Director/COSO Advisor	Broward	<a href="mailto:nmccall2020@fau.edu">nmccall2020@fau.edu</a>
Marcus St. Phard	Assistant Director/SCC Advisor	Boca Raton	<a href="mailto:mstphar@fau.edu">mstphar@fau.edu</a>
Shanice Eduh-Duncan	COSO Director	Boca Raton	<a href="mailto:fau.bocacoso@fau.edu">fau.bocacoso@fau.edu</a>
Ohm Parikh	COSO Director	Jupiter	<a href="mailto:fau.jupitercoso@fau.edu">fau.jupitercoso@fau.edu</a>
TBD	COSO Director	Broward	<a href="mailto:fau.browardcoso@fau.edu">fau.browardcoso@fau.edu</a>
Additional Key Student Organization Resources			
Name	Department	Campus	E-mail
Y'urissa Everett	Student Union	Boca Raton	<a href="mailto:yeverett2020@fau.edu">yeverett2020@fau.edu</a>
Christina Taylor	Campus Recreation	Boca Raton	<a href="mailto:campusrec@fau.edu">campusrec@fau.edu</a>
Bailey Carmack	Weppner Center for LEAD and Service-Learning	Boca Raton	<a href="mailto:bcarmack2020@fau.edu">bcarmack2020@fau.edu</a>

## **Date/Service Auction Event Participant Agreement Form**

Given the stated concerns the University has about possible unintended consequences of date auctions, it is important that participants are well-informed about the risks they are assuming by participating in a date/service auction. Completion of this form is required as a precondition to participating in a date/ service auction. It is strongly recommended that participants take their time when deciding to participate as an Auction Participant or Bidder.

### **AUCTION PARTICIPANT**

Name: \_\_\_\_\_

Z#: \_\_\_\_\_

1. As an Auction Participant, I understand and assume all risks associated with participation in a date/service auction. I acknowledge that my participation in this program is wholly voluntary and agree to the follow terms:
2. To offer my time and/or services to an unknown person who pays the sponsoring organization the highest price in the bidding process.
3. The bidder may be a member of any and all protected or majority group(s).
4. To adhere to and not violate FAU regulation 4.007, the student Code of Conduct in an effort to garner a bid, including but not limited to engaging in lewd, obscene, indecent behavior or voyeurism [4.007 (5)(m)]; disorderly conduct [4.007 (5)(k)]; or soliciting, aiding, or inciting others to participate in conduct which violates this regulation [4.007 (5)(1)]; Unlawful discrimination [4.007 (5)(v)].
5. To withdraw, abandon or terminate my participation at any time I do not feel safe without notice or explanation to bidders or event organizers.

I have read, understand, and acknowledge the FAU Guidelines for Date/Service Auctions.

I affirm that I am at least 18 years of age.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Date/Service Auction Event Participant Agreement Form**

Given the stated concerns the University has about possible unintended consequences of date auctions, it is important that participants are well-informed about the risks they are assuming by participating in a date/service auction. Completion of this form is required as a precondition to participating in a date/ service auction. It is strongly recommended that participants take their time when deciding to participate as an Auction Participant or Bidder.

### **BIDDER**

Name: \_\_\_\_\_ Z#: \_\_\_\_\_

1. As a Bidder, I understand and assume all risks associated with participation in a date/service auction. I acknowledge that my participation in this program is wholly voluntary and agree to the following terms:
2. To pay the sponsoring organization the amount specified if I am identified as the highest bidder.
3. To respect the right of the Auction Participant to withdraw, abandon, or terminate participation at any time the Auction Participant does not feel safe without notice or explanation to bidders or event organizers – including after the auction has ended. In the event the Auction Participant withdraws, abandons, or terminates their participation, the Bidder will receive a full refund of their money pledged.
4. To adhere to and not violate FAU regulation 4.007, the Student Code of Conduct in an effort to garner a bid, including but not limited to engaging in lewd, obscene, indecent behavior or voyeurism [4.007 (5)(m)]; disorderly conduct [4.007 (5)(k)]; or soliciting, aiding, or inciting others to participate in conduct which violates this regulation [4.007 (5)(1)]; Unlawful discrimination [4.007 (5)(v)].

I have read, understand, and acknowledge the FAU Guidelines for Date/Service Auctions.

I affirm that I am at least 18 years of age.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_