

SILC

The Student Involvement and Leadership Center



Student Organization Resource Guide and Policy Manual

for Student Leaders and Advisors

2008-2009

The University of Kansas
Contributing to Student Success

SILC

Student Involvement & Leadership Center

June 18, 2008

Student Organization Members and Advisors,

Welcome to another exciting year at the University of Kansas! The Student Involvement and Leadership Center (SILC) is honored to provide KU students the opportunity to build community, gain leadership and interpersonal skills, and contribute to the campus community (and beyond) by registering student organizations.

Student Organizations are an integral part of the university experience. Each year student organizations raise hundreds of thousands of dollars for a variety of causes; compete on a national and international level; provide community service and sponsor programs locally and nationally; and provide a niche for students to grow physically, mentally, socially, spiritually, and academically. Research has found that students who are involved on campus are more academically successful, have higher satisfaction with their college experience, and have higher graduation rates. It is our goal to provide those same experiences for each student here at KU.

This Resource Guide has been developed in order to introduce you to the rights and responsibilities of being a student organization at the University of Kansas, as well as to guide you through the process of student organization registration. Along the way we hope to answer many of your questions regarding being a registered student organization at KU. While the Resource Guide is designed to be a summary of points of interest; it is not a comprehensive listing of all rules, regulations, and information that pertain to student organizations. The rights and responsibilities outlined in this Resource Guide are intended to clarify the University's relationship to registered student organizations, and to serve as a guiding document for each student organization to achieve success.

More resources and detailed information are available at the SILC website at: <http://www.silc.ku.edu/> and we encourage you to review that site on a regular basis. Please review all the materials in this manual and pass the information along to the members of your organization. If at any point you have questions, please feel free to contact SILC at 785-864-4861 or stop by our office located on the 4th floor of the Kansas Union.

Good luck and Rock Chalk!
Aaron Quisenberry

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Student Involvement & Leadership Center

The University of Kansas
Student Involvement and Leadership Center
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Mission Statement

The Student Involvement and Leadership Center serves the University of Kansas community as advocates, advisors, and educators for students and student organizations by providing various services, programs, and experiences to create and foster involvement and leadership opportunities that enhance professional, personal, and educational development in preparation to become contributing citizens of a diverse society. Guided by a commitment to excellence, The Student Involvement & Leadership Center prepares students for leadership and service through instructional programs and co-curricular activities that:

- Promote connection and retention opportunities
- Provide for leadership, service, personal growth, and values
- Develop students' civic leadership skills
- Cultivate the personal attributes of self-confidence, ethical behavior, a global perspective, and a commitment to social justice
- Develop skills in the use of non-violent strategies to manage diversity among fellow students
- Foster a better understanding and celebration of diversity

Core Competencies

By participating in events and programs sponsored but the Student Involvement and Leadership Center and/or Student Organizations you are guaranteed to acquire one or more of the following core competencies:

- Develop leadership skills
- Establish connections to campus community
- Enhance ethical problem solving and decision-making
- Encourage appreciation of culture and diversity
- Foster civic engagement
- Promote self-awareness



If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Student Organization Registration

Why Register A Student Organization?

All organizations functioning on the Lawrence Campus of the University of Kansas are required to register with the University. Registration provides several advantages; official identification as a University affiliated group, use of designated University facilities and services, coordination and communication of group activities with campus administration and other organizations, and eligibility to receive funding from Student Senate.

Organizations must be established for legal purposes consistent with the broad educational aims of the University and in accord with regulations, guidelines, and policies of the University, the City of Lawrence, and the State of Kansas. However, registration does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of or responsibility for any group activities on or off University property.

Should a student organization not follow general guidelines that are consistent with University policies, the group may be subject to losing their status as a student organization with the Student Involvement & Leadership Center. If a student organization loses its registration, the president may appeal to the Office of the Vice Provost for Student Success in order to regain status as an organization.

What Are The Registered Student Organization Requirements?

Organizations wishing to register with the University of Kansas must meet the following requirements:

- Provide the University with the **name** and a **statement of purpose** for the organization.
- A minimum of **three members** is required to register an organization with the Student Involvement and Leadership Center.
- Be **nonprofit** in nature.
- **Annually renew** the organization registration (beginning July 1st each year).
- Maintain in the Student Involvement and Leadership Center a **current list** of names and email addresses of **officers, advisors, and/or liaison person** where applicable.
- Upon request, provide a copy of the organization's **charter, constitution, or by-laws**, including those of organizations outside the University with which the group is affiliated.
- Have an **advisor** who is a member of the faculty or professional staff of the University, or approved by the Student Involvement and Leadership Center if the selected advisor is not on staff. Community organizations must secure a faculty or staff member who will agree to act as liaison between the University and the organization. Graduate Teaching Assistants may be considered professional staff.
- **Confirm the Electronic Registration** By doing so, the group is acknowledging they will adhere to all applicable Regents and University regulations affecting registered organizations and, in particular, the Regents and University Policies on Nondiscrimination in Organizational Membership.

How Do I Register A Student Organization?

Student Organizations must register or re-register each year with the Student Involvement and Leadership Center. To register or re-register your group, go to: <http://apps.ku.edu/~silc/> to login to the Online Student Organization Management System. In order to login, you must have a personal KU user id and password.

Applications for registration may be submitted online to the Student Involvement and Leadership Center any time during the year. Groups will have until September 15th of each year to submit updated information to our office. If at that time the group has not submitted updated information (by submitting a Change of Officer form), the group will no longer be registered with our office, and will need to submit a new student group registration form online. Our office will review the organization's registration materials and determine (1) the group's eligibility to register with the University of Kansas, and, (2) the organization's category for registration purposes. The responsibility for verification of membership rests with the organization and advisor. Registration status is granted administratively by the Student Involvement and Leadership Center. The organization's president and advisor will be notified via email of the organization registration status.

Student and Advisor Electronic Signatures: When officers and the advisor submit the online organization application, each agrees to abide by the *Regents Policy on Organization Membership* and the *Equal Opportunity Statement of the University of Kansas* as stated at the bottom of this page. You can also view additional student group information by going to the Student Organizations Website. There you will find mission statements, contact information, and website addresses for each group on campus.

Groups wishing to appeal a decision about registration status should submit a written letter to the Director of the Student Involvement & Leadership Center. The petition will be reviewed by three representatives of the Student Senate Executive Committee appointed by the President of the student body. The committee will make a recommendation to the Director of the Student Involvement & Leadership Center.

Note: It is the practice of the Student Involvement and Leadership Center to publish contact information for each registered organization (the telephone directory of registered organizations, the registered organization officer and advisor contact list, and the KU student groups website), so interested individuals have a means of contacting the organization. The name, telephone number, and email address of the president will be put on the telephone directory, the officer/advisor contact list, and the KU student groups website, unless the president and/or officers provide notice in writing to the Student Involvement and Leadership Center of his/her desire to not disclose that directory information. An alternate contact must be provided for the KU student groups' website if the president's information is not disclosed.

What Can I Do With The Online Organizational Management Tool?

1. **Register** your organization
2. **Update** your organization's contact information, including officers, meeting times, roster, website address, etc.
3. **Renew** your organization's registration for the coming year.
4. **Change** your organization's officers using the change of officer form.
5. **View** your organization's results from the Summer Interest Survey.

In order to manage your organization online, you will first need to log in using your KU Online ID. If you are not part of the University of Kansas, and do not have a KU Online ID, your organization's advisor will need to perform the action instead.

How Do I Re-Register A Student Organization?

An organization must re-register its group each year with the Student Involvement and Leadership Center. To re-register your group visit: <http://apps.ku.edu/~silc/login> to the Online Student Organization Management System. In order to login, you must have a personal KU user id and password.

1. If you were an officer/advisor for the previous year, you will see the groups you were affiliated with, once you login.
2. If you were not an officer/advisor for the previous year, you will not see any groups listed when you login, and will need to click one of following:
 - a. If you are registering a brand new group, click on "Register Your Organization."
 - b. If you are re-registering your group, click on "Change Your Organization's Officers with the Change of Officer Form."

Note: In order for an application to be submitted correctly, an organization must have a minimum of three members (in addition to an advisor).

What Classifications Of Organizations Are At KU?

- **Student Organizations:** A Student Organization is composed primarily of currently enrolled students - 75% of the membership or more. All officers must be currently enrolled students.
- **Campus Organizations:** A campus organization is composed primarily of members from the University community - 75% of the members are currently enrolled students, KU staff members and/or their spouses. The officers of the organization must be members of the University community.
- **Community Organizations:** A Community Organization is an organization whose stated purpose benefits both the Lawrence and University communities. Community organizations are encouraged to register with the University if their programs and services are beneficial to members of the University community.

What Are The Different Types Of Student Organizations At KU?

- Academic
- Campus Political
- Cultural Arts
- Cultural/Ethnic
- Greek
- Governmental
- Graduate Student
- Honorary
- Housing
- Partisan Political
- Recreation
- Religious
- Service
- Social
- Special Interest

What Are the Benefits to Being A Registered Student Organization?

- 1. Use of the University name in the organization's title: (Student and Campus)**
However, the University cannot permit its image (name) to be used in any commercial announcement, commercial or artistic production, or in any other context where endorsement of a product, organization, person, or cause is explicitly or implicitly conveyed.
- 2. Request student activity fee funding: (Student, Campus, Community)**
Student and campus groups may request funding through the established Student Senate funding process; community groups, may request consideration of a contractual arrangement with the Student Senate.
- 3. Use of University facilities: (Student, Campus)**
 - Schedule meeting rooms, public auditoriums and other designated spaces.
 - Request office space, work station space, locker space, and/or mailbox in the student organizations area in the Kansas Union.
 - Schedule the Information Booth located on Jayhawk Boulevard for information and/or sales purposes.
- 4. Use of University Services: (Student, Campus and Community)**
 - Inclusion in university publications, including the Student, Faculty and Staff directory.
 - Publicize activities through University Events Committee.
 - Request a table for the Fall & Spring semester Organization Information Fairs.
 - Receive information materials from the Student Involvement and Leadership Center regarding University procedures, policies, and activities.

Use of University Services: (Student and Campus)

- Establish a checking account at no charge with the Comptroller's Office.
- Establish an email and/or web page account with Academic Computing Services (this is done through the online management tool: <http://apps.ku.edu/~silc/>).
- Utilize university staff and programming resources.
- Use of campus mail for official business of the organization in accordance with established university and state policies.
- Receive student organizational advertising rates from the *University Daily Kansan* and KJHK radio station.

What Does SILC Offer to Student Organizations?

- Registration of student, campus and community organizations
- Leadership development programs
- Campus Event planning
- Advising for student organizations
- List of enrolled students
- Organizations Information Fair
- University Events Committee
- Calendar of campus events
- Directory of registered organizations
- Danforth Chapel scheduling
- Leader Bits (one-page tip sheets on leadership topics)
- Optional Campus Fees
- Workshops for registered organizations

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Rights and Responsibilities of Student Organizations

How Do Student Organizations Relate To KU's Student Code of Conduct?

As with any community, the University has established standards of conduct for its members. As members of the University community, students are expected to adhere to all published rules, regulations, and policies. Students are also members of the Lawrence community and are obligated to the laws of the city, county, state, and nation. *The Code of Student Rights and Responsibilities* outlines the rights of students and many of the standards of conduct (responsibilities) expected within the University of Kansas community.

The community standards set forth in *The Code of Student Rights and Responsibilities* contribute to the best environment for students to live and learn. The enforcement of community standards allows KU to maintain and strengthen the ethical climate on campus and to promote the academic integrity of the University. Our goal in administering the non-academic misconduct process has education at the forefront.

If you have specific questions about the Student Code of Conduct or non-academic misconduct at KU, please contact the Office of the Vice Provost for Student Success at 785/864-4060. Student organizations are expected to adhere to the policies outlined by the University of Kansas. The topics include:

- Bill of Rights
- Definitions
- Access to Higher Education
- Classroom Expression
- Campus Expression
- Student and Campus Organizations
- Publications
- Freedom of Protest
- Violation of Law and University Discipline
- Privacy
- Conduct of Students and Organizations

Visit this website for a more detailed description of KU's Student Code of Conduct:
https://documents.ku.edu/policies/Student_Success/VPSS/Code_Student_Rights_Responsibilities.htm.

Regents Policy On Non-Discrimination In Organizational Membership

The established policy of the Board of Regents of the State of Kansas prohibits discrimination on the basis of sex, race, religious faith, national origin, age or physical handicap within the institutions under its jurisdiction. All fraternal and campus-related organizations shall follow this policy in the selection of their members, except the prohibition against gender discrimination shall not apply to social fraternities of sororities which are excluded from the application of Title IX of the Educational Amendments of 1972. The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit. The responsibility of compliance with this policy lies with each organization. In discharge of this responsibility, each organization shall acknowledge its understanding of this policy. Such acknowledgment shall assure that there exists no restrictions on membership, either local or national, which violate this policy. The Chancellor or President of each institution under the jurisdiction of the Board shall establish a committee, composed of students, faculty, and administrative personnel to deal with matters related to this policy and its application. In the event of alleged violation of the policy, the committee shall investigate the allegation and report its findings and recommendations regarding it to the institution's Chancellor or President.

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Financial Resources and Policies

Student groups can obtain a checking account with the University of Kansas (SOFAS). Student organizations at the KU can seek funding from a variety of different sources. These sources include but are not limited to: Student Senate, KU and Coca-Cola, and Allen Fieldhouse Clean Up.

Student Organization Financial Account (SOFAS)

Contact Information

SOFAS Coordinator:	LeAnn Ferguson
SOFAS Office:	Central Accounting and Purchasing Services (CASPUR) Carruth-O'Leary Hall, Room 1
Telephone	(785) 864-5942
Fax	(785) 864-5267
E-mail address	lferguson@ku.edu
SOFAS Office Hours:	Monday through Friday 8:00 a.m. to 11:30 a.m. and 12:00 p.m. to 4:30 p.m.
SOFAS Deposits:	Cashiers' Window Carruth-O'Leary Hall (near Room 20)
Cashier Window Hours:	Monday through Wednesday, Friday 8:10 am to 4:00 pm Thursday 9:10-4:00

Organization Registration

If opening a new account, your organization will need to register with the Student Involvement and Leadership Center (SILC) in the Kansas Union. Please note registration must be done on an annual basis. Once registered with SILC, your organization will need to submit a signature authorization form and a letter that specifies the purpose of the organization as well as contact information. These documents should be submitted to the SOFAS coordinator in Central Accounting and Purchasing Services (CASPUR) office where an account will be set up for your organization. The SOFAS signature form and SOFAS address update form may be found at the Comptroller's website http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx.

Please note the only people authorized to sign voucher requests are those whose signatures are on the signature form. All housing and scholarship hall accounts require two signatures, one must be the director's signature. When there are changes in organization officers, please submit a new signature form that is signed by your organization's faculty advisor or resident hall director. In addition to submitting a new signature form, an updated address form should also be submitted. Your organization's monthly account statements and other correspondence will be sent to this address.

Account Information

This section of the SOFAS handbooks covers the following: (a) essential processes to maintaining your student organization account <deposits & payment requests>, (b) petty cash fund, (c) reimbursable salary & commission, and (d) sales tax.

Deposits

Your organization should make deposits into your SOFAS account at the cashiers' windows in Carruth-O'Leary Hall near room 20. It is highly recommended that all deposits be made in person by an authorized signor on your SOFAS account. The University of Kansas is not liable for any lost deposits you elect to send via mail for your organization. The sample deposit slip shown below can also be found at the Comptroller's website http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx.

Payment Requests

To request a check to be issued for payment of an organizational expense, you will utilize a voucher request form. This form, headed "To the Treasurer of Student Organization Fund," directs CASPUR to issue a check on your account. Booklets of voucher request forms may only be obtained through CASPUR. The voucher requests should be completed in duplicate with the original (white) copy sent to CASPUR (Carruth-O'Leary, Room 7) and the duplicate (yellow) copy retained by your organizations.

Petty Cash Fund

Your organization may set up a petty cash fund of \$25.00 for your small, miscellaneous purchases by writing a voucher request for that amount. (This is not available to residence or scholarship halls). To set up a petty cash fund, send a completed voucher request to the SOFAS coordinator. Your voucher request should indicate that it is to set up a petty cash fund and specify the authorized organizational signor (with contact information – telephone and e-mail address) that will pick up your organizational petty cash. No petty cash will be sent via campus mail. Also, note that two authorized signatures are necessary to initially set this fund up. One of these signatures should be the faculty sponsor. A petty cash fund number will be setup for you. This petty cash fund number will differ from your organization number. If your organization makes a purchase with your petty cash, retain all original detailed receipts.

Sales Tax

This section is designed to clear up any misunderstandings about sales tax as it applies to Student Organizations. At any event where merchandise is sold or admission charged, sales tax must be collected and remitted to the State through the Comptroller's Office. It is not necessary to list the tax as separate items in pricing. However, if the price includes sales tax, you must indicate that fact. The retail price or admission fee may include the tax; or you may collect it in addition to the listed price, as most retail stores do. It is the responsibility of the organization to collect all sales tax due and to remit these taxes.

The proper method of paying the tax is to prepare a voucher payable to the University of Kansas, Sales Tax and give it to the Student Organization Accountant. The Lawrence rate is 7.3%. (Include with the voucher a completed sales tax itemization report). If you charge an amount that includes sales tax, you can compute the tax due by dividing the total of the receipts by 1.073. This will give you the actual selling price, and the difference between it and the total receipts will be the tax. Student organizations are subject to the same rules as individuals and are required to pay tax on all merchandise and services purchased.

The student organizations associated with the social accounts in residence and scholarship halls, and *The University Daily Kansan* are exempt from paying sales tax on purchases. So when reimbursing someone for items they paid for be sure not to include sales tax. These organizations may apply for a Sales Tax Exemption Certificate to be used for items purchased for resale. An application for this certificate may be obtained from LeAnn Ferguson, Accountant I, CASPUR.

It should be noted that changes in sales tax exemptions in recent years have made the applicability of these certificates extremely limited. Please call the Student Organization Accountant for guidance at any time. A list of specific types of sales transactions, which are considered taxable by the Department of Revenue, is set out below for your information. Please use this as a guideline in the assessment, collection, and reporting of sales tax proceeds. This list is not all-inclusive.

Remember the basic rule to follow is that sales tax must be assessed, collected and reported for all sales of goods and services to students, faculty and the general public (this does include the sale of photocopies to students).

<u>Type of Sale</u>	<u>Comment</u>
1. Meals, concessions, vending machines, banquets	Taxable if open to the general public
2. Supplies - medical, art, school, industrial, office, other	Taxable
3. Books - class discussion materials, yearbooks, annuals, programs, periodicals, newspapers	Taxable
4. Rentals - books, towels, musical instruments, locks	Taxable
5. Admission fees - plays, musicals, concerts, athletic events, movies, museums	Taxable
6. Uniforms, Sporting goods, T-shirts, Shoes	Taxable even if considered part of tuition
7. Photocopies, reproduction of printed material	Taxable

<u>Donations Received</u>	<u>Comment</u>
1. Any requested donation for a specific amount of money is not a donation	Taxable
2. Donations for unstated amounts	Not taxable- However, you must make receipts available for all donations upon request. If the organization offers goods or services for any donation, the organization must accept any amount offered.

SOFAS FORMS

Signature, address update, organizational deposits, monthly cash reconciliation and sales tax itemization forms are located at http://www.comptroller.ku.edu/CASPUR/SOFAS/sofas_main.aspx. Voucher request booklets may be picked up from the CASPUR Office (Carruth-O'Leary Hall, Room 1).

Student Senate Funding

Student Senate is dedicated to providing student organizations with resources to help them plan events, obtain funding, and advertise their organization to the student body. Feel free to call the Student Senate Office at 864-3710 if you have any questions.

Any organization receiving funding from Student Senate must:

- Be open to ALL KU students.
- Have membership in addition to executive staff (i.e. president, vice president, treasurer).
- Not hold academic standards or academic credit for members.
- Seek or try to seek other sources of funding, such as a University department, a Lawrence business or organization, Coca-Cola grants, EOF funding, etc.
- Be registered the Student Involvement and Leadership Center.

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Student Senate cannot fund:

- Travel (airfare, hotel, bus rental, registration, etc.).
- Partisan activities (general supplies are fundable, but promotion of party members, ideals, etc. are not fundable).
- Religious activities (general supplies are fundable but promotion of religious observances and religious services, ideals, etc. are not fundable).
- Social functions (includes party activities, room rental for parties, etc.).
- Duplication of services (no fund will go toward providing services already provided to the University or another Student Senate funded organization).
- Commercial promotions (no funds will go toward the promotion of products such as Coke, Visa, or otherwise).
- Maintaining affiliations, unless vital to the group's existence (some registration fees for national organizations may fall into this category).
- Recruiting individuals to the University.
- Scholarships.
- Facilitating discrimination as defined by the University Policy on Discrimination.
- Mailings to notify members of meetings.
- Newsletters, unless vital to the existence of the organization.
- Directories of members.
- Walkable items (items costing more than \$50.00 that can be easily carried away, i.e. external computer disk drives).
- Phone and Ethernet expenses (unless organization is housed within the Student Involvement and Leadership Center).
- Food.

We meet the guidelines! What now?

Step 1: If there is a member of your organization who is a Student Senator, contact them first. Tell them your group is interested in receiving Student Senate funding and they will guide you through the process.

Step 2: If there is not a member of your organization who is a Student Senator, contact the Student Executive Committee Chair in the Student Senate office at 864-3710. The Student executive Committee Chair will guide you through the process or appoint a Student Senator to help the organization.

Step 3: If you have not searched for or denied other sources of funding, such as a Coca-Cola grant, EOF funding, or an academic department, the Senator will ask you to do so. Refer to the section in this notebook entitled "Outside Sources for Funding" for information on where to find funding at KU.

Step 4: You have now either received or denied outside funding. Now your Student Senator contact will ask you questions about the history of your organization, how many members you have, and questions pertaining to the above Student Senate Funding Guidelines.

Step 5: The Student Senator and the group will work together to write a piece of legislation to fund your organization.

Step 6: The Student Senator will submit the legislation to the Student Body Vice-President by 5:00 p.m. on the Friday before Student Senate Committee meetings.

Step 7: The legislation will first be debated in **two** Student Senate Standing Committees. The Standing Committees meet every other Wednesday night during the academic school year.

The five Standing Committees are as follows: Finance Committee, Multicultural Affairs Committee, University Affairs Committee, Student Rights Committee, and Graduate Affairs Committee.

The Student Body Vice-President will refer the legislation to two of the five Standing Committees, one of them always being the Finance Committee.

The legislation must pass both Committees to which it was referred.

At least one of your members should attend the Committee meetings and be prepared to describe the request and to answer questions.

Step 8: If the legislation passes in both Committees, it will be placed on the agenda for the next Student Senate meeting, which will be the following Wednesday after the Committee meetings.

At least one of your members should attend the Senate meeting and be prepared to describe the request and to answer questions.

Step 9: The Student Senate will pass or fail the legislation. If the Student Senate passes the legislation, you have received your funding request.

Remember to contact the Student Senate Treasurers when you want to use your funding.

Being ahead of the game pays off in the end! Remember, the legislative deadline is always the Friday before a Committee meeting.

Three Types of Funding Available from Student Senate

Student Senate offers several means to obtain funding. Student Organizations have the option of utilizing the Block Allocation Process, the Line-Item Process, or going through the Unallocated account via Student Senate Legislation.

Block Allocation Process

Student Senate Rules and Regulations state:

7.5.2.2.1 Minimum Criteria: The minimum criteria for Block Allocation Status are:

- A. The corporation, organization, or group seeking an allocation must provide a broad tangible benefit [7.1.8.13] to the University Community; and
- B. The corporation, organization, or group seeking an allocation must demonstrate continuing viability [7.1.8.13] as a functioning corporation, organization, or group; and
- C. The corporation, organization, or group seeking an allocation must have a paid staff member trained and approved by the Division of Student Affairs in the university accounting system or be; and
- D. The corporation, organization, or group seeking an allocation must have been established and continuously funded by the Student Senate for at least three (3) years prior to application for Block Allocation Status or have outside accounting capable of yearly auditing; and
- E. The corporation, organization, or group seeking an allocation must demonstrate a need [7.1.8.28] for block allocations funded on a two-year basis.

7.5.2.2.2 Occurrence. Hearings shall be held and completed by the Finance committee on or between the dates of November 1 and November 15 of each off numbered fiscal year.

The Block Allocation process is set up for organizations requesting larger amounts of funding. This is typically University departments or local organizations that benefit students. These organizations must have a trained financial director; students do not qualify.

To apply for funding the organization must give an in-depth explanation of their financial histories and projected financial budget for the next two years. Then they put together a financial request that they want Student Senate to consider funding for the next two years.

The application for this process is generally available around Thanksgiving Break and then due the second Monday after school resumes in January. A sub-committee of Student Senate and Finance Committee members then schedules a hearing session. The hearings are typically in early February. At the hearing the group is given time to present their financial need, relevance to students, and requested funding. This hearing also serves as an answer and question session for the sub-committee.

After all of the organizations present their needs the sub-committee makes a recommended funding for each group. This recommendation is then taken to the Finance Committee as a bill for approval. After that the bill is presented to Student Senate for final approval. Amendments may be made at both the Finance Committee meeting or at Student Senate. Once passed the funding is available to the groups and is given to the organization in one lump sum per semester for the next two year starting the coming fall. The total allocation is split into half. The first half is delivered in the fall semester and the second portion is given in the spring semester. Once a group has been allocated funding the first year they will also receive that same amount a second year. Block Allocations are based on a two year-rotation. Typically a total of \$600,000 per year is allocated through this process.

Line Item Allocation Process

Student Senate Rules and Regulations state:

7.5.3.3.1 Minimum Criteria. The minimum criteria for Line Item Allocation Status shall include the following:

- A. The corporation, organization, group, or special event must have received funding from the Student Senate in the previous fiscal year.
- B. All corporations, organizations, and groups must be registered student organizations with the Student Involvement and Leadership Center.

7.5.3.4.1 Occurrence. Hearings shall be held and completed by the Finance Committee on or between the dates of February 1 and March 15 of each fiscal year.

The Line Item Allocation process is the most common preferred way for student organizations to request funding. Any student organization that is registered with the Student Involvement and Leadership Center that does not conflict with the Student Senate Rules and Regulations is eligible for funding. Generally, about \$90,000 worth of funding is given out during this process. Any student organization that has received past funding from Student Senate is encouraged to go through the Line Item Allocation process if they want future funding. Organizations that have previously received Student Senate funding that do not go through this process generally will receive less money by going through the regular Student Senate meetings.

In order to request funding, groups are required to fill out an in-depth application breaking down their projected financial budget for the following year. The groups must also include a breakdown of their financial history. In the final section the group makes a breakdown of exactly what they want Student Senate to fund. Applications are typically available around Thanksgiving Break and are due the second Monday that school resumes in January.

Then at some time, usually in early February, a sub-committee of Student Senate and Finance Committee members will schedule hearing sessions. Each session lasts about 30 minutes. During a hearing the applying student organization is given the opportunity to explain their financial need. This also serves as a question and answer session for the sub-committee. After all of the student organizations have presented their requests the sub-committee decides how much funding each group should be given based on need and financial responsibility.

The sub-committee comes up with a recommendation for which groups and what items for each group will be funded. This recommendation is then taken to the Finance Committee as a bill for approval. After that the bill is presented to Student Senate for final approval. Amendments may be made at both the Finance Committee meeting or at Student Senate. Once the bill is approved the Student groups that received funds will have an account set up with their money set aside that will be available for use the coming August.

Unallocated Account

Student Senate Rules and Regulations state:

7.5.4.4.1 Minimum Criteria. The minimum criteria for receiving funding from the Unallocated Accounts are:

- A. The corporation, organization, or group seeking funding must be a registered student organization with the Student Involvement and Leadership Center.
- B. The corporation, organization, or group seeking funding must either:
 - 1. Not have received funding from Student Senate prior to request or,
 - 2. Have Block or Line Item Allocation Status and be seeking funding for a special event or,
 - 3. Have received prior funding after the previous fiscal year's Line Item and Block Allocation deadlines.

KU & COCA-COLA UNIVESTIY PROGRAM SUPPORT PROGRAM AND PRODUCT FUNDING GENERAL INFORMATION

As part of the agreement between the University of Kansas and the Coca-Cola Bottling Company, two separate programs are available for University activities. Proposals for Program funding or product are welcomed from all University units, including non-academic units and registered student organizations. Application materials are available by visiting the Office of the Vice Provost for Student Success website: <http://www.vps.ku.edu/coke.shtml>. Applications for both Programming and Product will only be accepted via e-mail. Coke Programming Sub-Committee meetings will be held in the Office of Multicultural Affairs Conference Room (145 Strong Hall) at 3:30 p.m. **Only** applicants requesting program funding need to attend these meetings. After you have reviewed all information and have additional questions, please contact the Office of the Vice Provost for Student Success at (785) 864-4060.

Programming Fund Requests

Programming funding requests must be submitted via the web system at least one (1) week prior to the appropriate University Program Support Committee meeting date (date listed below). There will be a limited number of requests processed at each meeting. Please submit your request as soon as possible to assure adequate approval time. If your application is received late you reduce your chances of receiving Programming funds. Typically, funds will not be allocated to events retroactively.

The purposes of the University Program Support Fund include, but are not limited to: providing enhancements for University programs that benefit a large portion of the KU community (current students, faculty, and staff), promoting a sense of community life at KU, promoting academic life at KU, and promoting community service efforts.

Receipt of funds does not necessarily indicate that additional or continued support will be available. Generally only one award will be made to any given organization or group in the same year. Funds are not available for individuals, travel away from campus, scholarly research, fundraising campaigns that benefit KU organizations, political campaigns, scholarships, or activities that do not reach a broad segment of the University community. Coca-Cola funds are not intended to fund entire programs/activities, but rather to supplement the budget.

Proposal/Program Information

- All requests must be submitted via the web system.
- All fields in the web system must be completed including a concise description of the event.
- The total budget should be specified and include other sources of funding and a complete expense outline. The budget should be for the entire period of the request.
- The University Events Committee must approve all on-campus programs prior to requesting funds.
- Proposals must be sponsored/co-sponsored and facilitated through a University department or unit.
- All written materials must include a sponsorship by Coca-Cola. T-shirts, hats or other items must include a Coca-Cola logo in the design. (Available at Dean of Students Office). If the Coca-Cola logo is not included in your materials you will jeopardize your chances of receiving funding for any future events.

Product Requests

The purpose of the University Product fund include, but are not limited to: providing enhancements for University programs that benefit a large proportion of the KU community (current students, faculty, and staff); promoting a sense of community life at KU; promoting academic life at KU; and promoting community service efforts.

Note: Request for Product must be submitted at least two (2) weeks prior to the event date

Proposal/Product Information

- All requests must be submitted via the web system.
- You will receive an e-mail acceptance or denial notice.
- If your request is accepted you will receive information on pick-up/delivery process.
- All written materials must include a sponsorship by Coca-Cola line. T-shirts, hats or other items must include a Coca-Cola logo in the design. (Available at the Dean of Students Office). If the Coca-Cola logo is not included in your materials you will jeopardize your chances of receiving funding for any future events.

Criteria for Evaluating All Requests

Funds/Products are to be used for University programs that benefit a large portion of the KU community (current students, faculty, and staff), promote a sense of community life at KU, promote academic life at KU, and promote community service efforts. The following criteria will be considered:

The merit/impact of the proposal

- Who is the target audience
- Is there a volunteer/service element
- Is the level of support adequate to reach the program's goal
- Has the program been funded before
- Can the program be administered without funding/product
- Is this a duplication of services/programs
- Does it involve collaboration between organizations or units
- Does the program meet a community need
- Can the program be funded through other KU departments or outside organizations
- Can greater numbers of constituents be reached through existing programs

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

The effectiveness of the program

- How many students/university community members are being affected
- What other benefits may be derived by this program
- What additional level of University support is required

The efficiency of the program (For Program Fund Request)

- What is the breakdown of dollars – program cost
- Has additional funding been sought

ATHLETICS FUNDRAISING OPPORTUNITIES

Other fundraising opportunity for organizations is cleaning up facilities after Athletics events are finished. This would include Allen Field House (after men and women's home basketball games), KU Memorial Stadium (after men's home football game), and tailgating areas (outside KU Memorial Stadium). Organizations must call Athletics Facilities and Events Management in June to be considered potential volunteers. Members from the Athletic Department will hold a meeting in late September in which they will schedule the groups who will be able to volunteer. Preference is given to organizations who have participated in the past and the rest will be drawn out of a hat. The Athletics Facilities and Events Management can be contacted at 785-864-4210.

Requirements:

- Your organization must have 40-50 volunteers who will dedicate an entire day on cleaning Allen Field House.
- Your organization must have called Athletics Facilities and Events Management in June to be put on the list of possible volunteers.
- Your organization must be dedicated to fulfilling your scheduled nights of clean up.

Allen Fieldhouse- KU Men's Basketball Game	\$2,200.00
Allen Fieldhouse- KU Women's Basketball Game	\$ 700.00
KU Memorial Stadium- KU Men's Football Game	\$2,000.00
KU Tailgating Sections-KU Men's Football Game	\$1,000.00

Program/Event Planning

University Events Committee

The **University Events Committee's** advisory and facilitation duties include, but are not limited to:

1. Scheduling events for the University Calendar of Events;
2. Coordinating scheduled events with requests received;
3. Suggesting alternate locations, dates, and/or times, if appropriate;
4. Providing notification to facilitating and affected departments and/or equipment and facility coordinators.

The Student Involvement & Leadership Center (SILC) at the University of Kansas has the responsibility for scheduling meetings of the University Events Committee. In accordance with the policies herein, the Committee also receives all requests from organizations and University offices for events to be scheduled on the Lawrence campus. The Student Involvement & Leadership Center keeps minutes of these meetings, compiles the University Events Committee calendar, and maintains all records, including these Guidelines. Unless otherwise noted, the policies herein were approved by the Chancellor of the University of Kansas and Executive Vice Chancellor at the Lawrence campus on June 14, 1977, and were effective Fall Semester 1977. Inquiries should be directed to the Student Involvement & Leadership Center (SILC), 400 Kansas Union, and (785) 864-4861. The Committee meets weekly, Wednesday at 3:30 p.m. during the periods when classes are in session.

Note: Staff members of the Student Involvement & Leadership Center are available to assist registered groups in the planning and preparation of events.

Guidelines For University Events Approval (events which do/do not need approval)

Subject to and in accordance with the authority of the Chancellor and the Board of Regents as provided by law, the University Events Committee publishes the following guidelines for activities and events held on the Lawrence campus. All activities and events held on the Lawrence campus are responsible to these guidelines and are subject to the Chancellor or the appropriate administrative officer designated by the Chancellor. These guidelines apply to activities and events sponsored by registered organizations, University departments and offices, or other organizations granted permission to use University facilities

Events That Do Not Need Approval:

The scheduling of many activities on campus does not require Events Committee approval. These activities include but are not limited to the following:

1. Individuals may hand out free literature on campus and solicit signatures on petitions. None of these activities requires Events Committee approval provided that:
 - a. The activity does not obstruct pedestrian or vehicular traffic, or
 - b. Obstruct or interfere with the normal and necessary activities of the institution. (Board of Regents Policy and Procedure Manual, July 1995, p. 6G, #17).
 - c. The activity does not require the reservation of a designated space. Reserving outdoor space for a table requires approval of the Committee.

2. Discussion and expression of all views are permitted within the University subject only to requirements for the maintenance of order. Support of any cause by orderly means which does not disrupt the operation of the institution is permitted. (Code of Student Rights, Responsibilities, Article 8, Campus Expression.)
3. For those events which do not require the approval of the Events Committee, reservations should be made with the appropriate facilities coordinator or reservations clerk as indicated in the University facilities chart (See Section IV B of these Guidelines.)

Events That Do Need Approval:

University Events Committee approval is required where any of the following conditions exists:

1. Admission is charged. Exceptions are events sponsored by the KU Athletic Corporation and performances sponsored by the University Theatre, Department of Music and Dance, or the Lied Center;
2. If non-student entertainment, other than dance bands, is involved;
3. If the proposed event or activity may be classified as a sale, benefit, solicitation of funds or promotional venture;
4. If any campus auditorium, the Potter Lake area, or any other outdoor campus venue is to be used.
5. If any public area not directly scheduled by another University agency is to be used, the requesting user is required to consult with and seek approval of the University Events Committee.

Guidelines and Considerations (the following should be noted)

1. Sales/solicitations. No selling is permitted on campus unless the activity or event of the selling agent is for the benefit of the University community under the sponsorship of a registered organization or University office with a reasonable portion of any financial profits resulting from the activity to be recycled into non-profit, philanthropic or student services projects sponsored by the registered student organization or University office. (Approved by Chancellor, November 1983; see II. G.)

Selling T -shirts, sweatshirts, bumper stickers and other items that may be purchased at the Kansas Union is permitted provided the seller receives permission from the Manager of the Kansas Union Bookstore. When the University's name or logo is used, permission must be received from the University Trademark Licensing Administrator.

2. Personal financial gain. No activity or event will be approved for the private financial gain of individual petitioners. No activity is permitted which involves the regular use of University facilities and results in financial gain or profit to an individual. (Approved by Chancellor, November 1983)
3. Food/potluck events. Any food/snacks/beverages sold or given away must be obtained through and/or prepared by the University's licensed, health-inspected facilities (the Kansas and Burge Unions and the Department of Student Housing) or, for events sponsored by the University of Kansas Athletic Corporation (KUAC) by the KUAC's authorized concessionaire. Organizations sponsoring "closed potluck" events may obtain special permission from the University Events Committee to provide their own food if all the following criteria are met:

- a. Potluck is defined as members providing their own individually prepared food.
- b. The activity is only for organization members and their individually invited guests.
- c. The activity is held outside the facilities of the Kansas and Burge Unions and the University Residence Halls.
- d. No admission is charged.
- e. Meals cooked on campus must have the supervision of the Kansas and Burge Unions or the Department of Student Housing.

Note: Exceptions to this policy require the approval of the Provost. Food and/or beverages for groups using the Kansas and Burge Unions must be provided by Union Food Services. (Approved by the Chancellor and Executive Vice Chancellor, August 1993; revised in consultation with the University General Counsel, August, 1998.)

- 4. Sales taxes. State sales tax must be paid on items (including tickets) sold on campus. Information and sales tax forms are available from the Office of the Comptroller, 20 Carruth O'Leary, or from the Student Involvement & Leadership Center (SILC), 400 Kansas Union. At any event where merchandise is sold or admission charged, six and nine-tenths (6.9) percent sales tax must be paid to the State Department of Revenue. It is not necessary to list this as a separate item in pricing. The retail price or admission fee may include the tax, or it may be collected in addition to the listed price.

The tax can be paid through the University Comptroller's Office by coming to the Student Organizations Desk in Room 2, Carruth O'Leary Hall. Be prepared to report the gross receipts and to pay the sales tax at that time. The remittance will be sent to the Department of Revenue by the University. Any questions should be referred to the Comptroller's Office, Student Organizations Desk, (785) 864-3322.

- 5. The University Events Committee may be notified of any events of general interest that require the use of University facilities, whether or not Events Committee approval is required. The University Events Committee can then publicize the event through normal channels.
- 6. Copyrighted materials. Petitioners are advised that copyright legislation may have implications for their use of copyrighted materials for their events or projects. Such materials include literary works, musical works, including accompanying works, dramatic works, pictorial, graphic and cultural works, motion pictures and other audio-visual works, and sound recording. Under contractual agreement with BMI and AS CAP, the University of Kansas is required to report all performances of public musical attractions presented on or off campus by all organizations affiliated with the University. Additional information is available in the Comptroller's Office, Central Accounting, Room 7, Carruth O'Leary, (785) 864-3790.
- 7. Discriminate pricing. Admission pricing differences shall not discriminate on basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws within the institutions under its jurisdiction. This shall not, however, limit the right of a student organization to charge less to members than to non-members. (Revised in conjunction with the University General Counsel, May 1978.)

Event Approval

Approval, when granted, means that in the judgment of the Committee, the location, day, and time are appropriate to the purposes of the event as described to the Committee in the petition and/or the discussion. Should any question or conflict arise about the event, the Events Committee will be prepared to take an advocacy role for the protection of the event approved. Once an event is approved, it is placed on the calendar and is publicized to the campus through University Events Committee minutes.

Denial of approval for events means that in the judgment of the Committee, the event should not be held on the University of Kansas campus, or in any of its buildings, because the location, day, time and/or purposes are not appropriate as they were presented by the organization or individual to the Committee.

If an organization or individual persists in implementing an event that has been denied approval, sanctions against the sponsor may occur if complaints are made to the appropriate authority under University regulations, city ordinances, and/or state statutes. The University Events Committee is not a regulatory agency for complaints made.

Scheduling During Finals

No University organization shall schedule events or meetings that require student participation during the final examination period, including Stop Day. Exceptions are allowed for local events or meetings that are scheduled between noon Saturday and 6:00 p.m. Sunday. A committee that must meet during the final examination period to resolve an academic issue may meet only at a time mutually convenient to all members. No other exceptions allowed unless by explicit direction of the Chancellor. (University Senate Rules and Regulations 1.3.7) [Revised May, 1998]

Political Activity: Board of Regents Policy Use of Campus Facilities

State facilities shall not be made available for fund-raising events for political candidates or parties. Facilities of institutions under the Board of Regents may be made available for the purpose of holding political meetings, provided there is no interference with regularly scheduled functions, there is not otherwise available a reasonable facility in the community, students are permitted to hear the speakers without charge, and sponsors pay in advance the regular fees for use of the facilities.

Political office holders and candidates shall not be introduced or recognized on campus unless they are participating in the campus event that they are attending. The distribution of handbills shall be prohibited in those areas devoted primarily to instruction or study or at the immediate sites and times of enclosed public events.

Regents institutions shall have the authority to develop additional policies and guidelines that are not in conflict with this policy. Such policies and guidelines shall be reviewed by the Policy and Procedures Committee and filed with the Executive Director of the Board.

Note: From Board of Regents Rules, Policy and Procedures Manual, July 1995, p. 50 16F-17F. Student Senate elections do not fall under these guidelines.

Guidelines for Soliciting and Selling

Solicitation shall be done in a manner which does not interfere with the normal University process and in areas designated by the University Events Committee. No event or activity will be approved for the private gain of individuals.

Note: Selling and soliciting are regulated by city ordinance, and potential sellers and solicitors should contact the Lawrence City Clerk to see whether a city license is needed. (See Section II. C.)
The University Events Committee requires that sales and solicitations meet the following criteria:

- No more than 10 school days per solicitation;
- One table only per solicitation site provided either by the solicitor or the sponsoring organization. Solicitors must remain behind the table. Multiple sites are permitted;
- A sign with the sponsoring organization's name must be prominently displayed;
- There must be a representative from the sponsoring organization at the table at all times;
- The sponsoring organization must receive a minimum of 20% of gross sales;
- The sales display is limited to the area beneath and on top of the table;
- Amplified sound at solicitation site is not permissible;
- The sponsoring organization is responsible for collection and payment of sales tax;
- Solicitation must be open to all students.

Student and University Organizations

- a. Registered student/campus organizations may solicit donations on campus with University Events Committee approval.
- b. Funds collected on campus must benefit the University community by means of programs, activities, or services provided by the organization using these funds.
- c. All fiscal records related to soliciting on campus must be available for auditing by the Business Office within one calendar year of the event. Groups are responsible for the collection and reporting of sales tax.

Non-student/University Organizations

- a. Non-registered organizations may not solicit or collect funds or donations on campus.
- b. Non-registered organizations may provide information regarding donations.

Note: Revised in consultation with the University General Counsel, February 1977.

Procedures for Use of University Facilities

Those entitled to use University facilities must adhere to the following procedure:

1. The following University Facilities chart should be used to determine the most suitable location for the event.
2. A tentative reservation should be made, subject to approval of the University Events Committee. Inquire regarding availability with the appropriate Reservation Clerk listed on the following University Facilities chart.
3. Secure a University Events Activity Registration *Form* from the Student Involvement & Leadership Center, 400 Kansas Union. When possible, the Student Involvement & Leadership Center will act upon the request.
4. Complete the University Events Activity Registration *Form* (including signatures) and return to the Student Involvement & Leadership Center. Activity Registration Forms are due by 12:00 noon,

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Tuesday, before each scheduled University Events Committee meeting on Wednesdays at 3:30 p.m. when classes are in session.

5. Advertising must not begin until after University Events Committee approval. Because scheduling difficulties may arise, the Events Committee must be consulted prior to such commitments as advertising, final contract negotiations, and other irreversible pledges.
6. A representative of the sponsoring organization is urged to attend the University Events Committee meeting at which its request will be considered. The person(s) should have knowledge of such matters as anticipated attendance, method by which losses will be absorbed, accounting for any income derived, use of profit, contract negotiations, and alternatives to the requested date, time; and location.

Note: Unanswered questions which may arise at the meeting can postpone final consideration of a request, and may jeopardize plans for an event.

7. In most cases, a decision is made at the first meeting after submission of a request. The representative of the sponsoring organization who is present at the meeting will be notified of the decision at that time. Subsequently, written notice of the decision will be transmitted by mail to the organization and to the appropriate facilities coordinator. The Reservations Clerk will regard this written notice as a confirmation of the tentative reservation. If a group has made more than one tentative reservation, the Reservation Clerk should be contacted to cancel any other tentative reservations made for the event.

For Kansas and Burge Union reservations, the requesting party must confirm all details directly with the Reservations Secretary promptly upon receiving University Events Committee approval.

Facilities

No food or beverages are allowed in University auditoria. In addition, food and beverages are prohibited in some classrooms. Most auditoria are equipped as media classrooms. Organizations wishing to make use of specialized equipment should contact Instructional Development and Support to make appropriate arrangements for technical support. (See Section H. of these Guidelines for further information.)

The following table outlines University facilities available, their capacity and whom to contact to make a reservation.

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Facility	Building	Capacity	Reservations	Phone #
Athletics				
Allen Fieldhouse	Campus	16,000	KUAC Facilities Mgmt.	864-4212
Allen Fieldhouse Lawn	Campus		SILC	864-4861
Anschutz Pavilion	Campus	1,800	KUAC Facilities Mgmt.	864-4212
Auditoria				
Computer Center Aud.	Computer Center	75	Office Asst. III	864-0231
Apollo Room	Nichols Hall	96	Secretary	864-4775
Spencer Auditorium	Spencer Museum	260	Educational Services Coord.	864-4710
Smith 100	Smith Hall	122	Reservations	864-5123
Snow 120	Snow Hall	94	Reservations	864-5123
McCollum Labs Aud.	McCollum Labs	60	Storekeeper III	864-3751
Wescoe 3139	Wescoe Hall	300	Reservations	864-5123

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Wescoe 3140	Wescoe Hall	300	Reservations	864-5123
Dole 2092	Dole Center	100	Reservations	864-5123
Blake 112	Blake Hall	100	Reservations	864-5123
Haworth 1005	Haworth Hall	175	Reservations	864-5123
Learned 2002	Learned Hall	112	Reservations	864-5123
Lindley 412	Lindley Hall	220	Reservations	864-5123
Lindley 317	Lindley Hall	94	Reservations	864-5123
Malott 1001	Malott Hall	178	Reservations	864-5123
Malott 2001	Malott Hall	110	Reservations	864-5123
Malott 2074	Malott Hall	100	Reservations	864-5123
Robinson 252	Robinson Center	144	Dir., Robinson Fac.	864-3385
Brewster Aud.	Strong Hall (330)	176	Reservations	864-5123
Stauffer-Flint 100	Stauffer Flint Hall	124	Reservations	864-5123
Summerfield 427	Summerfield Hall	164	Reservations	864-5123
MRC Classroom	Multicultural Resource Ct.	42	Multicultural Res. Center	864-4350
Hoch Auditoria	Budig Hall	500-990	Reservations	864-5123
Classrooms	Campus Bldgs.	30-50	Reservations	864-5123
Conference Rooms	Nunemaker Center	30-Oct	Office Specialist	864-4225
Danforth Chapel	Campus	80-90	SILC Center	864-4861
Display Cases	Watson Library		SUA Box Office Assistant	864-3477
Display Booth	Jay hawk Boulevard		KU Information Center	864-3506
Hoglund Ballpark	Campus	2,400	KUAC Facilities Mgmt.	864-4212
Inge Exp. Theatre	Murphy Hall		Assoc. Dir., Univ. Theatre	864-3381
Memorial Stadium	Campus	50,000	KUAC Facilities Mgmt.	864-4212
Potter Lake/Pavilion	Campus		SILC Center	864-4861
Student Housing Facilities			Asst. Dir. of Facility	864-3611
Robinson Center	Campus		Facility Director	864-3385
Recreation Services	Campus		Dir., Rec. Services	864-3546
Adams Campus	Clinton Lake		Facilitator/Programmer	864-0794
Swarthout Recital Hall	Murphy Hall	400	Assoc. Chair, Music	864-3436
Crafton-Preyer Theatre	Murphy Hall	1200	Assoc. Dir., Univ. Theatre	864-3381
Lied Center	Campus	2,030	Operations Dir.	864-3469
Bales Recital Hall	Campus	200	Music & Dance Dept.	864-3436
Visitors Center	Campus	120	Office of Admissions	864-5350
Kansas and Burge Unions:				864-4651
	Alcoves, 3rd floor	20-Jan		
	Alderson Aud., 4th floor	190		
	Ballroom, 5th floor	700-800		
	Big Eight Room, 5 th floor	180-250		
	Jay hawk Room, 5th floor	100		
	Parlors, 5th floor	variable		
	Woodruff Aud., 5th floor	536		
	Frontier Rm, Burge U.	230		
	Pioneer Room, Burge U.	100		

If you have any questions please contact the Student Involvement & Leadership Center at 785- 864-4861 or orgs@ku.edu

Risk Management

The concept that always seems to get lost in lawsuits against individuals and organizations is that the individual may be responsible for the injury he or she may have helped inflict on a victim. This can occur through a direct liability chain where he or she was involved in the incident, or indirectly where it can be shown that he or she was in a supervisory or executive position and the person committing the act was under his or her control.

While we may perceive that victims only go for the "deep pocket," all parties may share responsibility. If you are responsible or linked to responsibility based on your position in the group, you may be found liable. Payment could come out of your insurance in some circumstances (e.g. car insurance if your car was involved). If your act is not covered under a form of insurance, then you could have your paycheck garnished for an extended period, possibly years, until the judgment against you is paid. This means a percentage may be taken from your paycheck (fifteen percent or so) until the amount of the judgment is fulfilled. Your life could definitely change when you are responsible for a legal judgment.

Furthermore, applications for jobs, graduate schools, and professional schools often require disclosure of criminal records and information involving legal action. If you have had a civil suit judgment, it may need to be disclosed. Although most state and federal laws articulate that potential employers can not deny you a job because of your previous legal history, it may continue to be a problem.

The best way to avoid this ugliness is to **avoid events and activities that could become risky business**. 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 planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. 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.

In order for organizations to succeed, it is important to take precautions and carefully plan your activities to avoid situations which may jeopardize your membership and status. With all the wonderful traditions and opportunities at UF, we do not want to have your memories clouded with negative experiences or, worse yet, lawsuits. It is our intention that this section will help you think about the events you plan and what you should consider in making decisions about your organization.

Here is an example of how good event planning may help decrease your liabilities in case of an unfortunate event:

The Canoe Enthusiasts Club planned a canoe trip down the Santa Fe River. During the event, participants were caught in an unexpected storm. Two of the participants drowned. The organizers of the event were sued but were not held liable by the court. The court found the organizers had taken the necessary precautions like having the canoeists accompanied by motorboats, having an experienced canoeist at the stern of the canoe, having veteran canoeists participate in the event, and having a local person monitor weather forecasts. In case you are thinking this could not happen, it did in New York in the case of *Mintz v. State*. What the court realized is that sometimes unavoidable things just happen. Of course, a court will not come to that conclusion until after it has scrutinized what the organization has done to plan the event looking specifically at the safety precautions and steps taken to ensure a smooth and safe event.

This example illustrates how important it is that leaders of all student organizations do everything they can to minimize the possibility of accidents and injuries while planning and programming events. There is no substitute for good planning. If the time is taken to think through an event logistically from start to finish, you will discover pitfalls which can be anticipated rather than ruin your event. You will discover that just a little planning will make a big difference in how things go in the success and, more importantly, the safety of your event.

In general, students participating in sponsored events or activities may consider themselves as an "invitee" under the law. As such, the sponsoring organization has a duty to exercise reasonable care to:

1. Not injure invitees through negligent activities
2. Warn invitees of hidden dangers
3. Inspect the premises and venues for possible hazardous conditions
4. Take precautions to protect invitees from foreseeable dangers
5. Provide assistance or care to injured invitees
6. Create a written plan outlining the precautions that are being taken

If you have questions regarding risk management please contact the Student Involvement and Leadership Center at (785) 864-4861.

Risk Management Information Adapted from: <http://www.union.ufl.edu/involvement/studentOrgs/handbook/contents/10.asp>