



Student Organization Resource Manual

The University of Akron
2016-2017

Department of Student Life Mission Statement

The Department of Student Life is committed to building community through collaborative learning experiences that provide our students the opportunity to:

Engage • Serve • Lead

SOUrCe Mission Statement

To promote opportunities for student engagement, educate our campus community about University policies, and facilitate training for organization leaders and advisors.

***Our goal and mission is to assist organizations...
help us help you by letting us know when you have questions or concerns!***

SOUrCe Contact Information

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Preface

While the Student Organization ReSOuRCe Manual is intended to be a summary of information that is beneficial to student organizations and Campus Advisors, its readers should be aware that:

1. It is not a complete statement of all policies and procedures of The University of Akron.
2. The University of Akron reserves the right to change any policy, procedure, or program, without notice.
3. Divisions and departments on campus may have their own procedures and policies, which apply to student organizations.

Our goal is to make this manual as all-encompassing as possible, however policies and practices do change. If a policy outlined within does not seem accurate, please let us know and we will gladly review and update the manual accordingly.

Sources and Adaptations:

- The University of Akron School of Law Organization Handbook
- Kansas State University Office of Student Activities and Services
- Western Michigan University Student Activities & Leadership Programs
- Southern Methodist University Student Activities - Student Org. Manual
- University of Rochester Center for Community Leadership

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Recognized Student Organization Information

Registration Statuses

- Active/Recognized: Registration has been fully completed for the academic year.
- Inactive: Organizations that did not complete all the registration requirements for the academic year but do wish to re-register in the near future.
 - Often due to officer turnover or miscommunication, these groups miss the deadline but intend to re-register in the near future.
- Unregistered: Organizations that have not been recognized on campus or are no longer within the two year window to do so.
 - In order to be considered active/registered on campus, these organizations must go through the New Student Organization process with the SOuRCe.

Annual Registration Process

All officially recognized student organizations must re-register each academic year.

- The steps to renewing annual registration will be shared by the SOuRCe each spring semester - the annual registration process takes place over the summer and into the fall semester.
- Registration must be completed by the end of the second week in September.
 - If registration expires and an organization has not completed the necessary steps, all privileges are forfeited until registration is completed.
 - Upon completion of registration, privileges will be reinstated.
- Organizations that fail to register for two consecutive years will lose their status as a recognized student organization and will be required to go through the New Student Organization Recognition process.

In order to renew registration on OrgSync, the organization representative must be an officer and have "administrator" rights to the group's portal.

To renew registration in OrgSync:

1. First, you must have administrator "rights" to your organization's OrgSync portal.
2. Hover to the "My Memberships" tab at the top.
3. Select the organization to be registered from the list.
4. Once in the group's portal, select "Settings" from the right-hand side.
5. Toggle through the registration form and update all outdated information.
 - *Note: Once you start the process, you are unable to "save" - ensure you have all necessary information before beginning the form*
6. All fields with an asterisk (*) must be filled out.
7. Ensure that the organization's most recent Membership Roster and Constitution are uploaded as .doc or .pdf files - if the SOuRCe is unable to open your documents the registration will not be considered complete.
8. Once registration is completed and all documents are uploaded, your Campus Advisor will receive an e-mail asking for their approval.

9. Registration is not considered complete until the Campus Advisor has approved the revisions.
10. Other stipulations to registration may apply based on your organization's category.
 - The SOuRCe will communicate these additional requirements to organizations via OrgSync and email beginning in the spring semester leading into the fall (formal) registration period.

Organization Updates

As organizations change advisors, officers, or guiding documents, they are required to update their information with the SOuRCe. It is the organization's responsibility to ensure that the most up-to-date information is on file within "Settings" in OrgSync.

- It is required that organizations update their list of officers as changes occur throughout the semester.
- In the event the organization wishes to utilize a new Campus Advisor, this change must be made (1) under "Settings" (this is also the registration form) and (2) by completing the "Campus Advisor Change Form" found under the "forms" section in OrgSync.
- All organizations must utilize the constitution template and membership roster template provided by the SOuRCe.
 - Failure to submit correct document forms will result in an incomplete registration.

Registered Student Organization Privileges

Privileges and resources shall be available to officially recognized student organizations currently registered with the Department of Student Life, including, but not limited to the following:

- Eligibility to apply for funding through the Undergraduate/Extracurricular Activities Fund (UAF/EAF) and/or contingency funding process.
- Ability to deposit/spend SAF funds.
- Use of Student Union and campus facilities (i.e., meeting rooms and concourse tables).
- Participation in all campus events such as Homecoming (eligibility to nominate candidates for Homecoming King and Queen), LIFE awards, RooFest, Involvement Fairs, etc.
- Participation in available educational and developmental student organization programs and workshops as provided by the SOuRCe.
- Use of The University of Akron name, trademark, and logo, per University policy with written approval.
- Limited insurance coverage as an official University organization.
- Access to an OrgSync account.

Definition of Good Standing for Undergraduate Students

In order to be considered an active member of a student organization, the student must be in Good Standing with the University of Akron.

The definition of Good Standing implies that:

- Student must have at least a 2.0 GPA.
- Must be clear of academic probation or suspension.
- Must be clear of disciplinary probation or suspension.
- Must be clear of unsatisfied financial obligations to the university.

- Must be in good standing as defined by the student's academic college or program.

Definition of Good Standing for Graduate & Law Students

In order to be considered an active member of a student organization, the student must be in Good Standing with the University of Akron.

The definition of Good Standing implies that:

- Student must have at least a 3.0 GPA [Law: 2.0 GPA].
- Must be clear of academic probation or suspension.
- Must be clear of disciplinary probation or suspension.
- Must be clear of unsatisfied financial obligations to the university.
- Must be in good standing as defined by the student's academic college or program.

Requirements for a Campus Advisor

In order to be considered officially registered and recognized, all student organizations must have a functioning Campus Advisor.

- To qualify as the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron.
- Student organizations cannot limit their Campus Advisor requirements (stated in the organization constitution) to a person who represents a specific interest, discipline, academic area, etc.
- Organizations may utilize the talent and skills of professionals on campus to benefit their organization as they see fit. However, please note that only one person can be denoted as the official advisor to the group.
- The SOuRCe will conduct an annual Campus Advisor Audit. Organizations utilizing a Campus Advisor that has not met these classifications will have a pre-determined time period to arrange a new Advisor.
- Final approval of the Campus Advisor will rest with the Department of Student Life.

If an organization wishes to change their Campus Advisor, the group must do so within the parameters set forth in the group's Constitution.

- Once a new contract professional or full-time faculty member has been identified, the organization must submit the "Campus Advisor Change Form" found on OrgSync. This document will need to be approved by the outgoing and incoming advisor.
- In addition, the group must also update the new Campus Advisor information under the "Settings" button within the organization's portal on OrgSync.

Unauthorized Conduct

All student organizations should be aware that The University of Akron will not support the recognition of organizations that:

- Utilize behavior modification techniques, mind control techniques and similar forms of coercive behavior.
- Does not permit or limits free speech, self-criticism and the right to leave the organization without penalty.



- Impairs, makes captive or destroys an individual's freedom of thought through physical stress or subtle or covert techniques.
- Refuses to reveal and explain if requested, the organization's financial structure and support.

Prospective New Student Organization Process

Students who wish to start a new student organization must follow the procedures listed below.

Prospective New Student Organization Privileges

In order to be considered a prospective organization, a representative from the group (preferably the intended president) must first review the New Student Organization Process packet and setup a meeting with the Graduate Assistant, SOuRCe. During this meeting, the Graduate Assistant will discuss the New Student Organization Process Packet and anticipated timeline towards recognition.

Prospective organizations have access to the following privileges:

- Can reserve the use of campus facilities a maximum of two times for recruitment meeting/event use.
- Following the posting policy, groups can post flyers in designated areas around campus.
 - Each poster must include the following disclaimer:
 - *"This student organization is a prospective student organization of The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions."*
- Prospective New Student Organizations are limited to their privileges during this time - these limitations include, but are not limited to: conducting major event programming, collecting money, conducting fundraisers, forging sponsorships, etc.

Organization Types:

Undergraduate/Graduate/Blended Organizations

Prospective undergraduate/graduate/blended organizations follow the same application process.

- As you first begin the process, the group will identify their interest in having only undergraduate members, only graduate members, or a blend of both undergraduate and graduate members.
- Prospective organizations (Undergraduate/Graduate/Blended) can fall within the following (approved) categories:
 - Academic Colleges, Departments, & Programs
 - Community Service
 - Honors & Recognition
 - Diversity & Cultural
 - Religious/Spiritual
 - Special Interest



Club Sports

Club Sport organizations are directly overseen by the Office of Club Sports within the Student Recreation and Wellness Center (SWRC).

- The president of the prospective club sport should contact Chris Painter by email (cpainte@uakron.edu) to schedule an initial interest meeting in order to discuss the proposed organization, liability, and the opportunity to continue in the process.
- If the group is prepared to meet the initial SWRC expectations and the SWRC is willing to sponsor the group, then the organization will be directed to meet with the Graduate Assistant, SOuRCe.
- All Club Sport Campus Advisors must be approved by the SWRC and the Department of Student Life.
- Specific policies regarding constitution, travel, funding, liability, etc. will be discussed with the Club Sport organization once approved by the government(s).

Fraternity and Sorority (FSL)

FSL organizations are directly overseen by staff of the Office of Fraternity and Sorority Life within the Department of Student Life.

- The president of the prospective FSL organization should contact Katelin Brendel by email (klg21@uakron.edu) to schedule an initial interest meeting in order to discuss the proposed organization, liability, and the opportunity to continue in the process.
- If the group is prepared to meet the initial FSL expectations and the Office of FSL is willing to sponsor the group, then the organization will be directed to meet with the Graduate Assistant, SOuRCe to continue in the process.
- Due to stipulations outlined by IFC, NPHC, and PHC (governing councils) the organization may have different paperwork requirements than those listed herein.
- All FSL Campus Advisors must be approved by the Department of Student Life.
- Specific policies regarding FSL organizations will be discussed with the organization once approved by the respective governing council and the Office of Fraternity and Sorority Life.

Law Organizations

Law organizations are directly overseen by staff of the Law School.

- The president of the prospective Law organization should contact Misty Franklin by email (misty@uakron.edu) to schedule an initial interest meeting in order to discuss the proposed organization.
- If the group is prepared to meet the initial Law School expectations and the School is willing to sponsor the group, then the organization will be directed to meet with the Graduate Assistant, SOuRCe.



- All Law organization Campus Advisors must be approved by the Law School and the Department of Student Life.
- Specific policies regarding constitution, travel, funding, liability, good standing, etc. will be discussed with the Law organization once approved by Graduate Student Government.

Timeline for NSO Process:

The goal of the SOuRCe is to help organizations efficiently become recognized on campus. Though we strive to move an organization through the process in 2-4 weeks, many variables can affect the speed of the review process including:

- timeliness of the organization submitting the required documents
- attendance at required meetings
- the organization's response to requests for constitutional revision
- the number of reviewers involved in the recognition process

Step #1: Student must review the New Student Organization Process Packet and schedule a meeting with the Graduate Assistant, SOuRCe

The intended president of a prospective new student organization must first review the New Student Organization Process packet and email the Graduate Assistant, SOuRCe with the name of the prospective organization and a cover letter. The Graduate Assistant, SOuRCe will then schedule a meeting with the intended president to discuss the new student group recognition process, and prepare the organization for recognition consideration.

- The Graduate Assistant, SOuRCe will review OrgSync to ensure that a similar organization on campus does not already exist.

Step #2: New Student Organization Process Packet Documents:

The New Student Organization Process Packet consists of six (6) documents:

- All documents being sent electronically should be sent to sugradast5@uakron.edu who will then review the documents to assure that all requirements have been met.

1) Cover letter (submitted via email)

- This letter is written to the Graduate Assistant, SOuRCe prior to the initial meeting and must contain the president's signature. This letter should include:
 - A synopsis of the organization's purpose.
 - Statement of goals and objectives.
 - Why the organization wants to be recognized.
 - If the prospective organization has affiliation with a local, regional or national organization.

2) Charter Member Roster (submitted via hard copy or email)

- Prospective organizations must complete the Charter Member Roster with a minimum of ten (10) currently enrolled, part-time or full-time University of Akron students, who are in Good Standing with the University.



- Students enrolled in the 60+ program or post-secondary are not eligible to join student organizations.
 - On this form must be the names and student identification numbers of all potential members, so that we will be to verify the student's status.
- 3) New Group Registration Form (submitted via hard copy or email)
- This form outlines the basic information about the organization. It includes:
 - Organization Name (The University of Akron cannot come before the organization name)
 - President name and contact information
 - Campus Advisor name and contact information
 - Every student organization is required to have a Campus Advisor.
 - To qualify as the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron.
 - Student organizations cannot limit their Campus Advisor requirements (stated in the organization constitution) to a person who represents a specific interest, discipline, academic area, etc.
 - All Campus Advisors are checked yearly to ensure they meet the qualifications stated above.
 - Final approval of the Campus Advisor will rest with the Department of Student Life.
 - Vice President and Treasurer names and contact information
 - Each organization is required to have at least a President, Vice President, and Treasurer.
 - Additional officer names and contact information if applicable
 - Organization Designation: Undergraduate, graduate, or blended (both undergraduate/graduate) students can be members
- 4) Recognition Agreement (submitted hard copy, with signature)
- Prospective organizations must review the Recognition Agreement, providing the signature of both the president and Campus Advisor.
 - By signing this document, the organization indicates that the organization president and Campus Advisor understand the policies and procedures outlined and agree to comply.
- 5) Terms and Conditions (submitted hard copy, with signature)
- Prospective organizations must review the Terms and Conditions, providing the signature of both the president and Campus Advisor.
 - By signing this document, the organization indicates that the organization president and Campus Advisor understand the policies and procedures outlined and agree to comply.
- 6) Constitution (submitted via email)
- A template to assist in preparing the group's constitution is available explaining the necessary guidelines. All text in black is required to be in the organization's constitution.

- This document is reviewed and approved by both the GA, SOuRCe and the Assistant Director, Student Life.
- 7) "Why Statement"
 - A video and template to assist in writing your "why statement" for the student organization. "To _____(contribution)____, so that _____(impact)_____."
 - 8) S.M.A.R.T. Goals
 - A video and template to assist in writing your recruitment, events/projects/ travel, and transition goals.
 - 9) First Year Plan
 - A plan that should outline your organization's monthly plans throughout the year and describe when and how you'll take action on your S.M.A.R.T. Goals.

The Graduate Assistant, SOuRCe will review all New Student Organization Process Packet documents for accuracy and correct information. The Department of Student Life will then review the document to assess the following:

The Constitution will be reviewed to assess the following:

- The Constitution clearly states the organization's name, organization affiliations (local, state and national) and the purpose of the organization.
- The organization's purpose does not duplicate the purpose of another currently recognized organization.
- The organization's purpose, objectives and activities are consistent with the objectives, rules and regulations of The University of Akron, and all Municipal, State and Federal laws.
- The organization will not discriminate in its member selection process unless federal or state law allows for exceptions.
- The organization's constitution is clear, concise and incorporates all required University provisions and other necessary information for the successful operation of the student organization.

The Membership Roster (minimum 10 enrolled UA students) will be reviewed to assess Good Standing:

- The definition of Good Standing implies that:
 - Undergraduate students must have at least a 2.0 GPA, Graduate students must have at least a 3.0 GPA, and Law students must have at least a 2.0 GPA.
 - Must be clear of academic probation or suspension.
 - Must be clear of disciplinary probation or suspension.
 - Must be clear of unsatisfied financial obligations to the university.
 - Must be in good standing as defined by the student's academic college or program.

Step #4: Officially Recognized Organization Privileges and Resources



- Once all documents have been submitted to the GA, SOuRCe. A summary packet of information is provided to the Assistant Director, Student Life.
- Once an organization has been approved by the Assistant Director, Student Life and the Associate Vice President and Dean of Students (or his/her designee), the SOuRCe will be notified.
- The SOuRCe will send a formal congratulatory email to the organization president and Campus Advisor on file from the New Student Organization Process Packet.
- Upon receiving recognition, the Graduate Assistant, SOuRCe will notify the president and Campus Advisor of the next steps and will create the organization's OrgSync portal.
 - Based on organization type, groups may be required to attend:
 - Leadership Retreat (undergraduate/graduate/blended)
 - Follow up meeting and/or organization training (FSL, Club Sport, Law)
- Upon official recognition by the University, annual registration is required and must be submitted to the Department of Student Life with other documents, as required.
 - The newly recognized group will have one month, following recognition, to register for the academic year - and will do so in accordance to policy on an annual basis.
- An organization that fails to register over a two year period is subject to the process of starting a new student organization.
- Registered organizations are required to submit a revised constitution as changes occur.

Unauthorized Conduct

All prospective student organizations should be aware that The University of Akron will not support the recognition of organizations that:

- Utilize behavior modification techniques, mind control techniques and similar forms of coercive behavior.
- Does not permit or limits free speech, self-criticism and the right to leave the organization without penalty.
- Impairs, makes captive or destroys an individual's freedom of thought through physical stress or subtle or covert techniques.
- Refuses to reveal and explain if requested, the organization's financial structure and support.

Guiding University Policies for Registered Student Organizations

In order to ensure all organizations are representing the University in an appropriate manner, and upholding necessary guidelines, the following policies are in place.

Recognition Agreement

1. **Purpose:** The purpose, objectives, and activities of our organization will be consistent with the objectives, rules, and regulations of The University of Akron and with all municipal, state, and federal laws.
2. **Non-discrimination:** Student organizations must understand that no UA student should be denied the opportunity to join a registered student organization on campus.
 - a. 3359-38-01 (A)(2) It is the policy of this institution that there shall be no unlawful discrimination against any individual in employment or in its programs or activities at the University of Akron because of race, color, religion, sex, age, national or ethnic origin, disability, military status, or status as a veteran. The University of Akron prohibits sexual harassment of any form in all aspects of employment and in its programs and activities and prohibits discrimination on the basis of sexual and racial or ethnic orientation in employment and admissions.
 - b. All student organizations must include this statement in their constitution and must uphold the requirements listed within.
 - i. *(Name of Organization) shall not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, disability, military status, status as a veteran, or on the basis of sexual, racial, or ethnic orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.*
 - c. Issues related to discrimination should be reported immediately to the Assistant Director, Student Life.
3. **Registration:** Established student organizations must re-register with the SOuRCe each academic year. Failure to do so will result in a loss of recognition. During this time, all privileges will be forfeited until the next registration period.
 - a. Loss of privileges will include:
 - i. Cancellation of any space reserved on campus.
 - ii. The inability to reserve space on campus.
 - iii. The inability to host or plan Major Events on campus.
 - iv. Loss of assigned Student Organization Pod Space within the SOuRCe.
 - v. University financial accounts, including UAF/EAF/SAF, will be frozen and inaccessible.

Student organizations that fail to meet the registration deadline in the Fall semester will have the opportunity to register their organization during the Spring semester (contingent) registration period.

- a. In the event an organization misses Fall semester registration, the organization privileges will be put on hold. Upon completion of registration in the Spring semester, all privileges will be reinstated.
 - a. The process or steps to registration will be shared with organizations by July leading into the new academic year.
 - b. Organizations that fail to register for two consecutive years will lose their status as a recognized student organization and will be required to seek recognition from the University as a new student organization.
 - c. Please see *Terms and Conditions* for more information on this process.
4. **Good Standing:** Every member of the organization is currently enrolled as a student in “Good Standing” at The University of Akron.
- a. This will be verified by the SOuRCe through the submission of an electronic copy of the roster, which will contain names and student ID numbers of all organization members.
 - i. This roster must be submitted at the time of registration and is to be updated each semester, or as changes occur.
 - b. Those eligible for membership in any registered student organization must be currently enrolled students at The University of Akron and must be in “Good Standing” with the institution.
 - c. The requirements for “Good Standing” include; at least a 2.0 GPA [Graduate 3.0 GPA, Law: 2.0 GPA], being clear of academic probation or suspension, being clear of disciplinary probation or suspension, being clear of unsatisfied financial obligations to the University, and being in Good Standing as defined by the student's academic college, department, and/or program.
 - d. The organization may have a higher GPA requirement, which must be noted in the organization’s Constitution.
5. **Greek-letter organizations:** Single-gender, Greek-letter organizations are required to be in “Good Standing” as members of their appropriate governing council (Interfraternity, National Pan-Hellenic or Panhellenic) and are required to comply with The University of Akron non-discrimination policy, except as exempted under federal or other legislative protectors.
- a. Greek-letter organizations must also adhere to the regulations and policies defined by the SOuRCe, which are included within the *Terms and Conditions* and this student organization *Recognition Agreement*, unless otherwise noted within said document.
6. **Non-profit:** All University of Akron registered student organizations fall under the University’s non-profit status and have the ability to obtain needed tax exemption documents from the SOuRCe.

7. **Funding:** Recognition and registration in no way implies or guarantees that our organization will receive University funding.
 - a. Student organizations that receive UAF/EAF funding must also adhere to the conditions and guidelines for the allocation and expenditure of UAF/EAF monies, as established by Undergraduate/Graduate Student Government and the Department of Student Life.
 - i. Club Sport and Law organizations will work directly with their contact for funding allocations. Fraternity and Sorority Life organizations are not eligible for funding allocations based on their organization status.

8. **OrgSync:** OrgSync is provided for the benefit of student organizations and is a tool used to assist in further enhancing an organization's mission and purpose.
 - a. All organizations are required to register on OrgSync and appropriately represent their organization at all times.
 - i. Failure to do so may result in the SOuRCe contacting the organization leadership for immediate attention to the site.
 - b. All student organizations must utilize OrgSync for the primary submission of available forms and office documents.

9. **Campus Advisor:** Every organization must have an active Campus Advisor.
 - a. In order to qualify to be the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron.
 - b. The SOuRCe will conduct an annual Campus Advisor Audit. Organizations utilizing a Campus Advisor that has not met these classifications will have a pre-determined time period to arrange a new Advisor.
 - c. Final approval of the Campus Advisor will rest with the Department of Student Life.

10. **Liaison and SOuRCe Leadership Retreat:** In order to ensure student organizations are properly trained on University policy and procedures, student leaders must attend an annual retreat. Continual assistance and training will also be provided by the SOuRCe or the respective office overseeing student organizations.
 - a. Organizations must understand that it is mandatory to attend their respective retreat (based on category: Undergraduate/Graduate/Blended, Club Sport, Law, and Social Fraternity/Sorority) and failure to do so will result in an inability to register until a retreat has been attended.
 - i. The organization president, or designated officer, must attend this retreat in order to be considered eligible for registration and recognition.
 - b. The SOuRCe will employ student employees (SOuRCe Liaisons) to assist organizations with the following (including, but not limited to): leadership development, fiscal responsibility, budget management, organization management, OrgSync training, etc.

11. **Leadership:** Student organizations that have a change in leadership are expected to update their information with the SOuRCe using OrgSync.

- a. At any time there is a change of officers, it is the organization’s responsibility to update the “Organization Settings” within OrgSync.
 - i. These changes will be generated {via email} to the organization’s Campus Advisor for final approval.
 - b. If your organization wishes to change Campus Advisors, the {electronic} Advisor Change Form must also be completed and submitted to the SOuRCe within OrgSync.
12. **Organization promotion:** Student organizations are encouraged to respectfully promote their organization on campus.
- a. Registered student organizations are not to use or join the name of The University of Akron in front of the organization name/title or in any manner, which might otherwise imply University endorsement, sponsorship, or approval.
 - b. All written communications and marketing from registered student organization shall indicate our registration status with the University by including the Student Organization Disclaimer.
 - i. **Disclaimer:** *This student organization is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions.*
13. **Trademarks:** Student organizations cannot use any marks and/or identifying designs, trade names, service marks, copyrights, logo/graphics, and/or symbols, which have come to be associated and/or identified with “The University of Akron” without prior written approval from University Communications and Marketing.
- a. Information regarding this approval process can be found in the *Terms and Conditions*.
14. **Major Events:** Our student organization understands that due to liability, certain events/programs may be considered a “Major Event” and/or we agree to uphold the parameters of the Major Event Policy for student organizations.
- a. A Major Event is defined as an activity where a multi-purpose room has been reserved and any of the following applies:
 - i. Alcohol will be served
 - ii. Music, where dancing may occur
 - iii. Expecting 100+ people
 - iv. Walk/Run on campus
 - v. Open to non-University community/public
 - vi. Speaker/Performer open to campus

Examples of multi-purpose rooms on campus include but are not limited to:

Student Union Ballroom, Student Union Meeting Rooms, Student Union Theatre, Robertson Dining Hall, Martin University Center, Leigh Hall auditorium, Shrank Hall auditorium, EJ Thomas Hall, Quaker Station, Quaker Square Inn, Student Recreation & Wellness Center,

Memorial Hall, James A. Rhodes Arena (JAR), Stiles Field House, and InfoCision Stadium-Summa Field.

As a service to student organizations, the SOuRCE offers special event supplies that can be reserved for a group's event or program. These supplies are provided at no charge; however the organization may be responsible for paying for these items if the group fails to return the supplies or if supplies are damaged.

Note: This policy does not apply to the following types of events:

1. The general business meetings of student organizations open only to members and potential members of the organization.
 2. Events sponsored by organizations that have University assigned advisors.
15. **Facilities:** Our organization understands that all student organizations shall abide by the regulations established for the use of various University facilities.
 - a. The use of University facilities may be denied to any student organization when, in the judgment of the Executive Director, Student Union (or his/her designee) such use would likely expose the University, its employees, students, or visitors to unreasonable liability for personal or other injury or risks; or, when such use would unfairly deny access to reasonable use by other student organizations; or, when such requested use by a student organization is used as a pretext to gain access to use of University facilities by or for non-University students or groups; or, to conduct purely commercial activities; or, for personal or private use of students or non-students; or, for any other improper use.
 16. **Programs:** Our organization understands that activities and programming shall be in alignment with the purpose and objectives of our specific organization and the University.
 17. **Websites:** Our organization understands that we are able to create and manage a website portal through our OrgSync account. OrgSync is provided for the benefit of student organizations in order to help further their mission and purpose.
 - a. The SOuRCE reserves the right to edit submitted information, in order to ensure the consistency of the site and student organization advertising.
 - b. All information posted must comply with federal and state laws, and the policies and rules of the University of Akron. UA reserves the right to remove any posts or comments that UA determines is in violation of any law, regulation, policy, rule, or is obscene. All information must comply with applicable copyright law.
 18. **Violations:** Our organization is aware that the Associate Vice President and Dean of Students (or his/her designee) or the Office of Student Conduct and Community Standards may temporarily suspend the registration status of a student organization upon reasonable belief that the organization has violated or intends to violate the terms of its registration, and/or including, but not limited to, violation of conduct regulations governing student organizations; or, failure to comply with procedures governing the use of University facilities; or, failure to comply with

directions of University administrative officers and police or any other governmental authority or faculty acting within the purview of authority and/or when carrying out their normal duties.

- a. In the event that the registration of a student organization is temporarily suspended pursuant to this provision, the Associate Vice President and Dean of Students (or his/her designee) or the Office of Student Conduct and Community Standards may decide to uphold the temporary suspension, or to modify, revise, or diminish suspension, or to terminate the registration of the organization.

19. **Code of Student Conduct:** Our organization is aware that the University of Akron's Code of Student Conduct applies to conduct of all students and student organizations that occurs on University owned premises or on non-University premises as detailed in the Code of Student Conduct, University Rule 3359-41-01.

I AGREE: I certify, as a leader of this organization, that I have read the above information and agree to abide by the Student Organization Recognition Agreement, the associated Terms and Conditions, the rules and regulations of The University of Akron, and all local, state, and federal laws.

Terms and Conditions

1. **Our organization will update our OrgSync account to reflect the most accurate contact and organization information.**
 - a. If changes should occur to our organization's leadership, we understand that it is our responsibility to update this information under "Organization Settings" within OrgSync.
 - b. If our organization wishes to share events on OrgSync, we understand that the event must be open to all University students and display a detailed description of the event including date, time, purpose, and contact information for our organization.
2. **Our organization will complete the annual online registration process and file our current Constitution with the SOuRCe.**
 - a. Our organization understands that Constitutions are reviewed by the SOuRCe staff and all Constitutions must be internally revised by our organization on an annual basis.
 - b. Our organization also understands that our Constitution must be consistent with the Constitution Template provided by the SOuRCe and Undergraduate/Graduate Student Government.
 - i. This template document can be found on OrgSync under "Files."
3. **Our organization will officially register with the SOuRCe each academic year.**
 - a. Formal organization registration takes place in the Fall semester. This process will open by July and must be completed by the end of the second week in September.

- i. Student organizations that fail to meet the registration deadline in the Fall semester will have the opportunity to register their organization once the registration period opens for the Spring Semester.
 - b. Contingent registration for groups that missed the formal deadline in the fall will be able to register during the Spring semester.
 - i. This process will open by the second week of December and will end on the second week in February.
 - c. For all purposes, a business day is considered Monday through Friday.
 - d. In the event an organization fails to complete registration in the Fall Semester or the Spring Semester, the group must wait until the following academic year.
 - i. Failure to register for two consecutive years will result in a loss of being recognized as a student organization.
4. **Our organization will manage its finances in accordance with the rules and regulations prescribed by The University of Akron.**
- a. Registered student organizations, with the exception of those under the Office of Fraternity and Sorority Life, are **not permitted** to have outside accounts, other than the provided UAF/EAF and SAF accounts, which are administered by the Department of Student Life or the respective office on campus (Law School/SRWC).
 - i. No other account may be utilized and organizations which are found to be non-compliant may be suspended until the issue is resolved.
 - 1. Organization officers/members not in compliant with this policy may be referred to the Office of Student Conduct and Community Standards for possible sanctions.
 - b. If an organization fails to abide by any financial policies (including, but not limited to, VISA, contracts, travel, any document found on the SOuRCe website, etc.) the organization officers/members may be referred to the Office of Student Conduct and Community Standards for possible sanctions.
 - i. Depending on the severity of this issue, the organization may be placed on suspension or probation for the remainder of the semester or academic year.
5. **Our organization members must be in Good Standing.**
- a. Per the Recognition Agreement for all student organizations (Section 4: Good Standing), all members must be in Good Standing in order to be considered members of a registered student organization.
 - b. Students that are **not** in Good Standing will **not** be eligible to travel with the organization, utilize UAF/EAF funds and/or receive reimbursements, as they are not considered "official members" of the organization.
 - c. Good Standing will be verified by the SOuRCe when the organization submits a travel application.
 - i. Good Standing for travel will be verified by the SOuRCe.

- ii. The officer that submitted the travel application and the Campus Advisor will be notified, via email, within five business days of those members that are ineligible to travel.
 - iii. Campus Advisors and/or the student ineligible to travel may inquire about the status of eligibility by contacting the Assistant, Director, Student Life. *Good Standing matters will **not** be discussed with peers.*
 - d. If a member is **not** in Good Standing, he/she will **not** be permitted to travel with the organization. If the student fails to abide by this policy, he/she will be referred to the Office of Student Conduct and Community Standards for potential sanctions.
 - i. If a student not in Good Standing with the organization fails to abide by this policy, the organization may be placed on suspension or probation for the remainder for the semester or academic year - or as sanctioned by the Office of Student Conduct and Community Standards.
6. **Our organization will acquire a University issued student organization VISA.**
- a. Our organization understands that under the provision of The University of Akron, we will acquire a University issued student organization VISA card through the SOuRCe, as it is the preferred method of payment for expenses (exceptions: Club Sports, Fraternity/Sorority Life, and Law).
 - b. Our organization also understands that we will use the VISA card in accordance with the guidelines and policies of the University's Department of Purchasing.
 - c. We understand that this VISA Application/Policies Form must be completed, via OrgSync, in order to utilize any UAF/EAF/SAF funds.
 - i. Through this application process, we understand that our organization is responsible for reviewing and agreeing to all University policies and guidelines related to the utilization of the VISA card. Failure to properly use this card or instances resulting in unauthorized student organization purchases will be handled through the SOuRCe and with the assistance of the Office of Student Conduct and Community Standards.
 - d. If a VISA Cardholder is **not** in Good Standing, he/she will be taken off the card as an approved cardholder and will not be eligible to utilize the card for the remainder for the semester.
 - e. Organization members cannot gain a personal benefit from the use of a student organization VISA (i.e. fuel perks, points, etc.).
7. **Our organization will not use or join the name of The University of Akron.**
- a. Registered student organizations are not to use or join the name of The University of Akron in front of the organization name/title or in any manner, which might otherwise imply University endorsement, sponsorship, or approval.
8. **Our organization will utilize the Student Organization Disclaimer for all communication and marketing.**



- a. All written communications and marketing from student organizations shall indicate their registration status with the University, by utilizing the following disclaimer.
 - b. Our organization understands that we cannot alter this disclaimer.
 - c. Any organization failing to abide by the policy will be unable to market their event until the issue is resolved.
 - i. **Disclaimer:** *This student organization is a registered student organization at The University of Akron. Registration shall not be construed as approval, endorsement, or sponsorship by The University of Akron of the student organization's publications, activities, purposes, actions, or positions.*
9. **Our organization will not alter University logos or branded icons without prior approval.**
- a. Organizations that wish to use branded logos, icons, or images related to the University must first seek permission from the SOuRCe and University Communications and Marketing.
 - i. Please see the SOuRCe staff for more information on this process.
10. **Our organization will not enter into any contracts or service agreements.**
- a. **Contracts:**
 - i. Any student organization wishing to utilize an outside contractor or external vendor (DJ, Photographer, Lecturer, etc.) must contact the Graduate Assistant, SOuRCe four (4) weeks prior to any anticipated event, program, or performance.
 - ii. The signed and completed agreement must be returned to the Graduate Assistant one (1) week prior to the event.
 - 1. Failure to do so, by either the organization or the vendor, may result in the inability to utilize an outside contractor or cancellation of your event. ***Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement.***
 - b. **Bus Vendors:**
 - a. Student organizations wishing to utilize any type of bus services for pre-approved travel must complete the Bus Vendor Request Form, via OrgSync, at least four (4) weeks prior to the trip.
 - i. This will allow the SOuRCe with enough time needed to work with the bus vendors in order to obtain the lowest price/quote for your organization.
 - ii. The University also utilizes the services of pre-qualified vendors.
 - 1. The SOuRCe will work with these vendors to achieve the lowest price/quote and based on your travel needs, the necessary type of transportation needed for your organization.
 - b. Failure to complete this Bus Vendor Request Form four (4) weeks prior to your anticipated trip may result in the inability to utilize a bus for travels and the retraction of any University issued funds. ***Student organizations are not permitted to enter***

into any type of verbal or written contract other than the University Services Agreement.

11. Our organization will follow the Student Union Reservation & Campus Space Request Policy.

- a. Student organization space requests must be made via the appropriate form found on OrgSync.
 - i. This process and form are monitored by the Office of University Scheduling.
 - ii. For inquiries regarding a request or this form, officers may call 330.972.8689 or by emailing sueventplanning@uakron.edu.
- b. In the event that an organization reserves a space on campus and no longer wishes to utilize the room, the group will be responsible for completing the appropriate space cancellation form found on OrgSync.
 - i. Due to specific venues on campus, failure to cancel a space may result in a fee or fine to the student organization.
- c. If an organization wishes to host a concourse table in the Student Union, the group must complete the necessary form on OrgSync.

12. Student Union Reservation Policy:

- i. Student organizations who fail to show up or check-in for their reserved space (meeting rooms or concourse tables) in the Student Union more than two (2) times may lose that privilege for the remainder of the semester.
 1. Despite the circumstances, it is the organization's responsibility to be aware of all reservations.
 2. To check on reservations, officers may call the reservation line at 330-972-8689.

13. Major Events:

- i. Student organizations that wish to host a Major Event on campus must notify the Department of Student Life during the Campus Space Request process.
 1. A meeting will be arranged with the organization to review the policy related to Major Events and ensure the successful program for the group.

14. Our organization will seek to utilize University food vendors and will follow the Non-University Food Policy.

- a. Due to health and liability issues, food purchased or made by an outside source is prohibited, unless proper approval has been granted by University Catering (Food Exemption Waiver).
- b. Student organizations are highly encouraged to utilize University Catering (Union Market, Starbucks, University Catering, etc.) or other on-campus vendors to meet their catering needs.
- c. University Catering is aware that there are many dietary needs, including specific religious and ethnic requests, and will work with organizations to meet these needs and accommodate our guests.

- d. In the event an organization wishes to bring food made by an outside source on campus, the "University Catering Waiver Request Form", found on the University Catering website and/or OrgSync, must be completed and turned in prior to the event - through the procedures/timelines stated on the form.
- e. The above described Non-University Food Policy is also inclusive of bake sales.
 - i. The University prohibits student organizations from selling or otherwise distributing food items that are not prepared in a licensed facility.
 - ii. Homemade food items are **not** permitted to be sold or distributed as part of student organization functions. If you wish to hold a bake sale or sell other food items to raise money for your organization, the items sold must be pre-packaged or have been prepared in a licensed facility.
- f. Section 3717-1-03.1 of the Ohio Uniform Food Safety Code states:
 1. "Except for products obtained from a home bakery registered by the Ohio department of agriculture, products from cottage food production operations, and maple syrup, honey, or sorghum products produced as provided in section 3715.021 of the Revised Code; food prepared in a private home may not be used or offered for human consumption in a food service operation or retail food establishment."
 2. Non-compliance with this policy may result in sanctions against the student organization and/or Campus Advisor.
 3. In addition, the organization will no longer be able to sell their items.

I AGREE: I certify, as a leader of this organization, that I have read the above information and agree to abide by the Terms and Conditions, the Student Organization Recognition Agreement, the rules and regulations of The University of Akron, and all local, state, and federal laws.

Other Important Policies

Utilizing an Outside Vendor

- Any student organization wishing to utilize an outside contractor (DJ, Photographer, Lecturer, etc.) must complete the Contract Request Form on OrgSync four (4) weeks prior to any anticipated event, program, or performance.
- The organization event/program where a vendor is being utilized must be an approved venue by the Department of Student Life. In addition, housing/lodging of the vendor must be approved through the contract creation process - due to liability, student organizations are unable to house vendors in private residences.
- In addition, lodging/travel expenses/food for the vendor must be approved through the contract creation process and payment included in the contracted fee.
- After receiving this request, the Graduate Assistant, SOuRCe will contact your organization to discuss the additional details that may be needed.



- Note: the SOuRCe will not send a contract to a vendor without verifying available funds for the organization - this includes SAF/EAF/UAF.
 - In the event an organization is requesting funding support from the government(s), the SOuRCe will wait until an allocation has been made to send the agreement to the vendor(s).
- Note: if the vendor you wish to use for your event is a University of Akron staff, faculty or student, they may be required to be paid through University Payroll, thus incurring additional fringe benefit costs to the student organization. The vendor, if a university employee, will also be taxed on their payment.
- The signed and completed agreement must be returned to the Graduate Assistant one (1) week prior to the event.
 - Failure to do so, by either the organization or the vendor, may result in the inability to utilize an outside contractor or cancellation of your event.

Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement.

Bus Vendors

- Student organizations wishing to utilize any type of bus services for pre-approved travel must complete the Bus Vendor Request Form on OrgSync four (4) weeks prior to the trip.
 - After receiving this request, the Graduate Assistant, SOuRCe will contact your organization to discuss any needed details.
 - This established timeline will allow our office the time needed to work with the bus vendors in order to obtain the lowest price for your organization.
- The University also utilizes the services of pre-qualified vendors. The SOuRCe will work with these vendors to achieve the lowest price and based on your travel needs, the necessary type of transportation needed for your organization.
- Failure to complete the Bus Vendor Request Form four (4) weeks prior to your anticipated trip may result in the inability to utilize a bus for travels and the retraction of any University issued funds.

Student organizations are not permitted to enter into any type of verbal or written contract other than the University Services Agreement.

Non-University Food Policy

- a. Due to health and liability issues, food purchased or made by an outside source is prohibited, unless proper approval has been granted by University Catering (Food Exemption Waiver).
- b. Student organizations are highly encouraged to utilize University Catering or other on-campus vendors to meet their catering needs.
- c. University Catering is aware that there are many dietary needs, including specific religious and ethnic requests, and will work with organizations to meet these needs and accommodate our guests.

- i. In the event an organization wishes to bring food on campus, the "University Catering Waiver Request Form", found on the University Catering website and/or OrgSync, must be completed and turned in prior to the event - through the procedures/timelines stated on the form.
- b. Please note: bake sales are strictly prohibited on campus (see Terms & Conditions).
- c. University Catering also offers a "Student Organization Budget-Friendly Menu" - be sure to ask when scheduling food for your event about this menu so you can potentially save money.

Ordering Promotional Items

- a. The University has agreements with two local vendors who are considered "preferred vendors" for campus.
 - i. Global Promotions & Incentives (Shop UA Store)
 - ii. Consolidus LLC (The UA Shop)
- b. Student organizations are highly encouraged to utilize these vendors when looking to purchase promotion items, t-shirts, giveaways, etc. Though the organization does not have to use one of these vendors, Purchasing may require a quote from these vendors in order to process an order with another company.
- c. For more information about this process, please see the SOuRCe Liaisons.

Reserving Rental Vehicles

- a. All student organizations are strongly encouraged to utilize a rental vehicle if traveling more than 125 miles away from the institution.
 - i. Due to liability and the unknown condition of student vehicles, the University strongly advises that student organizations utilize the rental agreements with two national car vendors.
- b. The University has agreements with two national vendors who are considered "preferred" rental vehicle vendors for campus.
 - i. Enterprise
 - 1. Closest to Campus: 950 E Market St, Akron, OH 44305
 - ii. National
 - 1. Closest to Campus: 5400 Lauby Road, North Canton, OH 44720
- c. Due to the agreement with the University, these companies must be used for student organizations looking to rent a vehicle for travel.
 - i. Not only will these entities provide discounted prices for our campus, but all organizations will receive additional liability coverage through their rental.
- d. Per the University's agreement, students over the age of 18 may rent a vehicle with these vendors - please note this differs from the typical policy with these companies.
 - i. The University does not endorse the utilization of 15-passenger vans.
- e. If utilizing a rental vehicle, be sure to also request a Gas Card for your expenses.
- f. For a direct link to reserve a rental vehicle through these companies, please visit Purchasing's website: <http://www.uakron.edu/purchasing/facultystaff/current-contracts.dot>

Gas Card vs. Mileage Reimbursement

- a. Student organizations wishing to utilize a rental vehicle for organization travel will be asked to utilize a Gas Card for all gas expenses.
 - i. This card can be checked out in the SOuRCe and helps to track the expenses accurately for your trip.
 - ii. To arrange a Gas Card for an upcoming trip, please see the SOuRCe liaisons
- b. If a student wishes to drive their personal vehicle on an organization trip, though discouraged by the University, the student organization can only be reimbursed for mileage.
 - i. The rate for mileage reimbursements will be dictated by the University's current rate - which can be found on the Controller's website:
<http://www.uakron.edu/controller/travel.dot>
 - ii. Reimbursement may not be awarded for mileage, if driving a non-rented car outside of 150 miles.

Fronting

"Fronting" refers to a manner in which a registered organization reserves a space, table, venue for an organization or group of people who have not formally started a student group on campus.

- Fronting is prohibited, as only registered and recognized student organizations should benefit from the rights and privileges provided and noted herein
- Issues of fronting will be addressed with both student organization parties immediately

Release of Liability, Photo, & Video

- a. If a student organization is hosting an event which may require - or benefit from - a waiver, the group must utilize the approved waiver provided by the SOuRCe.
 - iii. To obtain a copy of this blanket waiver, please see OrgSync or a SOuRCe liaison.

Advertising On Campus

Student organizations are encouraged to market programs and events throughout campus, however some policies are in place which may dictate the manner in which your organization chooses to advertise.

- a. Emails: students are encouraged to utilize Zipmail and OrgSync to advertise upcoming programs, events or membership information. Mass-emails to addresses not directly provided to an organization is discouraged.
- b. Posters: student organizations are encouraged to post information about upcoming events on public posting boards throughout campus.
 - a. These boards can be found in a variety of campus buildings and it is the responsibility of the organization to hang and take down information. Student organizations are discouraged from hanging signs on walls, in restrooms, or on other fixtures not approved as public posting areas.
 - b. Please remember when using posters that the Student Organization Disclaimer must be included at the bottom of the flyer or poster.

- c. Students wishing to create marketing pieces for their organization are encouraged to utilize the free marketing services provided by the Department of Student Life. These services are provided by graphic design students who can assist organizations with the creation of t-shirts, posters, flyers, etc. Please contact the SOuRCe for more details.
- d. Students wishing to purchase giveaways, t-shirts, banners, etc. are encouraged to have the design approved by the SOuRCe. This will ensure that student organizations are utilizing the University's name and any branded icons in an approved manner.
 - a. In addition, students are encouraged to utilize the preferred vendors (listed herein) for the purchase or quote of these items.
- e. In the event a student organization wishes to create a logo, the design must be approved by the SOuRCe before being utilized on campus. This will ensure that the organization is utilizing the University's name and any branded icons in an approved manner.
- f. If an organization wishes to hand out candy or a food item with a flyer as a promotional means, the item must be pre-packaged and not homemade or baked.

A-Frame Advertising:

Student organizations wishing to advertise on campus utilizing "A-Frame" (plastic sandwich boards):

- Group advertising is an opportunity made available for registered student organizations – registration is communicated each year by the Department of Student Life.
- The purchase of equipment (A-Frames) is the financial obligation of the organization.
- Groups must place and remove A-Frames during the time outlined on their request.
- The group is responsible for the purchasing and storing of the A-Frame.
- Groups must identify desired advertising dates/times using the "Outdoor Space Request Form."
 - This is a file found on OrgSync or in the SOuRCe – a hardcopy form that is completed and returned to the SOuRCe office.
 - On this form, list the consecutive day/times or dates that you wish to advertise (ex: every Thursday – placing on Wednesday at 5pm and picking up Friday at 9am).
 - Please be as detailed as possible in your request and descriptions:
 - This includes:
 - Location of signs on campus – by which buildings, grass areas, sidewalks, etc.
 - The material(s) which the A-Frame is made from
 - The designated contact person for this request
 - The timeframe of the request – if varying each week/month (please complete one form per semester)
 - Once complete, please turn the form into the SOuRCe for processing.
 - The review committee (comprised of a variety of campus colleagues) will review and provide feedback or approval/denial.
 - This process may take several business days – contact the SOuRCe with any questions or concerns.
- Groups must include the Student Organization Disclaimer on the marketing piece being displayed.

- Send marketing to aer15@uakron.edu for approval before using/promoting.

Conduct: Hazing, Risk Management, and Inclusivity:

As cited in the Code of Student Conduct - <http://www.uakron.edu/ogc/UniversityRules/pdf/41-01.pdf>:

- "Student organization." "Student organization" means any number of persons who have complied with the formal requirements for or are actively seeking university recognition as a student organization.
- University authority should not be used merely to duplicate the function of general laws. The university of Akron code of student conduct applies to the conduct of all students and student organizations that occurs on university owned premises or on non-university premises, where the conduct away from university premises is seemed by the university to affect the university of its students and university employees, including but not limited to:
 - Any activity sponsored, conducted, or authorized by the university or by students organizations including but not limited to social events, athletics contest and philanthropic activities.
- Hazing, as defined by the Ohio Revised Code and federal law, is prohibited. It is a violation of this rule for an individual, knowing that hazing has been or is being committed, to knowingly fail to report such information to law enforcement authorities or to student conduct and community standards. Officers of a student organization must report any hazing incident(s) of which they are aware. The consent of the victim is not a defense.

Inclusive excellence is a core value of the University. Student organization officers and members should remain supportive and welcoming to all students interested in involvement opportunities within your organization.

- Please refer to the "Recognition Agreement" and "Constitution Template" for more information.

In order to ensure student organizations are acting in accordance to University policy and procedures, it is always in an officer, Campus Advisor, or member's best interest to inform the SOuRCe of an issue as soon as possible. This may include but is not limited to; concerns regarding fiscal management, hazing, utilization of space on campus, discrimination, violation of a policy included herein, etc.

General Service Fee

Financial support (UAF/EAF) for registered student organizations, in part, comes from the General Service Fee

- Parameters of this fee include:
 - The General Service Fee provides funds that support student activities and services, including:
 - the health professionals in Student Health Services
 - intramurals
 - UA-recognized student organizations
 - intercollegiate athletics



- other co-curricular activities
- Students taking credit bearing courses pay into this fee

Membership

As indicated in the Constitution Template for organizations:

- Student groups cannot discriminate on the basis of race, creed, religion, national origin, ancestry, gender, age, handicap, veteran status, or sexual orientation in the selection of its members or in its programs, unless federal or state laws allow for such exceptions.
- In addition, membership is intended only for University of Akron students which are enrolled in credit bearing classes and are deemed in Good Standing with the University.
 - Good Standing is defined as:
 - At least a 2.0 GPA [Graduate 3.0 GPA, Law: 2.0 GPA]
 - The organization may have a higher GPA requirement, but it must be noted in organization's Constitution.
 - Being clear of academic probation or suspension.
 - Being clear of disciplinary probation or suspension.
 - Being clear of unsatisfied financial obligations to the university.
 - Being in good standing as defined by the student's academic college or program.
- Students enrolled in the Sixty-Plus (60+) Program have the opportunity to audit credit classes on a space-available basis. Auditing allows students to enroll in courses, but college credit is not awarded.
 - Since these students do not take credit bearing courses, they are not eligible to partake in student organizations on campus (see General Service Fee).
- Students enrolled in the postsecondary program at the University are provided the opportunity to enroll in a college or university to earn both college and high school credit.
 - Though these students pay certain aspects of student fees, they are not eligible to partake in students organizations on campus - this policy is in place due to liability and risk management concerns.

Auctions or Games of Chance

Raffle ticket auctions, sometimes used in fundraising, are not permitted by registered student organizations.

- These are auctions in which several prizes are available to win, each with a separate basket for the opportunity to place a raffle ticket into.
- Additional information, if needed, can be located in the Ohio Charitable Gaming Bingo Laws.
 - If your organization is looking to host an activity that may violate this policy, please contact the Assistant Director, Student Life via the SOURCe.

Student Travel – Post Graduation

Travel with a registered student organization is limited to active group members who are enrolled and in Good Standing with the University at the time of travel.

- Alumni are ineligible to travel on behalf of an organization once he/she has graduated from the institution. Eligibility to travel is approved by the SOuRCe – questions can be directed to Assistant Director, Student Life via the SOuRCe.

Sponsored Programs

Leadership Retreat

The SOuRCe Leadership Retreat is an opportunity for student organization leaders to interact closely with the SOuRCe through an educational presentation that allows them to learn about professional opportunities on campus, the benefits of the SOuRCe, University policies, and proper procedures for utilizing UAF/EAF/SAF funds.

- The Leadership Retreat also provides student organization leaders and advisors with opportunities to enhance their leadership skills while interacting with other organizations.
- This event is the kick-off for the Fall semester.
 - Smaller retreats are held throughout the year for organizations who were not registered in the fall or that change leadership throughout the semester.

RooFest

RooFest is a SOuRCe sponsored event which allows University of Akron students the opportunity to learn about the many involvement experiences that are available within our registered student organizations on campus. This event helps kick-off the academic year and typically is held on the Sunday before classes start.

- Participation in this event provides student organizations with the opportunity to recruit new members and promote their organization.
- Organizations are provided one six-foot table and are encouraged to have an organization banner or promotional sign, informational items, sign-in sheets for interested students, and giveaway items for students visiting the table.
- Registration for RooFest is generally available at the end of the Spring semester and the event is typically held during New Roo Weekend.

Student Organization Involvement Fairs

Involvement Fairs allow University of Akron students the opportunity to learn about the many involvement experiences that are available within our registered student organizations on campus. Participation in this event allows the opportunity to recruit new members and promote your registered organization.

- Organizations are typically provided one six-foot table and are encouraged to have an organization banner or promotional sign, informational items, sign-in sheets for interested students, and giveaway items for students visiting the table.
- Registration forms for the Involvement Fair are generally available in the middle of the Fall semester and the event is typically held within the first month of the Spring semester.

Campus Advisor Programs

The SOuRCe offers monthly programs for Campus Advisors which discuss a variety of “hot topics” that have been selected or suggested by our advisors on campus. These programs are held during common meeting times or are available through conference calls.

Advisors will receive notification of upcoming programs each month!

Available Services & Additional Resources

SOuRCe Monthly Newsletter

The SOuRCe sends out monthly newsletters through a tool called Vertical Response. This serves as a communication device between the SOuRCe and student organization leaders to provide updates and announcements.

Pod & Cabinet Spaces

The SOuRCe offers Pod Spaces for student organizations to use during the academic year. The pod or workstation offers a centralized location for a student organization to function throughout the year. Each pod contains a computer, a filing cabinet, a chair, a trashcan, and a recycle bin. During the semester, each organization is responsible for holding office hours and these hours must be posted. The SOuRCe also provides storage cabinets for organizations not needing a formal workstation, but needing somewhere to store items. These items are requested in the spring/summer and maintained by the organization throughout the academic year.

Coca-Cola Program

The University of Akron holds a special partnership with Coca-Cola Co. which provides student organizations with FREE products. Organizations may receive an allocation of product each year and can request the use of this product by completing the Coca-Cola Request Form on OrgSync at least two (2) weeks in advance of the program/event needing soda. If the supply is exhausted, the program may be suspended until the following academic year. The SOuRCe will notify organizations on their available allotment at the beginning of each fall semester. The SOuRCe will notify the student organization representative when their order is ready. It is up to the organization to arrange for transportation of their cans. Failure to not pick up product may result in the inability to utilize the program for future events/programs.



Board Game Checkout

Board games are available in the SOuRCe for officially recognized and registered student organizations to check-out for organization meetings and events. Students interested in using these games can visit the SOuRCe for a full listing of available activities.

ReSOuRCe Nook

The ReSOuRCe Nook is located within the Center for Service and Leadership and supplies FREE materials for all registered student organizations. The ReSOuRCe Nook contains banner paper, markers, scissors, glue, a letter-cutting machine, and other craft supplies for various purposes. It is expected that all student organizations will help to maintain the ReSOuRCe Nook by properly disposing of trash and returning materials to their respective location. If the ReSOuRCe Nook is running low on supplies, students should notify the SOuRCe staff.

Teambuilder Toolkits

Student organization leaders wishing to facilitate icebreakers and teambuilders for their organization can check-out a Teambuilder Toolkit from the SOuRCe. These kits are equipped with 10-20 easy-to-facilitate activities and include follow up prompts for conversation and dialogue about each experience. By request, a SOuRCe representative can also attend your meeting to assist with facilitation.



Section 6

Student Organization Sponsored Events/Programs

Student organizations wishing to request space on campus can do so through OrgSync.

Requesting Space or a Concourse Table:

- Space requests must be made via the “Campus Space Request Form” found on OrgSync.
 - Log into OrgSync by going to <http://www.uakron.edu/orgsync>
 - Go into your organization’s portal (found under “My Memberships” on the toolbar)
 - Click on “Forms”
 - Select “Campus Space Request Form”
- This process and form are monitored by the Office of University Scheduling.
 - The Office of University Scheduling will then process and confirm space request(s) based on availability and on a first come, first serve basis.
 - Once a form is “approved” in OrgSync the organization will receive a confirmation email detailing the event time, location, and room set-up.
 - Note: an “approved” form does not necessarily mean that the organization has received the desired space - the group must wait for the official “event confirmation” email sent from the Office of University Scheduling.
 - It is recommended that you save this confirmation for your records.
 - If an organization has any questions, comments, concerns, or has not been contacted after two (2) business days after submitting the Campus Space Request Form, please contact universitiescheduling@uakron.edu or 330.972.8689

Student Union Reservation Policy:

- Student organizations who fail to show up or check-in for their reserved space (meeting rooms or concourse tables) in the Student Union more than two (2) times may lose the privilege for the remainder of the semester.
 - Despite the circumstances, it is the organization’s responsibility to be aware of all reservations.
 - To check on reservations, officers may call the reservation line at 330-972-8689.

Major Events Policy:

- Student organizations that wish to host a Major Event are encouraged to review the policies related to hosting this type of event on campus. In addition, the organization must disclose the details of this event in the request form/process.
 - Once it has been determined that a Major Event Meeting is needed, a member of the Office of University Scheduling will communicate meeting arrangements with the



- organization. At this meeting the group will review the policy related to Major Events and ensure the successful program for the group.
- *For more information, please see the policy included in this manual.*

Cancelling Space on Campus:

All registered student organizations wishing to reserve space on campus can do so through OrgSync. In the event an organization has confirmed a space and no longer has a desire to utilize the space, it is the organization's responsibility to cancel the room.

- Log into OrgSync by going to <http://www.uakron.edu/orgsync>
- Go into your organization's portal (found under "My Memberships" on the toolbar)
- Click on "Forms"
- Select "Campus Space Cancellation Form"

Reserving Outdoor Space:

All registered student organizations on campus wishing to reserve a space outside on campus grounds must complete the Campus Space Request Form, which includes a request for outdoor space.

- This form can be found on OrgSync.
 - Log into OrgSync by going to <http://www.uakron.edu/orgsync>
 - Go into your organization's portal (found under "Memberships" on the toolbar)
 - Click on "Forms"
 - Find the specific form related to your needs
- Once this form has been completed, the form will be directed to Student Life for processing through the respective contacts {review committee} on campus.
- Additional policies related to outdoor space:
 - It is suggested that registered student organizations request the use of outdoor space through the OrgSync form no later than three (3) days before the scheduled event.
 - No vehicles are permitted on the Commons except for emergency or required maintenance vehicles or unless special permission has been obtained.
 - Activities scheduled must not impede emergency vehicle traffic flow, disrupt services of the University food carts, create any noise problems or complaints, create litter or damage the brick and/or light poles.
 - The distribution and/or selling of all food outdoors must be arranged and approved through the University Catering.
 - Student organizations may be permitted to set up booths/tables outdoors for the sale of miscellaneous merchandise for fundraising purposes or to promote their organization.
 - Any excessive sound which interferes with academic pursuits is prohibited.
 - Physical setup of tables, chairs, risers, electrical needs, etc. outdoors must be approved and arranged through the Department of Physical Facilities Operations Center (PFOC). Organizations are permitted to use their own materials/equipment. Tent stakes are not permitted on any of the grassy areas due to plumbing and electrical.

Major Event Policy

For Registered Student Organizations: 2016-2017

The following is the Major Event Policy of The University of Akron, which sets forth the rules and regulations governing the scheduling and operation of all Major Events on campus.

REGISTRATION

1. In order to schedule or hold a Major Event on campus, the student organization must be completely recognized and registered with the Department of Student Life.
2. By registering with the Department of Student Life, the organization agrees to abide by all University of Akron, local and state policies or laws regarding Major Events.

DATE SELECTION

Student organizations are encouraged to plan ahead, and selection of a date for the event should be made as soon as possible to ensure the availability of an appropriate campus venue. Major Events must be scheduled a minimum of thirty (30) business days (6 weeks) prior to the desired event date.

DEFINITION OF A MAJOR EVENT

A Major Event is defined as an activity where a space has been reserved on campus and the following applies – the identification of a “major event” is subject to that of the scheduling agent.

1. The event is open to the public (non-university students).
2. Music will be provided and dancing may occur.
3. An event where alcohol will be served.
4. Alcohol will be served.
5. Expecting 100+ people.
6. Walk/Run on campus.

Examples of venues/space on campus include but are not limited to: Student Union Ballroom, Student Union Meeting Rooms, Student Union Theatre, Robertson Dining Hall, Leigh Hall auditorium, Shrank Hall Auditorium, EJ Thomas Hall, Quaker Station, Quaker Square Inn, the Student Recreation & Wellness Center, Coleman Common, Buchtel Common, Corbin Common, James A. Rhodes Arena (JAR), Stiles Field House, and InfoCision Stadium/Summa Field.

Note: This policy does not apply to the following types of events:

3. The general business meetings of student organizations open only to members and potential members of the organization.
4. Events sponsored by organizations that have University assigned advisors.

SCHEDULING

1. All space reservations must be scheduled with the Department of Student Life at least 30 business days (6 weeks) in advance of the selected date.
2. All outstanding balances owed to the Department of Student Life, University of Akron Police Department or University Catering, must be paid in full before a Major Event can be scheduled.



- a. In addition, the organization must have the financial means necessary to cover all expenses via their EAF/UAF/SAF account.
3. Once the space has been confirmed for the organization, the group will be informed if the Major Event Policy is applicable.
 - a. If the event is found to meet the criteria of a Major Event, the group will be asked to meet with representatives from across campus for a pre-event meeting.
 - b. This meeting will be held at least twenty (20) business days (4 weeks) in advance of the event.
 - c. Required at the Major Event Meeting are at least one (knowledgeable) organization representative and the Campus Advisor.
 - i. If representatives from the group fail to attend the Major Event Meeting and make final arrangements, the Department of Student Life has the right to cancel the event.

CANCELLATION

- Should the student organization determine that the event will be cancelled; the student organization should contact the Department of Student Life seven (7) business days prior to the event via e-mail to sueventplanning@uakron.edu or the immediate contact who hosted the Major Event Meeting.
 - a. It is also the responsibility of the organization to notify University Catering and University of Akron Police Department of the cancellation, if applicable.
 - b. Typically, the student organization will have no financial penalties if all parties are notified at least seven (7) business days in advance of the anticipated event date.
- If the event is not cancelled within seven (7) business days of the event, the University of Akron Police Department, University Catering, and the Department of Student Life reserve the right to charge the student organization cancellation charges.

SECURITY

1. University of Akron Police (UAPD) must be present at the Major Event pursuant to University rule 3359-6-01 (C) (1).
 - a. UAPD are the only hired security permitted to provide services at Major Events on campus.
2. The student organization shall be responsible for compensating any assigned UAPD officers present at the Major Event.
3. The number of UAPD officers required to attend the event shall be determined by the Chief of the University of Akron Police Department, or his/her designee, based on the following criteria:
 - a. The capacity and type of location reserved.
 - b. Whether alcohol will be served at the event.
 - c. Whether the event has been advertised off campus and is open to the public.
4. A minimum of two (2) UAPD officers shall be recommended for each event where there are to be up to one hundred (100) people in attendance. For each additional one hundred (100) people in attendance, an additional officer may be required.



5. UAPD officers will work with the student organization to check I.D.'s at the entrance and exit of the event.
6. The UAPD officers may utilize metal detectors.
7. The sponsoring student organization, if permissible by its national organization rules, is responsible for selecting one student per twenty- five (25) students attending the event who will be responsible for assisting the UAPD officers by monitoring the event. These student organization leaders will be provided identification badges by the Department of Student Life.
 - a. The students shall be responsible for reporting any disorderly or suspicious conduct to the UAPD officers supervising security at the major event. Student organization leaders and the Campus Advisor in attendance at the Major Event, as well as the Student Life representative, shall be responsible for meeting with the UAPD officers one half hour prior to the start of the event to discuss the following:
 - i. Expected attendance at the event, check-in procedures, admission price for the event, whether alcohol will be served, provisions for monitoring behavior and to provide security at the event.
8. UAPD officers will be stationed in appropriate locations throughout the building; however, the University of Akron is not responsible for unauthorized individuals who gain access to the event.
9. UAPD shall strictly enforce the room capacity limit during all Major Events.
 - a. The student organization shall be responsible for reserving an appropriate facility for their event and to ascertain the room capacity in order to prevent overcrowding when making the space reservation.

EVENT MANAGEMENT

1. Only University of Akron students with a current student ID and their guests may attend an event.
 - a. Students and guests will also be required to present a valid state I.D. card upon entering the event. Non-University guests must be escorted by a University student.
2. Each student is permitted to bring one (1) adult guest and all guests must be over the age of 18, unless an exemption has been granted at the Major Event Meeting by the Department of Student Life/Office of University Scheduling.
3. Organizations may not advertise the event on or off campus until the event planning process has been completed and the space reservation has been confirmed. A member of the Department of Student Life's SOuRCe staff will determine if marketing materials are approved.
 - a. Organizations may advertise the events off campus; however, all advertisements must contain the Student Organization Disclaimer and be approved by the Department of Student Life.
 - b. All advertisements must state that a valid University of Akron ID is required for all students and a current state ID is required for all guests who attend the event.
 - c. Failure to obtain proper approval of all advertised materials may result in the inability to advertise the event.
4. The Campus Advisor, or an appropriate substitute approved by the Department of Student Life, must be present for the entire event.

- a. If the Campus Advisor, or an appropriate substitute, is not present, the event may be cancelled and the student organization will be responsible for paying the cancellation charges.
5. Any student organization wishing to utilize an outside contractor (DJ, Photographer, Lecturer, etc.) must contact the SOuRCe at least thirty (30) calendar days prior to any anticipated event, program, or performance.
 - a. The signed and completed agreement must be returned to the University at least five (5) business days (1 week) prior to the event. Failure to do so, by either the organization or the vendor, may result in the inability to utilize an outside contractor per the University's Department of Purchasing guidelines and/or cancellation of the Major Event.
6. If an admission fee is charged, the sponsoring student organization shall have representatives collecting the admission price at the entrance to the event, and the admission price must be clearly posted.
 - a. All funds expended, collected, or raised at each event must be accounted for in accord with University requirements.
 - b. An E-Market can be established (if requested at least 30 business days in advance) to help with ticket and merchandise sales. An E-Market can be obtained by completing the necessary form on OrgSync.
7. All of the attendees of the Major Event must exit the reserved space no later than one half hour after the conclusion of the event.
8. For events within the Student Union, representatives from the student organization may be asked to complete a Post-Event Checklist at the conclusion of the event with a facility representative.

STEPPING & STROLLING

1. Stepping is defined as a form of rhythm beats using hands, feet and other instruments to produce a sound.
 - a. Step shows are permitted on campus, but stepping is limited to performances at step shows or a Major Event for entertainment purposes, competition and/or exhibition.
2. Strolling is defined as party strolling or walking. Strolling is a kind of line dance that is in a straight line that outlines the party.
 - a. Other members in attendance at the party generally dance within the circle that is outlined by the strolling.
3. The Office of Fraternity & Sorority Life will provide signage upon request that outlines the history and rules for strolling during the party.
4. Strolling will be permitted to take place at parties after 12am.
 - a. Any exceptions to this policy will be discussed at the Major Event Meeting.
5. At 12am it will be announced that strolling may take place so the crowd is aware.
 - a. It is the responsibility of the sponsoring organization to make this announcement. Strolling may not take place until this announcement has been made.

ALCOHOL AT MAJOR EVENTS



1. Those who arrive at the event and appear to be intoxicated or under the influence of drugs will be denied admission by UAPD.
2. All student organizations are required to follow the University Alcohol Policy, as set forth in University Rule 3359-47-01 in addition to all state and local laws regarding to the possession, consumption or distribution of alcoholic beverages.
3. Alcohol cannot be purchased on University VISA Cards and therefore cannot come from a student organization's SAF/UAF/EAF account(s).
4. The Alcohol Policy of University Catering is as follows.
 - a. All prices are set forth by University Catering and are subject to change.
 - b. It is the practice of University Catering to have one available bartender for every 100 guests.
 - c. Alcohol service ends no later than 11:45pm.
 - d. All alcohol is poured over ice and "shots" will not be served.
 - e. Alcohol must be carried away from the bar before being consumed.
 - f. Guests ordering drinks at the bar may not be served more than two drinks at a time.
 - g. Bartenders have the authority to refuse to serve anyone who is obviously intoxicated.
 - h. Absolutely no alcohol may be brought in from outside.

EXEMPTIONS

1. The student organization responsible for the event may request an exemption to this policy in writing.
 - a. These requests must be submitted to the Associate Vice President and Dean of Students, or his/her designee, and the Department of Student Life within fifteen (15) business days (3 weeks) of the event for consideration.
2. The University of Akron's Chief of Police will consider all requests for an exemption to this policy submitted by the Associate Vice President and Dean of Students regarding the role of UAPD at Major Events at The University of Akron.

SANCTIONS

1. All student organizations must assist in the enforcement of the University Code of Student Conduct. No disruptive or unlawful conduct on property owned, leased or operated by The University of Akron shall be tolerated. The sponsoring organization is responsible for all disturbances, damage to property, injury to persons or property during the Major Event whether caused by the sponsoring organization, one of its members, or one of the guests at the event.
2. At a minimum, and in addition to an applicable sanction, any University student whose conduct at the Major Event allegedly violated The Code of Student Conduct shall be referred to the Office of Student Conduct and Community Standards.
3. The sponsoring student organization hereby agrees to abide by the regulations and policies herein established and to accept any and all sanctions that may be imposed as a result of a failure to comply with the requirements of this policy.
 - a. The University of Akron may impose sanctions against student organizations for such violations. Sanctions are as follows - this list is not inclusive and additional sanctions may be assessed.

- i. Suspending the sponsoring organization from eligibility to sponsor future events for a specified or indefinite amount of time.
- ii. Placing the sponsoring organization's registration status on probation for a specific amount or indefinite amount of time during which privileges to sponsor a Major Event are suspended.
- iii. Limiting the number of Major Events the student organization may schedule.
- iv. Payment of restitution for damages to property.
- v. Payment of costs incurred by the Department of Student Life as a result of the cancellation of a room reservation less than seven (7) business days before the scheduled event.
- vi. The requirement of a security deposit when registering future events.

Section 7

Funding Allocation Guidelines and Process



Club Sports, Fraternity and Sorority Life, and Law organizations, please see your immediate contact for more info.

General Travel Policies:

- All student organizations wishing to travel must be fully registered for the academic year before applications will be accepted by the SOuRCe. *If an organization has not completed the registration process, their application will not be considered.*
- Regardless if an organization is requesting funds; all groups must register their anticipated travel with the SOuRCe within the parameters outlined for the academic year.
- Organizations must allow at least 48 hours for the funds to be processed and placed into their appropriate account.
- In order to travel, all students must be in "Good Standing."
- Completed applications must be submitted utilizing the means identified by the SOuRCe for the academic year. In addition, the application must be submitted within the time parameters outlined.
- If an application is submitted and is deemed incomplete (missing documentation, no advisor approval, etc.) it will not be reviewed.
- For 2016-2017, student organizations requesting funds for overnight and day trips may request up to \$2,500 (undergraduate) or \$2,000 (graduate) per fiscal year.
- If the organization is approved for travel, all expenses made by the organization must have a corresponding Student Organization Request Form (SORF) for each vendor.
 - This SORF must be given to the SOuRCe prior to the trip.
 - Receipts must be submitted to SOuRCe within three day after travel
 - The primary form of payment for any student organization is through the utilization of the VISA Card Program.
 - **Should you choose to spend your own money, please be advised that reimbursements are not guaranteed.**

General Event (Project) Policies:

- All student organizations requesting funds must be fully registered for the 2016-2017 academic year before applications will be accepted with the SOuRCe. *If an organization has not completed the registration process, their application will not be considered.*
- Completed applications must be submitted utilizing the means identified by the SOuRCe for the academic year. In addition, the application must be submitted within the time parameters outlined.
- If an application is submitted and is deemed incomplete (missing documentation, no advisor approval, etc.) it will not be reviewed.
- For 2016-2017, student organizations requesting funds can request up to \$2,500 (undergraduate) \$1,000 (graduate) per fiscal year.
- Priority will be given to requests that are co-sponsored by more than one student organization.



- If the organization is approved to receive funding support, all expenses made by the organization must have a corresponding Student Organization Request Form (SORF) for each vendor.
 - This SORF must be given to the SOuRCE prior to the event.
 - The primary form of payment for any student organization is through the utilization of a VISA.
 - Should you choose to spend your own money, please be advised that reimbursements are not guaranteed.

Application and Funding

- Any student organization wishing to request funds must submit a budget request through the parameters set forth by the SOuRCE for the academic year (OrgSync).
 - The timeframe communicated is set forth to ensure that there is enough time for the SOuRCE and USG/GSG to verify Good Standing, review your request, and process an approval/denial of funds.
 - Due to multiple organization requests, we want to accommodate all organizations with enough time to provide the needed attention to review all applications individually.
 - In addition, we want to help ensure your organization has enough time to book your trip/event and receive the best deals.

Section 8

Understanding Student Organization Finances



Club Sports, Fraternity and Sorority Life, and Law organizations, please see your immediate contact for more info.

Undergraduate Activity Funds (UAF) Accounts

UAF (9-90) are accounts designated to undergraduate or blended student organizations.

- These accounts are designed to manage funds that the Undergraduate Student Government allocates to registered student organizations.
- When an organization receives travel or project funding from the government, the funds will be disbursed into this account.

Extracurricular Activities Funds (EAF) Accounts

EAF (9-90) are accounts designated to graduate student organizations.

- These accounts are designed to manage operating funds that are allocated to student organizations by the Graduate Student Government.
- When an organization receives additional travel or project funds from the government, the funds will be disbursed into this account.

Approved and non-approved expenses include, but are not limited to:

Approved UAF/EAF Expenses:

- Travel expenses
 - Including, but not limited to: registration, lodging (max \$150/night per room in hotels), airfare, buses, rental vehicle (through Enterprise or National), Gas Cards (in conjunction with a rental vehicle), mileage reimbursement (rate can be found on the UA website <http://www.uakron.edu/controller/travel.dot>), parking, etc.
 - To qualify as a travel expense there must be at least three members of the organization traveling.
 - In order to receive travel funding, groups must be attending a conference or competition or be taking part in a trip that aligns with the educational mission of The University of Akron.
- Supplies for programs or events
 - Including, but not limited to: balloons, table cloths, decorations, etc.
- Food – For events only and not to exceed \$500
 - Requests for food must go through University Catering, unless granted permission to purchase outside food by a catering exemption waiver
- Vendors, speakers, or lecturers
- Marketing materials

- Gift cards/Giveaways
 - Must be less than \$10 each
 - Multiple gift card/giveaway purchases cannot exceed \$250 per event.

Non-Approved UAF/EAF Expenses:

- (Co)sponsorship for events by academic or administrative departments
- Alcoholic beverages, tobacco products, and related paraphernalia
- Weapons
- Cash Advances or Petty Cash
- Food
 - Food is not an eligible line item to be covered by **travel** funding
- Induction Ceremonies
- Equipment
 - Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$25.
 - Equipment such as, but not limited to, furniture, computers, printers, DVD/VCR's, cabinets, chairs, uniforms, outing equipment, etc.
- Events, private lessons or masterclasses held for organization members, or their families, only
 - Masterclasses are defined as "a class given by an expert to highly talented students" thus making it an exclusive event that not all students would be welcome to attend.
- Events being held off campus or at a charge to students
- Financial donations for an organization or another entity
- Funding used to purchase items to be auctioned/sold to raise funds for a student organization
- General membership/affiliate dues or fees for national organizations
- Gifts, tokens of appreciation, clothing, awards, prizes, etc. for organization members, advisor(s), and/or alumni, for organizational benefit or individual person gain
- Per Diem food costs for special guests, speakers, etc.
- Legal Fees
- Loans or paying off existing debt(s)
- Projects, programs, and series that are already offered by University Departments or other student organization(s)
- Salaries or stipends for student leaders
- Scholarships

Student Activity Funds (SAF) Accounts

SAF (9-96) are accounts designated to both undergraduate and graduate student organizations that are designed to manage additional funds for the organization.

- It is the organization's responsibility to provide funds for this account through membership dues, fundraising, events, etc.
- It is up to the organization's discretion how these funds are utilized, as long as it is in accordance with University policies.

Approved and non-approved expenses include, but are not limited to:

Approved SAF Expenses:

- (Co)sponsorship for events by academic or administrative departments



- Petty Cash
- Events or private lessons for organization members
- Financial donations to another entity
- General membership/affiliate dues
- Fees for national organizations
- Honorariums for guest speakers, lecturers, etc. for services performed
- Scholarships or sponsorship of programs
- Food
- Gift Cards/Giveaways:
 - Gift cards are not to exceed \$50. If value of either the gift card or giveaway exceeds \$10, recipient's name, social security # or student ID #, address, and gift card/giveaway information must be supplied to the Student Life Financial Specialist
- Vendors, speakers, or lecturers
- Marketing materials
- Travel expenses
 - Including, but not limited to: registration, lodging, airfare, buses, rental vehicle, Gas Cards, meals, mileage reimbursement, parking, etc.
- Supplies for programs or events
 - Including, but not limited to: balloons, table cloths, decorations, etc.

Non-Approved SAF Expenses:

- Alcohol beverages, tobacco products, and related paraphernalia
- Weapons
- Equipment
 - It is not recommended that equipment is purchased due to the accessibility of the item for all members and the accountability to the members that the item will remain "organization-use only"
 - Equipment is defined as any tangible, non-expendable property having a useful lifetime of more than one year, and costs more than \$25.
 - Equipment such as, but not limited to, furniture, computers, printers, DVD/VCR's, cabinets, chairs, uniforms, outing equipment, etc.

Account Overdrafts

While the SOuRCe assists student organizations with the management of their account(s), it is the responsibility of the organization to be aware of their current account balance.

- For any overdrafts incurred by the organization, it will be their responsibility to deposit the funds into their account in order to bring it to a zero or positive balance.
- Failure to do so by the organization may result in suspension of the organization until the issue is resolved.

Deposits and Donations

For all registered student organizations, the SOuRCe provides the service of depositing and managing student organization accounts.

- To deposit funds into an account, the student organization representative simply needs to complete a Deposit Sheet or Donation Sheet.
 - A donation differs in that it is money that is not fundraised by the organization itself, rather, it is a money gift given to the organization by an individual or group.
- This document, and the cash/checks to be donated, can be brought to the SOuRCe during normal business hours.
 - Deposits should be made to the SOuRCe no later than 1 business day following the collection of funds.
- Once the funds and form have been given to the SOuRCe, a staff member will re-count the funds to ensure accuracy before processing the deposit onto the next step in the process. The representative from the student organization, as well as a SOuRCe liaison, will sign the form once the amounts have been verified.
- Deposits take approximately five (5) business days to process and show on an organization's SAF account.
- Deposits for student organizations are not permitted to be processed directly to the Cashier's Office; they must first come through the SOuRCe.

To expedite the process, Deposit Sheet(s) can be accessed on OrgSync under "Files".

Student Organization Request Form (SORF)

In order to utilize funds from any of their accounts (UAF/EAF/SAF), student organizations are required to complete a Student Organization Request Form (SORF) detailing their purchases.

- This form serves as a "pre-approval" to verify that expenses the organization intends to make are approved and that the advisor is knowledgeable and approving of this use of funds.
- A SORF will be utilized for any expenses an organization intends to make from a UAF/EAF/SAF account, as well as the means by which the group intends to pay - check, VISA, reimbursements, etc.

The SORF should be completed in the following manner:

1. Vendor Name

- a. Who are you paying?
 - i. Enter the **name** (vendor, on-campus provider, or individual)
 - ii. Include the **address** (where should check be mailed or what is the location of where the VISA card will be used).
 1. Address for an on-campus provider (DocuZip, Barnes & Noble, UDS, etc.) is not required.

2. Form of Payment – Check one of the Options

- a. Select **VISA** when paying a Vendor with your VISA Procurement Card.



- b. Select **Gas Card** when paying for gas during travels involving a rental vehicle.
 - c. Select **Reimbursement** when reimbursing a member of your group. (UA ID is required)
 - d. Select **Send Check** when your organization decides to utilize a check as a form of payment.
 - e. Select **University Catering** when utilizing University Catering to provide food for an event.
 - f. Select **Other** for everything else (to pay an on-campus provider or to have a check issued to a vendor or individual for reimbursement).
3. **Will item be given away as a prize/gift?**
 - a. Select "Yes" or "No"
 4. **Purchase is for:**
 - a. Select "Travel" or "Event"
 5. **UA ID** (required for personal reimbursement)
 - a. This information is required by UA Accounts Payable Department in order to issue a check through the PeopleSoft system and is not required for a VISA purchase.
 6. **Which funds are you using?** Check the box (or boxes) that apply.
 7. **Student Organization** – Enter the full name of your organization
 8. **Account to Charge:** Enter the account number(s) funding the purchase.
 9. **Requested By, Requester Phone Number, and Requester Email**
 - a. This is the person responsible for facilitating the utilization of funds.
 - i. Note: Cardholders or one of the additional authorized users only can check out the VISA card and must present a valid UA Zip Card.
 10. **Advisor Name, Extension, and Signature**
 - a. This shows that your Campus Advisor is knowledgeable of your intention to utilize funds and approves your expenses.
 11. **Quantity, Itemized Detail of Purchase, and Estimated Price** of your purchase.
 - a. **Sales Tax:** Please know that student organizations should always present a "Tax Exemption Form" to a vendor. The University is tax-exempt and vendors, upon being presented with the appropriate form, should be able to ensure that tax is not included on your purchase.
 - b. **Travel:** SORF documents which include travel arrangements (registration, lodging, airfare, etc.) should be pre-approved and may be validated by the SOuRCE before being processed.

- c. Be sure to check with vendors to understand all costs associated with the purchase (shipping and handling, surcharges, parking, etc.).
12. **Reason for Purchase:** Please state the reason for the purchase.
- a. *Example: Attending 2016 ASME Conference November 16-18, 2016 in Vancouver, Canada.*
 - b. This section is referenced for auditing purposes.
13. **List Those Benefiting from this Purchase:** Enter who will utilize this purchase or benefit from the items being arranged or provided.
- a. If it was for the group- simply include your student organization's name, if this is for a speaker - list his/her name, if for members of your organization - provide their names, etc.
 - b. This section is referenced for auditing purposes.
14. **Comments or Special Instructions:** Summarize comments you want to communicate to the SOuRCe.
- a. *Example: Check needed by (date), contact (name) when check is ready, include the attached document with the check, etc.*
15. Documentation should be attached to the SORF to show what exactly you plan to purchase.
- a. Documentation can be quotes from a website, an invoice to be paid, etc.
 - i. For VISA purchases, documentation is not required, though it is recommended for auditing purposes.
 - ii. If reimbursing a member of your group, original, itemized receipts will be required.

Once this document has been completed, a member of your organization can bring the signed SORF to the SOuRCe for processing.

16. If making your purchase with a VISA, the organization representative will be asked to review and sign off on the procedures outlined in the **VISA Procurement Card Policy**.
- i. *Example: Original receipts submitted to the SOuRCe when you return the VISA card will be attached to the SOR form and filed.*
17. For all other methods of payment, the SOuRCe Liaison will handle the paperwork to request a check or pay an On-Campus Provider (with an On Campus Order Form, Direct Payment Form or request for a Purchase Order).
- i. Typically, an invoice/quote must be attached for an expense utilizing a check
 - ii. If request is for a reimbursement, original and itemized receipts must be attached.

18. **Office Use Only Section:** When brought into the SOuRCe, a liaison will complete the **Office Use Only** section. The student will also verify the account number to be utilized and will ensure that available funds are within the account.
- a. If the item is funded from a UAF/EAF account, the liaison will also verify that the line item has been approved by the governments for purchase.

Purchase information from each SORF is recorded on to your UAF/EAF/SAF accounting worksheets maintained by the Department of Student Life.

- Accounting worksheets are reviewed and reconciled to the PeopleSoft budget reports each month.
- Worksheets are typically distributed monthly via email to the student organization president, treasurer and Campus Advisor.
- In order to ensure accuracy of all charges, it is the responsibility of the designated officer to resolve any discrepancies highlighted on the worksheet as soon as possible (i.e. provide missing paperwork or receipt to the SOuRCe, verify purchase or transfer of funds, etc. – an explanation will be noted by the Department of Student Life).

The SORF and all supporting documentation for each organization expense/purchase will be kept on file in the student organizations' file folder maintained by the Student Organizations Financial Specialist.

University Procurement Card (VISA) Program

All student organizations are encouraged to obtain a University issued VISA card, as it is the preferred method of payment for expenditures.

Student organizations may obtain a VISA card by filling out the application on OrgSync.

- Log into OrgSync by going to <http://www.uakron.edu/orgsync>
- Go into your organization's portal by clicking "Membership" on the top toolbar
- Click on "Forms"
- Fill out and submit the "Student Organization Visa Application"
 - The Campus Advisor for the organization will receive an e-mail asking them to authorize the application.
 - Once this has been approved, the card will be ordered - cards typically take seven (7) to ten (10) business days to arrive.

Please note: Any time a cardholder changes, a new application must be filled out.

In order to make a purchase, an organization representative will need to bring their UA Zip Card and the completed/signed SORF to the SOuRCe.

- A SOuRCe Liaison will review your SORF and check your account balance in accordance with office procedure to ensure all necessary information is present and accurate.
 - The liaison will also check your Zip Card to ensure that you are either the cardholder or an authorized user for the organization.

- The cardholder or authorized user will also be required to sign the University of Akron’s VISA Cardholder Agreement each time they take out the card.
 - The Agreement states you agree to abide by the University Purchasing policies and UAF policies that govern fundable purchases as well as the date the card was signed out and date the card is to be returned.
 - All VISA cards are due back to the SOuRCe within two (2) business days, unless prior arrangements have been made.
- In the event the organization intends to spend more than the \$1,500 monthly limit or utilize the card more than eight (8) times in one day, a VISA Limit Increase is needed.
 - It is the responsibility of the organization to notify the SOuRCe at least three (3) business days prior to an anticipated expense if an increase is needed on a card.
 - Failure to properly notify the SOuRCe will mean the organization may not be able to make their intended purchase(s).
 - Please note the SOuRCe does not have the direct ability to increase VISA cards; this is the responsibility of another staff member on campus that must be notified.

After making a purchase the VISA card and all original and itemized receipts must be returned to the SOuRCe by the due date as noted on the Cardholder Agreement.

- If you are unable to obtain or turn in receipt(s), it is your responsibility to contact the SOuRCe and make other arrangements.
 - Failure to return the organization VISA card by the stated deadline, with original receipts, may result in suspension or termination of the VISA card for the remainder of the academic year, or as deemed necessary by Student Life.
- If you have lost a receipt, it is the responsibility of the organization to contact the vendor to obtain a copy.
 - If a copy is unable to be obtained, the organization must complete a “Missing Documentation Form” with the SOuRCe.
 - Use of this form more than two (2) times per semester will result in the organization’s inability to utilize the card, if deemed necessary by Student Life.
 - A “Missing Documentation Form” may not be accepted on purchases of \$50 or above.

VISA Procurement Card Program Policies

The VISA Procurement Card allows student organizations to purchase certain goods up to \$1,500. Limits can be increased under special circumstance.

The University benefits from the use of the VISA card by using a process that allows for the payment of small dollar orders in a more efficient and cost effective manner. Thus, the VISA card can be used to purchase approved items wherever the VISA card is accepted and should be used for as many purchases as possible. When a student organization decides to utilize the University VISA card, they are required to follow the established rules and procedures. All cardholders and authorized users



will be held accountable for their actions. The cardholder is responsible to insure that the authorized users using their card are aware of the appropriate uses of the card and follow card usage procedures.

The VISA card cannot be used to avoid or bypass appropriate purchasing procedures or bidding requirements. Examples would be: chartered buses, promotional items, etc.

This program is designed to work side by side with existing purchasing procedures and to empower the user to make needed purchases without delay and with minimal paperwork. In addition, this eliminates the need to use personal funds and paperwork for personal reimbursements.

Security

- VISA cards are kept in a locked safe in the SOuRCe and checked in and out by a SOuRCe Liaison when needed. The cardholder and authorized users are the only ones that will be allowed to check out the VISA card and must have their Zip Card to do so. Be aware that vendors may question a different person's signature on the card when the card is used by an authorized user and may choose to refuse the sale.
- The VISA card is University property and should be secured just as you would secure your personal credit cards.
- Guard the VISA card account number and be suspicious of any requests for account information.
- Do not put your account number in an e-mail; only use the last 4-digits if necessary.
- Contact the SOuRCe and the Department of Purchasing should you have any questions regarding a fraudulent request.
 - If your card is lost or stolen, or you suspect fraud on your account, call J.P. Morgan Chase immediately at (800)270-7760.
 - Also, report this to the Department of Purchasing at 330.972.7340 and the SOuRCe at 330.972.2483.

When calling for lost/stolen/ or fraudulent activity, Chase Bank will ask for:

- Mother's Maiden Name - name provided on VISA application.
- Mailing/Billing Address for Card - 303 Carroll Street Akron OH 44325-4601.
- Cardholder (Business) Phone - phone # cardholder provided on application.

VISA Restriction

Restricted Vendors

- The VISA card is restricted from use with certain types of suppliers and merchants. Vendors are assigned a Merchant Category Code (MCC) based on the type of business they operate. Example: Computer hardware/software.
- If the VISA card is presented for payment to a vendor for a restricted item, the purchase will be blocked and authorization is declined. If this happens and the purchase is within the guidelines, contact the SOuRCe immediately to discuss the purchase. The SOuRCe will contact the Purchasing Department if necessary.



- Please note that many vendors who operate within acceptable MCC's may sell some items that are restricted from purchase on the VISA Procurement Card; *just because the vendor sells it does not mean the card user can buy it.* (Refer to the restriction list below).

Pyramiding

- The use of multiple card transactions to make a purchase that would otherwise exceed your per transaction limit is referred to as pyramiding. Various forms and definitions of pyramiding are:
 - Pyramiding Charges: Using multiple transactions to circumvent per transaction limits. For example, if someone with a \$1500 per transaction limit made a purchase of \$1100 by requesting the vendor to process one transaction for \$600 and another transaction for \$500 to circumvent the \$1500 per transaction limit.
 - *Note that this is pyramiding whether the transaction is for several items or for one item.*
 - Pyramiding Orders: Pyramiding, or fragmenting, is making a purchase greater than your transaction limit and paying for the item(s) in separate payments of less than the per transaction limit over an interval of time. U of A's interval of time is seven (7) days.

Restricted VISA Card Purchases and Activities

- Please contact the SOuRCe for assistance if you have a need that may not comply with this program.
- Advertising: Internet, publications, etc. – Contact Student Life Marketing staff at 330.972.6259 who will contact Institutional Marketing if necessary.
- Alcoholic Beverages
- Appliances: Air conditioners, heaters, refrigerators, stoves, ovens, washers, dryers, microwaves, coffee pots, toasters, etc.
- Cash Advances
- Computers, Electronic Communication Devices: Laptops, Tablets, PC's, iPads, Cell Phones, Two-way Radios, Telecommunication Equipment, Printers, Copiers, Fax Machines. Computer Solutions must be consulted for all purchases of computer systems, equipment and software. Contact Printing Services for copiers and printers.
- Copiers and Printers
- Furniture
- Gasoline or Fuel: The Gas Card, issued by the State of Ohio, is available through The Department of Purchasing and exempt from fuel and gasoline taxes and is required to use when using the vehicle rental program. The VISA and Gas Card cannot be used when driving personal vehicle.
- Guns, Weapons, Ammunition or Other Explosive Devices
- Hazardous Chemicals: Defined as any chemical with the following information on the label: Explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one (1). Consult with Dept. of Environmental &

Occupational Health and Safety (EOHS) or Purchasing Department prior to purchasing chemicals with your VISA card.

- Insurance: There is no need to purchase extra airfare travel insurance or extra car rental insurance.
- Leases: Copiers, vehicles, parking spaces, storage space, printers, equipment, etc.
- On Campus Service Providers/Partner: Any UA Department – Refer to list below.
- Office Supplies: Items are to be purchased through University contracted vendor Guy Brown/ Office Max. VISA card may be used off campus at Office Max only. Central Stores offers a supply of paper and ink cartridges.
- Promotional Products: Items are to be purchased through University contracted vendors Consolidus LLC and Global Promotions & Incentives, LLC.
- Printing: For all off-campus printed materials, student organizations are required to work with Student Life Marketing staff at 330.972.6259 who will contact Institutional Marketing for approval.
- Purchases that exceed the per month limit, per transaction limit, or # of transactions per day limit: Cards are blocked and authorization declined when attempts are made to purchase an item over \$1,500 or on the 9th transaction. Both limits and number of transactions can be increased on a temporary basis under special circumstances. Contact the SOuRCe for assistance.
- Pyramiding/Splitting Transactions: In any form mentioned above or any other attempt to make a transaction outside the parameters of your purchasing card.
- Radioactive Materials
- Rentals / Leases: Including but not limited to Vehicles, Halls, Tools, Tents, Property, Storage, Equipment, Halls, etc.
- Security Systems: Including but not limited to Audio Video, Alarms.
- Services, including but not limited to: Performance, Professional, Personal, Lectures, Construction.
- Services – Catering on Campus. Contact University Catering.
- Software (see Computers)
- Telephone, Cellular Phones, Pager Equipment and Supplies: Contact the Department of Telecommunications.
- Toners, Ink Cartridges: Use office supply program with Guy Brown/Office Max or Central Stores.
- Travel/Hospitality Type Charges: Restrictions apply unless your organization has been approved for travel through the process established by Undergraduate Student Government/Graduate Student Government and the SOuRCe. Miscellaneous room charges, such as in-room hotel movies, personal hotel phone calls, extended stay portion of trips, etc., are not authorized purchases and should be charged to a personal credit card. Receipts for meals must be itemized and include a list of attendees, as well as the business purpose of the meal.

Card Usage

Approved Purchases



- Making an approved purchase with your VISA card is a simple process; the card is permitted for purchases via telephone, internet, mail, or in person.
- Monthly and per transaction limits are set at \$1,500 each. To protect against fraud, there is a limit of eight (8) transactions per day.
- Before making a purchase, verify the transaction would be within the limits. If arrangements have not been made with the SOuRCe to increase limits, cards are blocked and authorization declined when attempts are made to purchase an item over \$1,500 or on the 9th transaction of the day.
- Verify the item being purchased is not on the list of restricted items.

Lodging

- When travelling, if lodging fees will be paid using the VISA card and if the cardholder is not on the trip, the hotel may require their own Credit Card Authorization form to be completed by the Cardholder before an authorized user can use the VISA card. Please check with hotels regarding their policies on credit card use and plan ahead.

Improper Card Usage

The following list provides examples of violations of the VISA card usage:

- Purchase of a prohibited and restricted item.
- Exceeding per transaction limits by splitting purchases.
- Improper receipts or lack of recordkeeping.
- Failure to return the VISA card to the SOuRCe within the expected time frame.
- Excessive state sales tax applied to VISA transactions.

All VISA cards are subject to random audits by the University Internal Audit Department, external auditors, or random procedure reviews by the Department of Purchasing. When a procedure in the VISA card program is violated, your card will be suspended.

Section 9



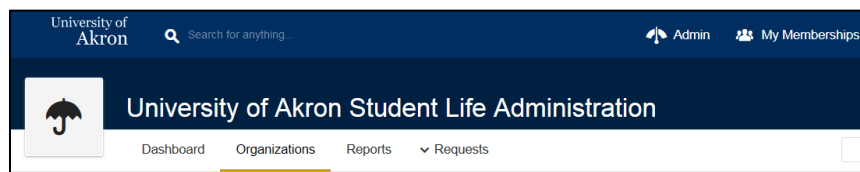
OrgSync

How to Create a User Profile

- To create a user profile, go to <http://www.uakron.edu/orgsync>
- You will be prompted to enter in your UAnet ID and password

- Once you are in OrgSync, complete your user profile by entering the information and clicking “next” to complete page two.

- Once all information is complete, you can join organizations on campus and begin your involvement experience at UA by selecting “Organizations.”



- Once you are directed to the “Organization” page, you may browse or use the search field to look for organizations. Once you have found an organization you wish to join, select the “Join Now” button.

Important Organization Features

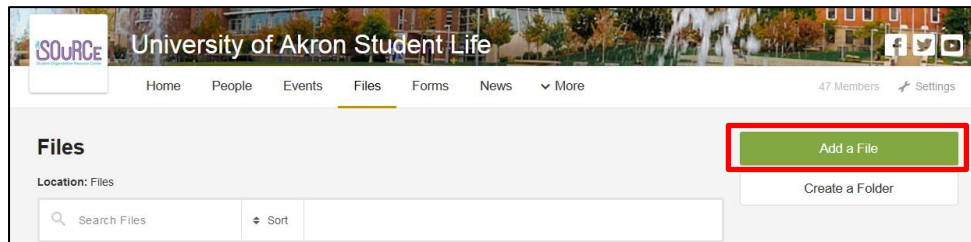
- OrgSync offers a variety of services and functions that are great for managing a student organization. If your organization has questions about these tools, please contact the SOuRCe to arrange training for your members.
- Functions of the system include, but are not limited to:
 - Polls - used for asking opinions of your members
 - Budget Management System - used to request funding support from USG/GSG
 - Communication – message and email features are available
 - Dues (Simple/Advanced) - can be used to track when members pay your treasurer
 - Swipe Card - used within “events” established, can help track attendance at events by swiping a student’s Zip Card
 - Photos/Video - to help document your organizations activities and programs
 - Forms/Files - used to help document important organization files as well as the capacity to create your own forms for members to complete

Updating Student Organization Information within OrgSync

- Once in the group’s portal, select “Settings” from the right-hand side then “Organization Settings.”
- Toggle through the registration form and update all outdated information.
- All fields with an asterisk (*) must be filled out.
 - **Ensure that the organization’s most recent Membership Roster and Constitution are uploaded as .doc or .pdf files.**
- Once registration is completed and all documents are uploaded, your Campus Advisor will receive an e-mail asking for their approval.
 - **Updates are not considered complete until the Campus Advisor has approved the revisions.**

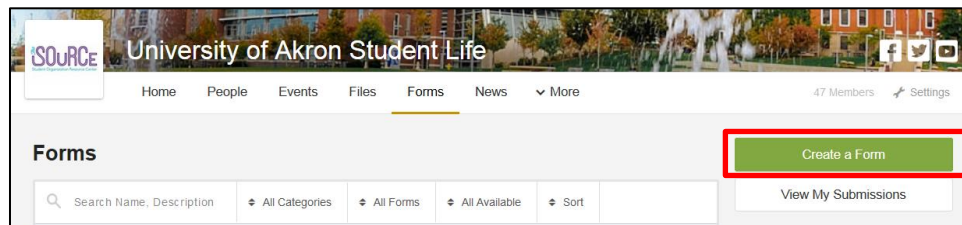
Where to Locate Files with OrgSync

- Files are documents that you want to make available on OrgSync for download and *not* electronic submission.
 - On the homepage, you will see a list of options under the University of Akron picture.
 - Select the option labeled “Files.”
 - Toggle to the category that pertains to your group.
 - From here, you will be able to see files the SOuRCe or other areas have placed in OrgSync that relate to your organization.
 - By selecting “Add a file” from the main “Files” page you will be able to add files for your organization’s use such as service hour forms or membership forms.



Where to Locate Forms within OrgSync

- Forms are documents that you want to make available on OrgSync for members to fill out and submit electronically.
 - On the homepage, you will see a list of options under the University of Akron picture.
 - Select the option labeled "Forms."
 - Toggle to the category that pertains to your group.
 - From here, you will be able to see files the SOuRCe or other areas have placed in OrgSync that relate to your organization.
 - By selecting "Add a form" from the main "Forms" page you will be able to add forms for your organization's member to submit via OrgSync.



Manage Your Personal OrgSync Account & Notification Settings

- To set up your privacy and notification settings click on your name in the top right-hand corner of the toolbar.
 - Click "Settings".
 - From here, you can determine what you want to share with the public and what types of notifications you want to receive from OrgSync.

Calendars

- There are essentially two calendars within OrgSync
 - **Your organization Calendar**
 - To add an event go to "Events" on the student organization toolbar
 - Click "Create an Event"
 - From here, you can add in details about the event description, location, time, RSVPs needed, etc.
 - **The All-Campus OrgSync Calendar**

- To request an event to be added to the All-Campus OrgSync Calendar, the event must be open to all UA students
 - To request an event be added, follow the same steps as above...
 - To add an event go to “Events” on the left-hand side
 - Click “Create an Event”
 - From here, you can add in details about the event description, location, time, RSVPs needed, etc.
 - After all of the information has been added, click “Request to share this event on the community calendar”
 - From here, all events will be reviewed and will be determined if they meet the needed criteria to be added to the All-Campus Calendar

OrgSync Community Calendar Posting Policy

In order to add an item to the Community Calendar within OrgSync, the event, meeting, program, speaker, awareness week, etc. must meet the following criteria....

1. **Recognition:** The organization must be fully recognized as a registered organization with the SOuRCE.
2. **Open:** Events must be open to all UA students.
3. **OrgSync Form:** All event details within the “Create an Event” Form must be completed.
 - Including, but not limited to; event dates, time of event, repeating options, RSVP/registration, event name, location/address, and a detailed description.
4. **Description:** Event “Description” must include: Who, What, Where, When.
 - All events requesting to be added to the Community Calendar must include....
 - Name of the sponsoring organization
 - Contact information (including; phone, website, and/or email for a contact within the organization)
 - Complete details of the event
 - Event location
 - When the event will occur
 - What students will learn from their attendance at the event
 - The event is open to all UA students.
5. **Entrance Fees:** If there is an entrance fee associated with the event, this fee must clearly be written within the event “Description.”
6. **Alcohol-free:** Event advertisements depicting alcohol use, abuse, sale or distribution are prohibited.
7. **Space:** On-campus space must be reserved and confirmed prior to the submission of a Community Calendar Posting Request.

Once the Community Calendar Posting Request has been submitted via OrgSync, a representative from the Department of Student Life will send the submitting officer an email notification within three (3) business days explaining if the request was approved or denied.



Section 10

Additional Resources

Yearly Transitions and Evaluations

Evaluations are a basic way to keep track of assessment, goals, and the level of involvement for each student group. These evaluations are usually given to the outgoing Executive Board members each spring. However, we realize that every organization is different, so please feel free to change, add, or delete any of these questions to better fit your organization and the relationship with its advisor.

Some examples of an officer self-evaluation checklist:

1. Do I actively promote motivation and encouragement to the members?
2. Do I know the goals of the organization?
3. Do I know how to confront negative behavior of the members?
4. Do I know the university procedures and policies?
5. Do I understand how the issue of diversity affects the organization?

Some examples of an officer-driven evaluation of the organization:

1. Do members understand the purpose of the organization?
2. Is membership growing and stable?
3. Are events planned with the need of the members in mind?
4. Do members keep accurate financial records?
5. What do members use the advisor for?

Some examples of an organization-driven evaluation of the advisor:

1. Is the advisor an encouraging and engaging member of the organization?
2. Does the advisor know where to find assistance for the organization?
3. Is the advisor's mode of communication established and used regularly?
4. Does the advisor have a working knowledge of the group and its mission?
5. Could the advisor do anything differently in order to be a better advisor?

Transitions and Evaluations

When it comes time to transition organization officers, the outgoing Executive Board and Campus Advisor can (and should) play a large role in training the new officers of the organization. In order for the group to be successful in the future, officers should be aware of University policies, the organization's purpose, and the expectations of the Campus Advisor.

Evaluations are a basic way to keep track of assessment, goals, and the level of involvement for each student leader within the group. These evaluations are usually given to the outgoing Executive Board



each spring. However, the organization can determine the best time to provide an Officer Evaluation and Transition document to each outgoing office.

Some examples of an officer self-evaluation checklist:

1. Do I actively promote motivation and encouragement to the members?
2. Do I know the goals of the organization?
3. Do I know how to confront negative behavior of the members?
4. Do I know the university procedures and policies?
5. Does my role in the group help to further the organization and our members?

Outgoing Officer Transition Report

Officer name: _____

Position in organization: _____

Directions: Please think through and respond to the following questions regarding your responsibilities; this information will be helpful to your successor. Lessons learned from this reflection can be shared with incoming officers verbally or in written format.

The responsibilities of my position included:

List other officers with whom you worked and the projects involved:

List what you enjoyed most and least regarding your position:

Who was the most helpful in getting things done? Who were good resources? List other aids that helped complete your job:

Things you wish you had known before you took the job include:

List specific accomplishments realized during your term in office and the reasons for their success. What did you try that worked well and would you suggest doing again? Why?



List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them. What did you try that did not work? Why did it not work? What problems or areas will require attention within the next year?

What could you have done to make this a better experience?

List supplemental materials and sources of information you found most helpful. Include specific alumni or faculty contacts, university/college officers, community resources, etc.

Create a timetable/list important dates related to your position. Provide suggestions for increasing efficiency and effectiveness.

What should be done immediately during the Summer? In the Fall? In the Spring?

List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

For assistance with transition new officers, please see the SOuRCe or contact us at source@uakron.edu



Student Organization Goal Setting

What is a goal?

- A goal is something that you expect to achieve sometime in the near future. It provides a focal point for the organization and helps to guide its activities.

What is a SMART goal?

- A SMART goal is one that provides a focal point and helps to define what the end result will look like, how it will be measured, and how the organization can work to achieve that goal. SMART goals are designed to be clear and easy to understand. SMART is an acronym for:
 - **S**pecific
 - **M**easurable
 - **A**ttainable
 - **R**ealistic
 - **T**imely

Creating a Specific goal

- A specific goal has a much greater chance of being accomplished than a general goal. A specific goal should state what you want to achieve, who is going to help accomplish the goal, where it will happen, and when you want to achieve it. An example of a specific goal versus a general goal could be:
 - "To achieve better grades" vs. "To attend the study sessions twice a week and re-read notes after each class in order to obtain higher grades."
- The components of a specific goal are listed below. Not all components will apply to every goal, but it is important to at least review them.
 - Who: Who is involved?
 - What: What do I want to accomplish?
 - Where: Identify a location.
 - When: Establish a time frame.
 - Why: Specific reasons, purpose or benefits of accomplishing the goal.

Creating a Measurable goal

- A measurable goal is one that establishes concrete criteria for measuring progress. This step in the goal setting process is designed to show progress towards achieving the goal.
- To aid in creating a measurable goal, setting milestones and small goals that address quantity along the way encourages achievement and often promotes a continued effort to reach the goal.
- This step in the process indicates how you know it's been achieved such as:
 - How much?
 - How many?
 - How will I know if I met my goal?



Creating Attainable goals

- It is important that goals be achievable. In order to ensure they are achievable, agreement and group input in the goal setting process is crucial. Organizations should create goals that identify the primary needs of the organization and determine how to achieve them. These goals look at the following components:
 - Is it achievable?
 - Do we have the time?
 - Do we have the money?
 - Do we have the number of members necessary for execution?
 - Is this something that everyone wants to accomplish?

Creating Realistic goals

- A realistic goal is one that is feasible and aims for an ending point that the group is able to achieve given the parameters. When determining if a goal is realistic or not, the organization should consider all factors such as:
 - Do we believe it can be accomplished?
 - Has anyone accomplished anything like this before?
 - Do I know what is needed to accomplish this goal?
 - Will it help us to achieve our end goal?

Creating Timely goals

- When setting goals, a time frame should be established to help create a sense of urgency. By establishing a timeline, this will help to keep all members of the organization in a positive forward motion towards the goal.
- An example of a time frame could be to achieve the goal in three weeks, one semester, or one academic year.

Goal Setting for Incoming Officers

Officer name: _____

Position in organization: _____

Please also take this time to really think about your position in the organization and the future success of the group.

Goals I want to accomplish during my term of office:

1.

2.

3.

Which goal is the most important to me?

What are my personal benefits for achieving my goals?

Do I have the skills or knowledge necessary to accomplish my goals?

Who in the organization can help me?

Are there outside resource people who might help?

What can I accomplish in the next week?

What can I accomplish in the next month?

What can I accomplish by the end of this term?

**For assistance with transition new officers,
please see the [SOuRCe](#) or contact us at source@uakron.edu or 330.972.2483**



Planning GREAT Events!

In order to host a successful event, the organization will need to plan ahead! Below are a few similar steps and planning strategies to make sure the event your organization is planning goes smoothly.

- **Before planning -**
 - Determine the goals of the program or event.
 - Brainstorm the type of program or event the group would like to host.
 - Discuss possible themes that will fulfill the goals established by the group.
 - Decide on a program that fits within your organization's budget.
 - Think about the effectiveness of the program....Is the program unique? Do you think students will find the event enjoyable? Does the event represent your organization's mission?

- **Steps for planning -**
 - **Pick a date:** Look over the University website and OrgSync calendar for conflicting events.

 - **Choose a location:** Anticipated project attendance will determine your program needs - chairs, tables, lighting, sound, stage, open space, and make room and equipment reservations. Think about these factors when considering where you'd like to host the event. Next, log onto OrgSync and request your desired space for the event! Contact the Office of University Scheduling with any questions or concerns.

 - **Decide on a time:** Determine a convenient time for the targeted audience. Try not to plan a program when major organizations have standing meetings or events.

 - **Don't forget your budget:** Project all expenses and revenues. Brainstorm additional funding sources. If the event meets the pre-determined criteria, consider requesting project funds from USG or GSG.

 - **Think about entertainment:** Determine the type of entertainment you'd like to provide at the event. Research local, regional and national possibilities, contact entertainers and **ask** for quotes on price. Remember! Organizations cannot enter into contracts on the University's behalf. For help with contracts please contact the GA, SOuRCe and/or see "Recognized Student Organization Information" section of this manual.

 - **Decide whether you'll have food:** Determine food needs, design a menu, and make arrangements to get the food. Contact University Catering to arrange for food at the event and be sure to turn in a completed SORF so we can process payment. If wanting to seek an exemption from utilizing University Catering, please see the "University Catering Waiver Request Form" found on OrgSync.

- **Think about publicity:** Design strategies for targeted audiences, make the campaign fit the style and theme of the event, think of innovative new strategies. Any publicity **must** include the Student Organization Disclaimer and should be appropriate in nature/message. Consider adding your event to the Community Calendar in OrgSync as well!
- **Consider any other issues:** These might include travel arrangements, lodging, postage, decorations, cleanup, security, and volunteers.
- **Say Thanks!** After your event has concluded, take a moment to send an email or written thank you card to those who helped make your event a success - fellow officers, your Campus Advisor, entities on campus, a speaker, etc.
- **Backwards Planning Sometimes Helps –**
 - Make a list of tasks that must be completed before the program, including publicity, reservations, travel arrangements, etc.
 - Put the tasks in order, noting any with pre-set specific due dates.
 - Using a calendar, start with the last task before the program actually begins. Consider how long it will take to complete, and write it in however many days before the event will take place.
 - Use OrgSync to help organize files and tasks for the event or program!



An Introduction to Teambuilders and Ice Breakers

What is a “Teambuilder”?

- *Adopted from the “Teambuilder Handbook” by the University of Mount Union (2007)*
 - Teambuilders are non-threatening activities that allow group members to have fun and get to know each other.
 - The goal of a teambuilder is to make people feel as comfortable as possible.
 - Teambuilders are effective tools that help to promote conversation amongst group members in a relaxing and fun atmosphere.

What is an Icebreaker?

An Icebreaker is an exercise that is intended to help group members form a relationship to promote a cohesive team. Icebreakers are typically presented as a game to "warm up" the group by helping the members to get to know each other. They often focus on sharing personal information such as names, hobbies, etc.

Tips for a successful facilitation:

- *Adopted from “Facilitating reflection: A manual for leaders and educators” written by Julie Reed and Christopher Koliba (2003)*
 - Promote active listening
 - Ask open-ended questions
 - Ask for specific examples
 - Paraphrase and summarize as the group discusses
 - Acknowledge contributions
 - Encourage participation from all
 - Be a “vibe watcher”
 - Never say “find a partner”. Instead use an organized method to help members find a partner (count off, commonalities, etc.)

Suggested Teambuilders and Icebreakers

Student organization leaders wishing to facilitate icebreakers and teambuilders for their organization can check-out a Teambuilder Toolkit from the SOuRCe. These kits are equipped with 10-20 easy-to-facilitate activities and include follow up prompts for conversation and dialogue about each experience. By request, a SOuRCe representative can also attend your meeting to assist with facilitation.

Here are a few easy teambuilders or icebreakers that YOU can facilitate with your group:

Selective Perception:

1. Place the following sentence on a flip-chart or screen: "FINISHED FILES ARE THE RESULT OF YEARS OF SCIENTIFIC STUDY COMBINED WITH THE EXPERIENCE OF YEARS".
2. Instruct your participants to count the number of "F's" in the following sentence and write their answer on a sheet of paper.
3. Allow only 15 seconds.
 - On average, most people will only spot 3 or 4 of the F's in the sentence. There are actually six. The brain tends to skip the word "of," or perceive it as "versus."
 - *The point of this exercise is that one's perception may not always be correct so it's important.*

Rock, Paper Scissors Showdown

- Everyone pairs up with a partner initially and plays RPS (1, 2, 3, Shoot!). The person that doesn't win must become a cheerleader for the winner. The winners then take on a new opponent. Eventually it will come down to 2 people with everyone else cheering on one side or the other.

How Many?

Materials: Roll of TP or bag of assorted candy

- Pass around a roll of TP or M&Ms/other candy and however many pieces or squares are taken by that individual, that's how many facts they have to say about themselves.

Spider Web

Materials: A ball of string, ribbon, yarn, etc. and scissors

- Can be done standing or seated. The first person starts with the ball of yarn and talks about strength(s) that they bring to the group and then tosses it to another person across the circle. Once the facilitator should cut the yarn, showing that without everyone's strengths and without communication, the organization would not be as strong. After the game, it can be used to reflect on the interconnections within an organization.

PBJ Sandwiches

Materials: Index cards, bread, knife, peanut butter, jelly, plate, napkins

- This is an exercise that emphasizes the importance of being specific when communicating.
- Pass out the index cards to the group. Ask them to write down instructions on how to make a peanut butter and jelly sandwich. Do not give any further instructions. Collect the cards as people finish.



- The job of the facilitator is to try to make a completed sandwich based on the literal interpretation of the directions. Do not add in any assumed directions.

Beach Ball

*Materials: Beach Ball with questions on it (**this may be checked out from the SOuRCe office**)*

- Ask the group to form a circle. Pass the ball to the first student and ask him/her to answer the questions that are closest to his/her thumbs. Once he/she has answered these questions, have him/her pass the ball to a new participant who will repeat the same steps.

Famous Couples

Materials: Index cards and tape or nametags

- Write names of famous couples on index cards (one person on each). When people arrive place a card on their backs. They have to ask other people "yes and no" questions to identify the name on their back. When they figure out who it is, they then have to find the person who has the card for the other half of the famous couple.

Hand Outline

Materials: Paper and writing utensils.

Draw an outline of your hand and then for each finger write something interesting:

- Thumb - something you do well (thumbs up)
- First finger - something that makes you stand out from a crowd
- Middle finger - pet peeve/something that frustrates you
- Ring finger - something you're passionate about/committed to
- Pinkie finger - a little known fact

Human BINGO

Materials: BINGO sheets enough for one per person, writing utensils

- Create a BINGO sheet with characteristics about people that are somewhat unique. The object can be to have a person with that trait sign the sheet until all the spaces are filled or until a "BINGO" is reached horizontally, vertically, diagonally, or other traditional BINGO combinations. Some examples of statements are "only child," "has never been to another country," "likes broccoli," etc.

Two Truths and a Lie

- Each member of the group tells two truths about themselves and a lie in any order they wish. The other members have to come to a group consensus of which is the lie. You can give an award for the best liar.

For more teambuilder ideas or to check-out the Teambuilder Toolkit, stop by the SOuRCe.

Conflict Resolution

Everyone has a different leadership style and varying styles appeal to different types of people. Some leadership styles may be dependent on the situation and often, conflict stems from a disagreement or a difference of opinions.

What is conflict?

A conflict is “a serious disagreement or argument, typically a protracted one.” Conflict often occurs when people disagree over values, motivations, perceptions, ideas, or desires. Typically, a deep personal need is at the core of the problem, such as a need to feel safe, secure, respected, and valued.

Conflict Resolution

Conflict causes tension within the organization and may affect the quality of work and the productivity of the group. Conflict often causes unnecessary stress, so it's important to resolve conflicts to ensure the organization is able to reach its goals and that all members feel included.

Tips for Resolving Conflict

- **Manage Stress:** When resolving conflict, it's important to remain alert and calm. By doing this, you will be able to accurately read and interpret verbal and nonverbal communication.
- **Control Emotions:** In order to control emotions and behavior during conflict resolution, communication amongst all members should be conveyed in a calm manner without threatening, frightening, or punishing others.
- **Pay attention:** Listen to the feelings and the words being expressed. Use this to try and understand what emotions people are feeling and why they feel that way.
- **Be aware and respectful of differences:** By respecting emotions and the differences in people and avoiding disrespectful words and actions, the conflict can be resolved faster.
- **Use “I” Statements:** Be honest and specific about your feeling, but avoid using “You” Statements. “You” Statements are often perceived as blaming statements and make the other person be defensive whereas “I” statements are more effective. Listen to the other person's point of view without interrupting and wait until they're finished to ask questions or make a point. Often, the person will answer your question or address an important point.
- **Find a solution:** Both sides should discuss the points and agree on a way to solve the problem that is mutually beneficial and put the plan into action.
- **Make a plan for the future:** In this process, you should have identified the root of the problem. Keeping that in mind, think of ways to better handle the situation next time before it escalates.

- Conflict Checklist: A Conflict Checklist can be found on the next page. This can be used to help facilitate the conflict resolution process.

Conflict Resolution Checklist

Adopted from the *Conflict Mediation Network*

Walk Through a Conflict With These Questions:

- **Win/Win**
 - What is my real need here?
 - What is theirs?
 - Do I want it to work for both of us?
- **Creative Response**
 - What opportunities can the situation bring?
 - Rather than "how it's supposed to be," can I see possibilities of "what it can be?"
- **Empathy**
 - What could it be to be in their shoes?
 - What are they trying to say?
 - Have I really heard them?
 - Do they know I am listening?
- **Appropriate assertiveness**
 - What do I want to change?
 - How will I tell them this without blaming or attacking?
- **Co-operative power**
 - Am I using power inappropriately?
 - Are they?
 - Instead of opposing each other, can we co-operate?
- **Managing emotions**
 - What am I feeling?
 - Am I blaming them for my feelings?
 - Will telling them how I feel help the situation?
 - What do I want to change?
 - Have I removed the desire to punish them?
 - What can I do to handle my feelings?
- **Willingness to Resolve**
 - Do I really want to resolve the conflict?
 - What's my resentment caused by?
 - Is there something in my past that still hurts?

- Is there something I haven't admitted to needing?
- Is there something I dislike in them because I won't accept it in myself?

Section 11

Campus Advisor Resources

Definition: Every organization must have an active Campus Advisor. In order to qualify to be the Campus Advisor, the individual must be a full-time faculty or contract professional at The University of Akron.

All Campus Advisors fulfill their role with an organization differently. Though there is not one “right way” to advise. There are a few characteristics that make for a successful advisor of an organization.

Teaching and Coaching

Teaching and coaching are activities that should be within the advisor's professional capabilities. An effective advisor should:

- Serve as a resource to introduce new and different perspectives and ideas
- Offer different approaches and programs
- Help the members apply principles and skills learned in the classroom
- Assist members in the development of insight into their problems
- Point out additional resources within and outside the campus community
- Coach individuals in their duties as officers
- Assist in the identification and development of new leadership
- Insist on high standards of programming and individual performance

Throughout his/her advisory relationship with the organization, the advisor should be alert to opportunities to create or capitalize upon experiences and situations that will maximize the learning potential of the activity. To teach effectively in the co-curricular situation, the advisor must participate actively, not waiting to be called upon, but making a contribution when he/she feels it is called for by the circumstances.

Consultation

In consultations on programs, the advisor should communicate the expectation that he/she would like to be consulted regularly by the officers concerning their plans for group activities or programs. Advisors should know what projects and/or events are being planned and should offer his/her suggestions freely, but should be careful not to dominate the program planning process.

Provide Continuity

The turnover of officers and members in a student organization is continual, and often the only link with even the immediate past is through the advisor. The advisor can orient new officers and members to this history and help them build upon it. Continuity also implies a link with the future and the advisor can play an important role in helping to develop long-term plans for the future of the organization and in communicating these plans to succeeding generations of members.



Interpretation of Policy

As a representative of UA, an advisor should aid students with interpreting University policies and regulations pertaining to student organizations, and may be a liaison to University administrators when the organization has questions about policies and regulations. The advisor should encourage the organization and its officers to learn about policies and regulations and to follow them. Advisors may need to remind the group of appropriate university regulations. Whenever possible, the advisor should work with and through the officers of the organization to maintain appropriate standards of behavior.

Financial Guidance

An advisor should be available to review the organization's financial records. Advisors may need to educate the organization treasurer about the elements of simple bookkeeping. The advisor should assist the organization in the development of a budget and in maintaining fiscal responsibility. An advisor should additionally be familiar with University and student organization guidelines.

Social Activities

The advisor should try to attend organization social activities, when appropriate, to show support. By participation, advisors can help set the tone for these occasions, interact with members on an informal basis, and demonstrate his/her continuing interest in the organization's activities.

Organization Meetings

The advisor should attend regular and special meetings, as appropriate or possible, in order to stay informed about organization efforts. The advisor should also meet periodically with the officers and assist in long-range organization planning and leadership development.

Advising Style

There is no correct advising style. You should utilize your own leadership style. Successful advisors take care of the people in the organization and their needs, as well as maintain a concern for the organization's purpose and tasks. Be yourself. Your best advising style will be your own style. In the end, the most effective method of teaching outside the classroom comes through modeling behavior. Let the students get to know you and your expectations and let them see your sincere concern for them. The rest will come naturally.

Duty to Report

As a Campus Advisor it is your responsibility to report any forms of negligence or wrongdoing taking place within the organization you advise. If you become knowledgeable of a situation that would jeopardize members of the organization, yourself, or the University, you are strongly advised to contact the SOuRCE immediately.

Examples of issues that can/should be reported include:

- inappropriate utilization of SAF/EAF/UAF funds
- students traveling who are unapproved



- non-enrolled students who are “members” of the organization
- inappropriate events being held
- inappropriate venues being utilized for student organization-sponsored events
- “fronting” for other organizations - where an active group endorses an inactive group for an activity/event

These concerns can remain confidential if you wish to seek general guidance; however as a University employee it is an expectation that you will communicate concerns to appropriate colleagues on campus.

If you are working with a student leader that you feel may be experiencing difficulties, is acting out of character, or raises cause for concern, please utilize the campus resources available ([Help A Zip](#) student referral program and [Title IX](#)) to report their behavior, circumstance, or activity.

Examples of issues that can/should be reported include:

- missed classes, poor grades on exams, assignments and projects, poor attendance
- personal concerns or health
- financial issues
- discrimination, assault, threat, etc.

For more information or to seek guidance on an issue, please contact the Assistant Director, Student Life.

Inclusivity & Title IX

[Inclusive Excellence](#) is a core value at The University of Akron. As a Campus Advisor, we hope that you will support your student organization officers and members in celebrating diversity and being a welcoming and supportive involvement opportunity for students on our campus.

- Please reference the “Recognition Agreement”, which states the student organization non-discrimination clause as well as [UAs Title IX](#) website for more details on your responsibility.

Why advise a student organization?

Often times student leaders will turn to staff or faculty that they have worked closely with when seeking a new Campus Advisor. In turn, many people ask...“why should I advise a student organization?” There are many benefits to this professional development relationship, however there are several expectations and responsibilities as well.

A student organization Campus Advisor’s primary role is to assist in the development of students. It is a chance for students to apply knowledge they obtain in the class toward real world situations. Involvement in student organizations is an opportunity for them to develop leadership skills, ethical decision-making skills, and creativity.

The level of involvement of the advisor varies from one group to the next as different organizations require various levels of commitment from their advisor. Being an advisor to a student organization at



UA can be a very fulfilling and rewarding experience – one that benefits both the students and the individual advisor.

Advising provides the opportunity to contribute to the growth and development of students. While many of you already know why you advise, the information below could primarily be used for staff members in your office who are new to advising or for those staff members who are trying to remember what they liked about advising in the first place.

The following are a few more reasons why advising can be a fun and satisfying position on a college campus.

- Satisfaction in seeing the student organization become successful on campus
- Ability to see the students develop self-confidence
- Ability to make a difference in student's lives
- Ability to learn from students and be involved in campus events
- Ability to see students implement what has been learned in the classroom
- Ability to network with other colleagues who also advise student organizations
- Ability to form long-lasting relationships with students & serve as mentors and role models to them
- Satisfaction in seeing the student organization build character, trust, and responsibility

Transitions and Evaluations

When it comes time to transition organization officers, the outgoing Executive Board, a Campus Advisor can (and should) play a large role in training the new officers of the organization.

In order to ensure that you are still willing and wanting to fulfill your role as a Campus Advisor within the group, we recommend you too take time to evaluate your responsibilities with the group, your level of involvement, your willingness to continue in the role, and your assessment of how you helped the group propel forward.

Some examples of an advisor self-evaluation checklist:

- Do I actively promote motivation and encouragement to the members?
- Do I know the goals of the organization?
- Do I know how to confront negative behavior of the members?
- Do I know the university procedures and policies?
- Do I understand how the issue of diversity affects the organization?

Some examples of an advisor-driven evaluation of the organization:

- Do members understand the purpose of organization?
- Is membership growing and stable?
- Are events planned with the need of the members in mind?
- Do members keep accurate financial records?
- What do members use the advisor for?



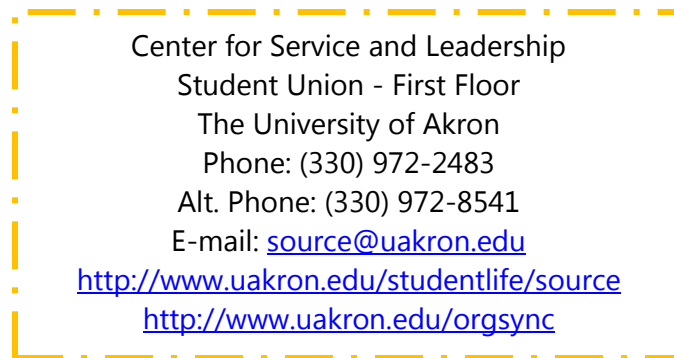
Some examples of an organization-driven evaluation of the advisor:

- Is the advisor an encouraging and engaging member of the organization?
- Does the advisor know where to find assistance for the organization?
- Is the advisor's mode of communication established and used regularly?
- Does the advisor have a working knowledge of the group and its mission?
- Could the advisor do anything differently in order to be a better advisor?

Let Us Help You...

We hope that you find this ReSOuRCe Manual to be helpful as you lead your organization. Our goal is to make this manual as all-encompassing as possible, however policies and practices do change. If a policy outlined within does not seem accurate, please let us know and we will gladly review and update the manual accordingly.

Please contact us with any feedback or questions you may have concerning this document



While the Student Organization ReSOuRCe Manual is intended to be a summary of information that is beneficial to student organizations and Campus Advisors, its readers should be aware that:

1. It is not a complete statement of all policies and procedures of The University of Akron.
2. The University of Akron reserves the right to change any policy, procedure, or program, without notice.
3. Divisions and departments on campus may have their own procedures and policies, which apply to student organizations.

***Our goal and mission is to assist organizations...
 help us help you by letting us know when you have questions or concerns.***