

BLUEPRINTS: STAMFORD

The official handbook for Registered Student Organizations at the
University of Connecticut

Updated August 2019

A manual for
Registered Student
Organizations

Introduction

We are delighted that you are interested in learning more about registered student organizations at the University of Connecticut. The University, and in particular the Department of Student Activities, has a long-standing tradition of encouraging student participation in independent organizations. Student's involvement in co-curricular activities complements their academic experiences and challenges them to develop and apply organization and leadership skills that are useful beyond college. Registered Student organizations are an ideal way for students to get involved on campus. Through direct involvement in organization activities, students have the opportunity to acquire skills in leading groups, organizing and promoting programs, budgeting, working within a system, and functioning in society.

With organizations focused on recreation, culture, religion, politics, community service, career/professional associations, governance and other specific interests, the portfolio of student organizations at the University of Connecticut offers something for everyone.

This *Blueprints Manual* is designed to inform and assist students in various matters that pertain to registered student organizations. It answers the most basic questions students might have about how to use the wide and varied resources available, as well as how to create and register a new organization. Additionally, this document informs students and organizations about the responsibilities associated with being a registered student organization on campus.

Each year the department evaluates its policies and procedures. Changes are made after a thorough annual review. Student, faculty, and community input are welcomed and valued. Please direct questions or comments to:

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Registered Student organization officers, members, and advisors should refer to the Blueprints Manual as needed. Thank You for helping to make our University community a better, more vibrant place in which to learn!

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Chapter 1: Registered Student Organizations at the University of Connecticut

1.1 What Constitutes A Registered Student Organization?

A registered student organization is a group of students joined together by a common cause, interest or purpose. While the general membership of a student organization may include faculty, staff, or community members, the control, operation, and responsibility of a student organization must reside with the students. These organizations are categorized by their level of involvement on campus and access to university resources in a 'Tiered' system.

1.2 Registered Student Organization/Inter-Campus Considerations

All Registered Student Organizations must designate a 'Primary Campus' and then meet and adhere to all registration requirements, policies and procedures outlined by their primary campus Student Affairs/Activities office. The following requirements are required for all University of Connecticut RSOs regardless of their Primary Campus designation:

1.3 Registration

All Registered Student Organizations must submit and keep up-to-date records and roster on UConncontact. All Registered Student Organizations must submit annual re-registration through UConncontact. Additionally, all Registered Student Organizations must maintain adherence to all policies outlined in this document to maintain their registration.

Registering a NEW Student Organization

With over 700 active student organizations at UConn, there are many opportunities for students to get involved. Occasionally a student is not able to find an existing organization that meets their desire. In this case, any full-time student is eligible to submit a New Organization application. All organization requests are scheduled meetings with Student Activities support staff to discuss how your organization differs from other existing organizations and how your organization will enhance the UConn community.

Who is eligible to start an RSO at UConn?

Any Full-Time undergrad or graduate student in good standing with the University has the opportunity to start a new organization on campus, as long as its purpose and goals are different from those that have already been established. Staff will review your application, direction of your organization, category, tier, and requirements to become an Active organization. If approved, your group will become Active once meeting all SOLID requirements for your Tier.

To get started, please visit our New Organization Resource and Application link on <http://solid.uconn.edu/neworg>

Greek Lettered Organizations (Stamford Campus)

The University has a duty and responsibility to provide a safe environment and activities for our students. Fraternities and Sororities are unique organizations that require a heightened level of support from the host institution to guide and promote a healthy and safe experience for our students. The Stamford campus provides numerous opportunities for students to engage within our community, but has very limited resources. At this time registration of Social Greek-Lettered organizations is limited to the Storrs Campus. Any social-Greek lettered student organizations that are not registered with Student Activities are disassociated with the University of Connecticut and may not present themselves as associated in any means.

Affiliating With a 'Parent' Organization

Student organizations may choose to be affiliated with a local/state/national organization, such as a charity, faith community, political party or fraternity/sorority. In these instances the student organization constitution must state the name and nature of the affiliation (often the parent organization has a sample constitution for college student organizations to model).

The campus organization must obtain, in writing, a statement from the parent organization that the UConn chapter has permission to use the name and represent the organization. Control of the student organization must reside with the UConn Students, with all operating decisions made by the students.

Annual Re-Registration

All student organization registrations expire at the end of each academic year. Accordingly, all student organizations must re-register annually following the process communicated to student organization leaders on UConn with new officer information. **Failure** to Re-Register an organization by the set deadline will disband the organization at UConn. Late Re-Registrations will not be accepted until the following September.

1.4 Organization Tiers

Acknowledging the variety of purposes, and the different levels of risks and financial responsibilities that student organizations may possess, the Department of Student Activities developed a three-tier categorization system to facilitate the development of specific training to support the needs of registered student organizations.

Tier-I Organizations

Tier-I organizations are groups of students with a common interest, which wish to meet regularly, and affiliate as an organization. Tier-I organizations do not host events on campus and are typically low-risk organizations. Tier-I organizations exist at Storrs Campus, Stamford Campus, and Hartford Campus.

Tier-II Organizations

Tier-II organizations are groups of students with a common interest, which wish to meet regularly, and affiliate as an organization. Tier-II organizations may host events on campus and request student government supportive funding. The majority of organizations at the University of Connecticut are Tier-II.

Tier-III Organizations (Student Fee-Funded Organizations)

Tier-III Organizations are the most visible, complex and active student organizations on campus. Student fees are a primary source for the funding of these organizations. Tier-III Student Organizations represent major constituencies of the student body. The student leaders have significant responsibility for the management of their groups, the students they represent, and effective stewardship of the funds that come from their constituencies.

Note on Liability

NOTE: Most Tier-I and Tier-II organizations at the University of Connecticut are fully independent entities that receive advising support and access to certain University facilities and services in exchange for meeting certain "registration" requirements. The University of Connecticut assumes no responsibility for the activities of these organizations or their members. However, as part of our general advising and support, students are encouraged to meet with Office of Student Activities staff for advice and suggestions on addressing student organizational issues.

Chapter 2: Organization Requirements & Support

2.1 Registered Student Organization Membership Minimums

All Tiers of student organizations are required to maintain an accurate and up to date roster. Storrs campus requires a minimum of 8 primary campus student members. Stamford Campus requires a minimum of 6 members. Avery Point, Hartford, and Waterbury require a minimum of 3 student members. 51% of the total membership of an organization must be UConn students.

2.2 Organization Constitution

Tier-II student organizations are required to maintain a constitution on file in their activities office and on UConncontact. If your organization's constitution is 2 years or older, you will need to review, revise and resubmit it to student activities staff. For guidance on constitution requirements and development please visit solid.uconn.edu

2.3 Registered Student Organization Officer Roles

For the purposes of this document the term "Officer" is defined as a student who has been vested with specific responsibilities related to the activities of the organization.

General Officer Requirements

To be an officer of a registered student organization the following criteria must be met and maintained:

- Officers must be currently enrolled as a full-time UConn student
- Officers must be in compliance with all policies and procedures associated with being a student organization leader as noted in this document as well as any other relevant document, posting policies, handbook, etc.
- President and Treasurer Officer Positions must be held by students from the organization's primary campus. Additional officers are permitted from other UConn campuses.

An officer who does not meet the criteria may be required to:

- resign from office in a student organization,
- refrain from seeking such an office, and/or
- discontinue participation in certain organization activities

Officer Positions & General Duties

President

- Primary Contact for the organization & "external spokesperson" of the group
- Expected to interact and communicate with University officials and other student organizations
- *NOTE: The President and Treasurer must be from an organization's Primary Campus*

Vice President

- The "Internal management" of the group
- Expected to interact and communicate with members and guide projects
- Secondary contact for the organization

Treasurer

- Treasurer is responsible for the organization's finances
- Expected to manage all aspects of financial expenses and receipts and update organization membership on financial matters
- *NOTE: The President and Treasurer cannot be the same individual*
- *NOTE: The President and Treasurer must be from an organization's Primary Campus*

Secretary

- This person is the recorder/historian of the group

- Is responsible for all record keeping of the student organization including meeting agendas, minutes, attendance and correspondence between members

Tier-I Required Officers: President & Secondary Officer

Tier-II/Tier-III Required Officers: President, Vice President, Treasurer, Secretary

In addition to the roles identified above, organizations are welcome to have as many additional officers as they feel their organization needs and may list them on their UConncontact page. *Note: Only one student may hold one of the four officer positions listed above at a time.*

2.4 Organization Advisors

Advisor Eligibility

All Tier-II Registered Student Organizations (RSOs) are required to have a UConn Faculty/Staff Advisor. Advisors must either be full-time or emeritus Faculty, Professional Staff, Graduate Assistants, Teaching Assistants, or active Adjunct Faculty of the University of Connecticut. Classified Staff are generally not allowed to serve as advisors.

Most advisors share an interest or have experience in some aspect of the organization’s mission or activities. However, all advisors share a genuine concern for and support of student learning and development.

Advisors Requirements

- Advisors must have job responsibilities at the primary campus indicated by the RSO.
- Advisors will be required to complete any online training before assuming their role.
- Advisors are required to be listed and confirmed as an Advisor on UConncontact - our Student Organization Management System
- If your RSO has a Student Activities Business Services bank account, the advisor may be required to sign documents related to banking business for the organization.
- If your RSO is hosting events on campus, the advisor may be required to meet with, sign off on, or attend certain events that your group is hosting.

Advisor Roles

Student organizations on campus can range from very simple and direct, to extremely complex. The dynamics of students working with their peers to bring people together, raise awareness, host events, and have fun can be a large challenge to face. The role of the Advisor is to act as a guidepost for the student organization leaders.

- Advisors Do discuss opportunities; guide the decision-making process; assist in developing group dynamics
- Advisors Do meet with organization leaders regularly to discuss and develop goals and set expectations
- Advisors Do support the individual growth and development of students within the organization
- Advisors Do serve as a source of information and continuity to the organization members that transition each year
- Advisors Do act as a liaison between the University and the organization
- Advisors Do challenge students' thought process, creativity, and desire to go beyond the status quo
- Advisors Do offer advisement in areas such as organization mission, goals, program/event content, and purpose
- Advisors Do Not have voting rights in groups; make financial decisions; program approvals; or officer/roster decisions

The exact role of the advisor should be determined by the student organization and the advisor. This role may vary from organization to organization, based on the organization's needs and goals. Each year, the student leadership of the organization and the advisor should meet to determine the role and expectations of the advisor and the advisor's expectations of the students.

NOTE: Advisors of an organization do not have the authority to represent the views of the organization. This remains the responsibility of the students. Advisors may not serve as a voting member of the organization's board of directors, executive council, or similar governing body.

Replacing an Advisor

If a student organization advisor resigns, the organization must find a new advisor. Organizations will have 30 days after a resignation to find a new advisor. If the organization is unable to designate an advisor after 30 days, the organization will become Frozen. It is the organization's responsibility to notify the Department of Student Activities if/when their advisor resigns. Once you designate a new advisor, please notify Involvement & Student Organization Support by completing the online Advisor Change Form on UConncontact.

Community Support

In addition to the organization's officially recognized advisor, organizations may have community support (e.g., alumni/ae, grad students). It is not uncommon for student organizations affiliated with a national organization (i.e., fraternities and sororities) to have graduate or alumni support. However, only the properly registered University advisor noted on the organization's registration material will be recognized by the University as a contact and work with the organization.

2.5 Registered Student Organization Status & Training Requirements

SOLID workshops provide organization leaders with information on the policies and requirements associated with student groups on campus, an in-depth overview of UConncontact, and effective strategies and suggestions specific to each Student Leader position.

Active. Active organizations have met all SOLID requirements and are listed on UConncontact, eligible for space, funding and advisement requests.

Frozen. Frozen organizations have not yet met all SOLID requirements. Please contact solid@uconn.edu for information related to your status

Locked. Locked organizations are administratively temporarily suspended based on conduct or failure to complete requirements (ie constitution renewal)

Inactive. Inactive organizations have disbanded or have been suspended from the University

Organizations that have not achieved an Active status mid-way through each academic semester may be subject to disbandment.

SOLID (Student Organization Leaders Intentional Development) – Stamford Campus. The SOLID program is intended to ensure that student organization leaders are properly equipped to lead groups successfully and utilize all of the resources available. SOLID is designed to help student organizations achieve their goals, develop the leadership knowledge and skills of their leaders, ensure that organizations are aware of university policies and resources, and to promote responsibility and respect throughout the student organization experience. The below chart outlines training requirements for student organization leaders. For more information about SOLID visit <https://studentactivities.stamford.uconn.edu/solid/>

Primary RSO Campus	Officer Position Title	Required In Person Workshops	Required Online Workshops
Storrs	President	<i>Org Values & Culture +Executive Leadership</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Vice President	<i>Org Values & Culture +Executive Leadership</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Treasurer	<i>Org Values & Culture +Org Financial Mgmt.</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Secretary	<i>Org Values & Culture</i>	<i>Role of Secretary + SOLID 101 + Policies & Procedures + Hazing, Harming & Harass.</i>
Stamford	President	<i>Executive Leadership +Event Planning +Funding</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Vice President	<i>Executive Leadership +Event Planning</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Treasurer	<i>Executive Leadership +Event Planning +Funding</i>	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Secretary	<i>Executive Leadership</i>	<i>Role of Secretary + SOLID 101 + Policies & Procedures + Hazing, Harming & Harass.</i>
Hartford +	President	-	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
Avery Point +	Vice President	-	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
Waterbury	Treasurer	-	<i>SOLID 101 + Policies & Procedures + Hazing, Harming & Harassment</i>
	Secretary	-	<i>Role of Secretary + SOLID 101 + Policies & Procedures + Hazing, Harming & Harass.</i>

2.6 Organization Functions at Non-Primary Campus

Once registration requirements have been met for their Primary Campus, an RSO may then be eligible to apply for, and use the benefits associated with being recognized as an RSO at that campus.

An RSO wishing to hold a function at a campus other than their Primary Campus must apply to that campus' Student Activities Staff Member or appropriate office responsible for reviewing and approving space reservation requests at that campus. In general RSOs will need to have met all registration requirements at their Primary Campus as well as other requirements as deemed necessary by the campus where they would like to hold a function. The responsible office/department at each campus charged with reviewing and approving space reservations requests will have ultimate authority regarding decisions about space reservation requests.

The approval to host/hold a function at a non-Primary Campus applies only to the specific, individual function for which the request had been made and approved. Subsequent functions/events/activities will each require their own approval.

2.7 Student Organization Support

The University of Connecticut is committed to providing student leaders with a variety of resources to support the operations of their organizations and their individual development. Below is a list of resources from Involvement & Student Organizational Support.

Individual Advisement and Consultation

Involvement & Student Organizational Support Professional Staff are always available to speak with student organization leaders about their requests, questions, comments or concerns. Student organization leaders may also schedule appointments to talk about starting a new organization, leadership training, as well as for assistance in other areas. You may also schedule an appointment with a member of the team by emailing solid@uconn.edu or your primary campus student activities staff (StamfordActivities@UConn.edu).

2.8 Organization Information Changes and Requests

Changing a Student Organization's Name

Student Organization Presidents may submit a request to change the Student Organization's Name by emailing StamfordActivities@uconn.edu. Additional paperwork and an updated constitution may be required.

Dissolving a Student Organization

Occasionally student organizations dissolve operations. This can be desirable for a number of reasons including, but not limited to, low membership or merging with another student organization. To dissolve an organization please email StamfordActivities@uconn.edu. If your organization has an open business services bank account, or outstanding debts, those will need to be resolved/closed prior to dissolving your organization. If the organization has obtained any materials/equipment funding by student government, those items must be returned.

Chapter 3: Student Organization Resources

3.1 UConntact

UConntact is an online, user-driven involvement experience for UConn students and the UConn community. UConntact represents the online listing of all registered student organizations on campus as well as a management & advertising tool for all RSOs. Please visit <http://uconntact.uconn.edu> and login with your NetID

With UConntact, your organization is able to

- Post and Advertise upcoming Events
- Track Attendance with the free UConn Mobile Event Check-In App
- Recruit new students to your organization
- Update Manage Your Roster
- Organize and share organizational documents and create a history
- Post News Articles to the entire UConn community!
- Create surveys, forms, sign-ups, and elections!

Check it out today! If you have any questions on getting your page setup, please email us at SOLID@uconn.edu

3.2 Organization Finances

Funding support is limited to Tier II student organizations; this includes requesting funding through SGA, University Departments, and the ability to conduct any fundraising activities.

Financial Planning – Budgeting

Student organizations are strongly encouraged to develop a budget plan for the year. The Office of Student Activities can help you with the budget process. Students should consider the following when developing a budget:

- Involve key officers and members in the budget planning process. This may help ensure that all revenue sources and related expenses will be considered.
- Refer to the prior year's budget and financial statements. A review of prior year income and expenses can be helpful in planning for the future.
- Be realistic and conservative when estimating income and expenses.
- Project Revenue: Make a list of planned sources of income, i.e. dues, events, fundraisers, income from services rendered.
- Estimate Expenses: Make a list of all fixed and variable costs, i.e. telephone, national dues, and planned expenses, such as refreshments at events or advertising expenses that your organization may incur throughout the year.
- Establish Program Budgets: A program budget should be established for a specific event. Be sure to estimate and include all the expenses for an event or program before you set the admission price.
- Once the budget has been established, it should be referred to often and updated as needed.

Tax ID Numbers

Student organizations may be asked for their tax identification numbers during the normal course of business. If you do not have an account in the Student Activities Business Services, you may apply for a Tax ID number with the IRS. Organizations with accounts in Business Services should contact Business Services for specific direction regarding tax identification number usage.

Organization Donation

Donations from individuals or business made directly to your organization are not tax-deductible to the donor. Making them tax deductible will make the transaction more appealing to potential donors. Here are two ways to make that possible:

1. Work with the Student Activities Business Services to establish an account with the University of Connecticut Foundation. All tax deductible donations will go to this account and the individual or business will receive the proper documentation for their donation.
2. Student organizations can apply for their own non-profit tax identification number. To find the appropriate forms and procedure, visit the IRS WebPage. Remember that you will need to apply on both the federal and state level.

Insurance

The activities of students and student organizations are not insured in any way by the University of Connecticut. Individuals and organizations wishing to insure the activities of their members can purchase insurance independent of the University by contacting any insurance agency.

Fundraising

Raising money is always an important topic to student organizations. Many student organizations collect dues or have fundraisers to support their activities. Some fundraising ideas are listed below; however, students are encouraged to be creative and explore new ideas.

Collect dues from members.

- Collect Dues from members
- Sell merchandise (flowers, doughnuts, candy, etc).
- Sell services (chair setups, concessions at Athletic events).
- Charge admission for events.
- Co-sponsor programs with other organizations. Look for University departments or other student organizations with a similar mission and pool resources to co-sponsor events.
- Solicit donations.
 - For donations to be tax deductible student organizations must work with the Student Activities Business Services to establish an account with the University of Connecticut Foundation.
- Request funding from the Student Government Association.

Please contact the Student Activities Coordinator in Rm 202 for more information on fundraising.

Charitable/Philanthropic fundraisers have additional considerations to take into account; please meet with the Student Activities Coordinator to discuss this before conducting a philanthropic fundraiser.

Charitable Fundraising Policy/Guidelines

The University is aware that many departments/organizations and student organizations often wish to support various philanthropic endeavors, or raise funds for organization sponsored events. In order to help these departments and student organizations carry out fundraising activities in a way that upholds the policies of the University as well as the laws of Connecticut, the following guidelines have been developed.

A fundraising plan must be submitted in writing and discussed with the Student Activities Coordinator. A fundraising plan should include the following:

- Name of sponsoring entity
- Other partners in this plan (both on campus and off campus entities)
- Complete detailed description of your project
- A plan for insuring the integrity of funds collected [Be sure to address safety and redundancy (i.e. more than one person should be involved in the counting, verifying, and transport so that there are checks and balances.)]

- Also address accountability...how can the people who donate money be assured it is getting to the right place?
- How will results of the fundraiser be documented and shared?
- IF APPLICABLE: Information relative to compliance with the Connecticut Charitable Funds Act (proof of the Exemption, a Certificate of Registration, and/or proof of contract; See Section 2)

Fundraisers co-sponsored by student organizations and outside entities

Fundraisers that co-sponsored by University departments or student organizations and outside entities (such as businesses or off campus organizations), should be discussed in detail with the Student Activities Coordinator, to insure that the State's Charitable Funds Act and other applicable laws are followed.

Raffles

The State of Connecticut has very specific laws and regulation related to Raffles for charitable causes. According to these laws and regulations student organizations are not eligible to host raffles as fundraisers.

Student Government Association and Support of Student Groups

The Student Government Association [SGA] is responsible for the fiscal management of the Stamford Student Activities Fees. These funds are used to promote student life, community, and culture. For the first eight weeks of each semester, the SGA reserves 30% of their estimated Student Activity Fees for registered student organizations to request. If funds are not allocated after the eighth week of the semester, SGA may utilize these funds for additional programming.

In order for an organization to be eligible for funding, it must be a fully registered Stamford/Undergraduate Tier II student organization.

Events that are funded should be open and available for all Undergraduate students at the Stamford Campus to attend. Events with limited attendance/participation can be considered, but all undergraduate student must have opportunity to participate (I.e. bus trips with limited seating).

Request for funds must be made at **least three (3) weeks** prior to event, although more time may be required to process some purchases. Requests should be made in writing, and presented to the SGA's Finance Committee for initial review. The organization must present an itemized budget with estimated expenses. The Finance Committee will present all requests to the SGA Senate for final approval.

Additional details on funding procedures can be found in the "Funding Procedures" Appendix or the Stamford Activities webpage. It is always recommended to discuss in detail the specific procedures/process/timeline for your purchases with the Student Activities Coordinator well in advance of your event.

3.2 The Office of Student Activities (Stamford Campus)

The Office of Student Activities located in Rm 202 is designed to provide registered student organizations with specialized services to help meet the needs and responsibilities of their organization. Services provided are as follows:

- Meeting Space: 2 rooms that can be reserved, as well as open lounge meeting space
- Printing/Photocopying: 20 free copies per event (this is for Official RSO business only!)
- Storage Bins: Request storage bins for organizational items
- Mailboxes: All registered organizations are eligible to use a mailbox in the Student Organization Center. Mailboxes should be checked frequently throughout the semester
- Computer Stations For organization use only.

Organization Mailing Address Student organizations who wish to have mail delivered to the campus should use the following address template:

Your Organization's Name
c/o Office of Student Activities
1 University Place, Room 202
Stamford, CT 06901

3.3 Event Planning and Facility Use

Organization Events

An organization event is defined as any activity or gathering that can be reasonably associated with an organization by one or more of the following:

- a significant number of attendees are members of an organization;
- the event, activity, gathering is held at a location reserved for, owned by, rented by, or otherwise associated with an organization;
- promotional material associates the event, activity, or gathering with a specific organization;
- the activities can be reasonably associated with a particular organization

All student organization events using **any University facility** must be registered in advance with the Office of Student Activities. Such event registration may require approval in advance from other University departments. Contact the Office of Student Activities for additional information.

Registered student organizations have the right to reserve University facilities. Organizations can reserve facilities:

- If the organization registration status is Active.
- If the activity is consistent with the purpose stated in their constitution.
- If no outstanding bills are due to the University.
- If all other University business has been settled.
- If the activity occurs during fall and spring semesters while classes are in session. Summer requests may be honored on a case-by-case basis.
- Student organizations are not charged for the use of University facilities, although organizations may be charged for support services such as cleaning services, equipment, and Police or staff coverage.

In order to provide proper guidance and support for Student Organizations, the Office of Student Activities strongly recommends that all events/RSO activities be registered in advance. **It is required that events on campus, and those that utilize SGA/Campus funding must be registered.**

Event Planning Advice

For advice on how to plan programs/events, stop by to speak with staff from the Office of Student Activities or call to make an appointment 203.251.8489. Remember that prior planning prevents possible programming problems. It is important that before beginning a program, you consider:

- What is the purpose of the program?
- Is there sufficient support from within the organization to complete the program successfully?
- Is there interest for the program on campus?
- Do you have sufficient funds to pay for this program?

As you prepare for your program, be sure:

- You are aware of University policies concerning reservations, use of facilities, and advertising.
- You are aware of University facilities and services available and how to access them.
- That the event reflects positively on your organization and the University.

- You and your fellow officers understand any risks inherent to running your event. If your event includes any potentially risky activities, such as transporting members and/or guests to the event, you should consider having each person sign a waiver.
- You and your fellow officers understand that your organization will be responsible for all expenses associated with the program.

Once the program is finished, be sure to conduct an evaluation of your event. Consider these questions:

- How did the audience respond/participate?
- Were your fellow officers and/or the program committee satisfied with the function?
- Did the program run smoothly?
- Did you stay within budget/did you make needed revenue?
- What would you recommend to next year's officers about this event?
- Create a written copy of the evaluation and recommendations and keep in your organization's files for future leaders.

Space Reservation Confirmation Process

- Reservation request:
 - All on-campus programs and events sponsored by registered student organizations are required to be registered with the Office of Student Activities. To register an event, an officer must provide the Office with basic information about the event, i.e. date, time, place, type of event and advertising. Additional information may be required for major programs.
 - General description of the event (who, what, where, when)
 - Budget needs (if requesting SGA Funding, this will serve as your funding request)
 - Additional details: Food/Beverages, Minors participating in the event, will there be alcohol present, etc.
 - Submit the reservation request on-line <http://studentactivities.stamford.uconn.edu/event-registration/>
- Once the event registration form has been received the Student Activities Coordinator will confirm the space (typically within one week).
 - Space is available on a first come, first serve basis. Priority is always given to academic classes. Student Organizations should submit your requests early, and be flexible as space is limited.
- Once reservations has been confirmed, the Event organizer must meet with the Student Activities Coordinator to discuss additional guidelines and logistics for the event. Failure to schedule this meeting, or to follow up as requested may result in a cancelation of the space reservation.

Event Ending Time

Events must end at least 30 minutes before the facility's regular closing time. Entertainment must stop and lights must be turned on at the ending time. The event committee must direct audience participants to exit doors at the ending time. The committee must also facilitate equipment breakdown and clean-up to provide for a swift and reasonable restoration of the facility.

Exceptions to these hours are occasionally granted. Requests should be made in writing to the Student Activities Coordinator for approval through the Campus Director, University Police Department. Additional charges may be assessed to the sponsoring organization.

Event Facilities/AV Set Up Requests

The Student Activities Coordinator will process room set up requests and audio-visual request for student organizations. Requests must be submitted in writing at least fourteen (14) days prior to a program. You should review the set up in advance of your event, and contact the Student Activities coordinator if adjustments are needed.

Adjustments may be made to the requested set up due to limitations of resources, fire code requirements, etc.

If it is reported that the organization disregards instructions given by staff assigned to the event, if policies or laws are violated, or if personal injury and/or property damages occurs, then the organization may be held liable for damages, may be denied student organization privileges, and may be denied use of facilities for up to one semester as outlined in the Student Conduct Code.

University Owned Equipment/Support Staff

Equipment for programs at the University may be available free of charge or for a fee. Equipment may not be used for programs off campus.

Tables & chairs, sound/projection equipment and support personnel must be requested at least two weeks prior to the activity.

A fee may be charged for support staff such as police, custodians, facility supervisors, and media technicians. Support staff may be required for certain events. Payment is due upon receipt of the invoice. If an organization cancels the event less than two working days in advance, then they are still responsible for payment. Support service charges and payment policies are subject to change.

The University may provide, at no charge, a facility/program supervisor or professional staff member to give on site advisement during program.

Police Coverage

University Police, Campus Director, or the Student Activities Coordinator may request/require police officers at events for crowd control, security and other police services. Judgment to schedule officers is generally based on anticipated audience, type of program, input from UCPD, and program liability. If an organization fails to adequately provide crowd control, or if problems occur, the Student Activities Coordinator may require police to be present at future events.

The organization is responsible for organizing a committee to protect against personal injury and property damage, manage all aspects of the program, watch exit and admission doors, secure certain areas, and enforce no smoking, no alcohol and other policies.

The event chairperson must introduce him/herself to the police supervisor at the beginning of the event to discuss security issues and potential problems.

The presence of police officers may prevent crowd-related problems. Police officers are present to react to disruptive and/or criminal behavior, and to lend support and authority to the organization.

Disability Accessibility

Disability Accessibility for University Events While planning, it is recommended that students take a few moments and think about how to make the event accessible to everyone on campus, regardless of ability. Students are encouraged to contact the Center for Students with Disabilities 203.251.8508 if they have any questions about how to accommodate students with disabilities.

Decorations/Special Effects

The Connecticut Life Safety Code regulates the type of decorations used for assembly gatherings of 50 or more people. All materials used must have either inherent properties or materials applied to reduce flame spread and smoke density.

All decorations must be away from exits, so as not to block the exits if a problem arises. No electrical or any other sources of energy can be placed on or within the decorations.

Any "pyrotechnics," smoke machines or unusual gimmicks must be approved in advance by the Student Activities Office.

Open flame candles are not permitted.

Sponsorship/Co-Sponsorship of Activities

Registered student organizations or University departments may sponsor activities.

Student organizations may enter into co-sponsorship agreements with other registered student organizations or University departments.

Groups may not co-sponsor with an inactive or non-registered student organization.

Registered student organizations may co-sponsor events with non-university groups, (ex: charitable organizations, special causes) but event responsibility lies with the University student organization. All advertising MUST list the names of the University and non-university sponsors.

Student Organizations should be aware of and advised that while entering in Co-Sponsorship they must adhere to the Rules and guidelines outline by the Office of Student Activities. Student Organizations can be held responsible for violations that occur while Co-Sponsoring activities.

Outdoor Events

Outdoor facilities include any space on the University grounds (i.e. Whitey Heist Park, parking lot, etc). ALL organized outdoor activities must be registered with the campus.

Please note that use of City Parks may also be an option, however permits are may be required.

Programs and specific locations will be approved if the facility suits the event, and if the organization has the ability to comply with laws and University regulations.

Music programs and movies may be approved but will be evaluated on an individual basis. Activities must not interfere with academic activities or normal University business.

Programs requiring support services must be registered at least one month in advance.

Meeting/Organizational Space (Rm 202)

Each registered student organization is permitted to use the office space for organizational business. The Rm 202 lounge area is available during normal business hours and does not require reservations. Please remember this is a shared space and resource for all student organizations. Please keep the space clean, organized, and welcoming for all.

The primary location for Student Organization meetings are the two meeting rooms in the Rm 202 suite. Meetings will be scheduled in this space unless 1) your organization meeting attendance exceeds the capacity of the room, or 2) the rooms are booked at the time of your meeting. These rooms can be scheduled by submitting an event registration form, or contacting the Student Activities Coordinator. When the room is not reserved, students/student organizations may use without reserving.

Organizations misusing the office may receive a fine or loss of office privileges. Local telephone access may be provided by the University. All other telephone, fax, computer, photocopying and postage needs should be supported by the student organization's budget.

Table Reservation for Rich Concourse

The Student Activities Office will accept reservation requests for tables in the Rich Concourse and other areas as needed. To reserve a table, student leaders should complete the Event registration form can be found on the Stamford Activities webpage.

Requests will be handled on a first come, first served basis.

Registered student organizations will be allowed to reserve tables for the purpose of recruitment of members, distribution of information about their organization or upcoming programs, or self-generated fund raisers (i.e. bake sales, flower sales, tickets to program, etc.).

Registered student organizations may also reserve concourse tables for fund raisers which involve an outside vendor, providing a member of the organization is present at all times and the organization is being compensated by the vendor. A representative of the Student organization must be present during the time the vendor is present.

The name of the sponsoring group must be clearly displayed.

General Expectations and Considerations when using Stamford Campus Rooms

- Smoking is not permitted in the building (this includes use of E-cigarettes)
- Alcohol may not be served at Student organization Sponsored/co-sponsored events on campus.
- Open flame candles are not permitted.
- Comply with room capacities and fire codes.
- Use flame retardant decorations.
- Implement crowd control procedures.
- Take steps to guard against personal injury and property damage.
- Handle financial operations in a responsible manner.
- You may not use tape on windows or doors. (only masking tape may be used for other surfaces).
- Refreshments must be stored properly and disposed of immediately following the event.
- Items may not be stored in the building overnight. (except in the 202 Storage or designated meeting room with prior approval from the Student Activities Coordinator).
- Reservations are not transferable.
- Chronic cancellations or misuse of facilities may result in termination of the privilege of using University facilities.
- Begin and end the event at a pre-arranged reservation time.
- Arrange for set up and clean up (insure the room is tidy at the conclusion of your event).
- Take directions from University staff, UConn Police and facility supervisors.
- Programs open to public must be cleared with the Student Activities Office prior to promoting the event; otherwise, student events are only open to UConn Stamford students and their guests. Your RSO Advisor may be required to be present during such events.
- In general, take ALL reasonable steps to ensure the smooth operation of the activity.

The final decision on all registered student organization reservation requests and the enforcement of University and building policies will rest in the Student Activities Office.

3.4 Off-Campus Activity Notification and Advising Policy:

Registered Student Organizations (RSOs) are required (effective Fall 2015) to submit information about their off campus activities to the Student Activities Office. Off campus activities are any RSO activities that take place off campus including, but not limited to, practices, meetings, socials, conferences, service programs, competitions, and programs. Notification should be submitted through the Event Registration Form; the form is located on <https://studentactivities.stamford.uconn.edu/event-registration/>.

How soon should I submit the Activity Notification Form?

Please complete the Activity Notification Form *at least 14 days before your activity* so that appropriate accommodations can be made by a Student Activities/Office of Fraternity and Sorority Life staff member. **Students do not need to have all of the details of their activity planned out prior to submitting the Event Registration Form- please submit as much information as possible.** The information provided in these meetings can assist student organization leaders with their activity planning.

I submitted the online Activity Notification Form. What happens next?

Please schedule a meeting with the Student Activities Coordinator, to discuss the details of the activity. The process the staff member utilizes will depend on the type of organization activity.

What types of information are covered in these meetings?

Staff members advise student organizations on risk management in six key areas to help the organizations have the most successful activities possible. These areas include: travel, lodging and overnight stays, activities with alcohol, protection of minors, cash handling, and contracts.

A staff member will e-mail risk management documents to the Activity Planner, the registered student organization President, and the student organization's Faculty/Staff Advisor prior to the activity. The documents must be returned to the staff member prior to the organization's departure from campus.

My organization plans to have several off campus activities during the semester. Do I have to have a separate meeting for each activity?

If your organization plans to have several off campus activities during the semester, it is strongly recommended that activity planners complete notification forms for as many activities as possible at one time. This allows the Student Activities Coordinator to discuss multiple activities during a single meeting rather than one activity at a time.

Who do I contact if I have questions?

For more information about off campus event planning please contact StamfordActivities@uconn.edu

3.5 Advertising and Promotion

Registered Student Organizations may advertise and promote their organizations, activities, and events by the means and within the limitations described below. Advertisements must include the name of the sponsoring student organization(s) and must not reference any alcohol, hazing or any other illegal practice. All advertisements should be respectful and not violate the dignity of any human being.

The key to a successful event is a far-reaching marketing plan! You need to have people aware that your event is happening! Be sure that you and your members are talking about the event. Ask your faculty to announce the event in class. Talk about it, and share it through every opportunity available!

The UConn Wordmark, Husky, and Husky Pride logo

The UConn Wordmark, Husky, and Husky Pride logo are licensed/copyrighted materials. You cannot use, or modify these in your marketing unless permission is granted by the licensing office in Storrs. If you want to go

through this step, you must provide at least 10 business days' advance on your copy so that we can obtain permission. For more information on the University Brand Standards visit: <http://brand.uconn.edu>

Posting rules around campus (A simplified version)

- All Postings must include the sponsoring organization name.
- Postings should include specific details about the activity or event (what, when, where), and it is STRONGLY encouraged to have contact info.
- All print publications must be stamped with approval (Student RSOs can obtain approval from Office of Student Activities, RM 202)
- You can place one flyer in the 202 lounge window
- Open bulletin boards and designated posting stands only
- NO: glass, wooden, painted surfaces. No doors/walls/pillars!
- Posters may be put on the concourse wall near the café, and using the tack strip near Washington Blvd. **NO TAPE ON WALLS!**
- Please do not remove other promotional materials for other organizations, departments or local agencies to advertise upcoming programs to make space for your flier. Be respectful of others!

For more details on the campus posting policy visit: <http://stamford.uconn.edu/campus-posting-policy/>

Residential Life Posting Policy

Posting in Residence Halls is another great way to get noticed across campus. Please consult with the Residence Hall Director on the details and procedures for posting in the Residence Hall.

Format for Print Media/postings

For RSOs/SGA the Student Activities Office will print the following for each RSO/event. Please send .pdf or .jpg files to StamfordActivities@uconn.edu and it will be printed (it may take 3 business days to complete, so please provide ample time).

- **Flyers:** You may print 20 – standard sheet flyers per event in the Office of Student Activities.

- **Posters:** Student Activities Staff will print two (2) 17×24 posters

Tips: for BOTH poster and flyers be sure your page size is 8.5×11. If you are using PowerPoint and your screen is wide-format your page is probably not a standard 8.5×11 size! (don't use PowerPoint, continue reading!)

- **Bus ads:** Student Activities will print one (1) 11 (tall) x 17 (wide). This is referred to as "Tabloid" size paper.

TIP: It is recommended that you use a similar look/feel (colors, fonts, images), BUT DO NOT stretch/skew your poster/flyer to fit this page size. It WILL LOOK AWFUL (seriously, no joke – awful!)

Format for Digital Advertising/Promotion

- **Digital monitors around campus:** You can use your flyer to have it put on the TV monitors around campus. However your flyer must be 8.5 tall x 11 wide (we will not skew your image to fix... this looks AWFUL and often your message will be difficult to read!)

TIP: The format needed is JPG. Be sure fonts aren't blurry and your image isn't pixelated

- **Email newsletter:** individual emails will not be sent for events/RSO announcements. You should be planned, and have your information submitted to the campus' weekly e-bulletin. Anyone with a net ID can do this! Instructions are here <http://studentactivities.stamford.uconn.edu/this-week-on-campus-stamford-e-bulletin/>.

- **Web calendar:** This is a valuable tool to include your meetings and events on the web calendar. Anyone with a NetID can do this. Instructions are here <https://studentactivities.stamford.uconn.edu/calendar-instructions/>

Chapter 4: Policies and Student Organization Conduct

4.1 Guidelines

The Department of Student Activities oversees all student organizations affiliated with the University of Connecticut therefore this Code of Conduct for Student Organizations applies to all student organizations at the University. Organizations that are additionally under the jurisdiction of another department in Student Affairs (such as the Office of Fraternity and Sorority Life or RSO Sports) may be held to additional sanctions and these are discussed in Chapter 5 of this document.

Organizational Responsibility

Student organizations are required to abide by federal, state, and local laws. Additionally, students and student organizations are responsible for adhering to all of the applicable terms and conditions of this document, as well as any other applicable University policy. Violation of applicable laws and policies by any student organization may subject that organization and individual members to disciplinary action.

Individual Acts and Group Responsibility

Student organizations may also be held responsible for the acts of its individual members and guests. Acts include but are not limited to the following types of circumstances:

1. When a member of an organization is violating federal, state, or local law or University of Connecticut standards – including, but not limited to, the Student Code – and other members present fail to indicate their disapproval, or by their continued presence, without objection, implicitly condone the behavior.
2. When the acts grow out of, or are directly related to the student organization’s activities, or an environment created by the organization.
3. When the acts are those of the guests of an organization, committed during, in conjunction with, or related to the activities of the organization.
4. When the acts are those of a person authorized to represent themselves as connected with the organization.
5. When an organization places prospective members in subordinate status prior to achieving full membership, or imposes any kind of probationary period prior to full membership, and hazing occurs.

Student organization responsibility may be mitigated if members of the organization take reasonable steps to prevent the incursion of infractions by their fellow members. Such steps may include clear establishment and member notification of standards (in writing), documented education of members as to the standards established and documented enforcement of the standards when violations occur.

Organizational status, resources, and services may be restricted or suspended as a result of a violation of any University policy by the organization, its members, or guests as described above. For additional information on possible sanctions refer to Chapter 6 of this document and/or Responsibilities of Student Life: The Student Code at <http://community.uconn.edu/> (Section IV).

4.2 University Policies

General

The University of Connecticut’s Code of Conduct outlines the responsibilities of student organizations and prescribes guidelines for appropriate behavior and sanctions applicable to all student organizations. This document details the methods, procedures and applicability of University policies to student organizations as administered by the Department of Student Activities.

Hazing Policy

Hazing in any form is prohibited at the University of Connecticut. The University of Connecticut defines hazing as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy and/or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. In cases of individual violators, appropriate disciplinary action may be imposed as outlined in the Responsibilities of Community Life: The Student Code. In cases where an organization is found responsible, sanctions may include but not limited to loss of privileges, temporary suspension of registration, or termination of registration. Such penalties may be in addition to any penalties imposed in court under penal law, Public Act Number 88-328.

Student Code of Conduct Related to Student Organizations

The following list of behaviors is intended to represent the types of acts that constitute violations of *The Student Code*. This list should not be regarded as all-inclusive. All community members are responsible for knowing and observing all University policies and procedures.

1. Disruptive behavior which is defined as participating in or inciting others to participate in the disruption or obstruction of any University activity.
2. The threat of or actual physical assault or abuse; stalking; verbal/written abuse; threats, harassment, intimidation; and/or coercion, sexual misconduct and sexual assault and or unwelcome sexual contact.
3. Conduct that threatens or endangers the health or safety of any person including one's self.
4. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
5. Use (including being under the influence), possession, sale, distribution, or manufacturing of controlled substances and/or drugs, or drug paraphernalia, except as expressly permitted by law and University regulations.

Sexual Harassment and Bullying Policy

Pursuant to the Student Code of Conduct sexual harassment and bullying will not be tolerated among student organizations or other entities. Acts that constitute violations of The Student Code of Conduct include: Harming behavior which includes, but is not limited to, the true threat of or actual physical assault or abuse; stalking; bullying; and/or harassment. Sexual misconduct is defined as including, but not limited to, the true threat of or actual sexual assault, unwelcome sexual contact, and/or sexual harassment. In determining whether an act constitutes harassment, Community Standards will consider the full context of any given incident, giving due consideration to the protection of University climate, individual rights, freedom of speech, academic freedom and advocacy. This policy in its entirety can be found in the Responsibilities of Community Life section of the Student Code.

From Responsibilities of Community Life: The Student Code

Student Organization International Travel Policy

Student organizations must adhere to the UConn Student International Travel Policy for several reasons including: ensure student access to information essential to their trip; assess potential risks; reduce risks associated with trip; make the University aware of when and where students are taking advantage of international opportunities; ensure students obtain CISI International Health Insurance and trip cancellation coverage.

There is a \$25 registration fee payable via credit card on the registration form. Once registered, students will be automatically enrolled and covered by Cultural Insurance Services International (CISI) Health Insurance. The

current insurance rate is \$42.00/month if you are traveling for more than two weeks, or \$11.00/week if you are traveling for two weeks or less.

Please note that fees may be different for graduate students.

As an RSO, your organization may cover the costs of these fees for your traveling members. An officer must contact abroad@uconn.edu with the names of the travelers for whom the organization will be covering costs. Education Abroad staff will invoice the organization, who can pay by check.

In order to register your trip go to abroad.uconn.edu and then click travel registration → undergrad/grad student travel → register now.

If you go to a country with travel warnings, the university must review and grant permission, you will have to fill out some forms and you will be contacted once you are approved. These steps are taken to ensure student safety, giving students the opportunity to take full advantage of going abroad.

Statement on Postings by Registered Student Organizations on UConnctact

Pursuant to the Laws, Bylaws and Rules of the University, the University assumes no responsibility for the actions and activities of registered student organizations or their membership nor does it approve the qualifications of speakers whom registered student organizations invite to address the. The responsibility for any views sponsored by or expressed within or by student organizations rests with the individuals concerned. The University's role is not to approve or disapprove such views, whatever their nature, but to be concerned exclusively with the discharge of its educational obligation to facilitate free discussion of all points of view to the extent guaranteed by the Constitution of the United States and of the State of Connecticut. The Department of Student Activities reserves the right to remove any postings on a weekly basis.

The UConn Wordmark, Husky, and Husky Pride logo

The UConn Wordmark, Husky, and Husky Pride logo are licensed/copyrighted materials. You cannot use, or modify these in your marketing unless permission is granted by the licensing office in Storrs. If you want to go through this step, you must provide at least 10 business days' advance on your copy so that we can obtain permission. For more information on the University Brand Standards visit: <http://brand.uconn.edu/>

Outstanding Debt

Student organizations may incur charges as a result of sponsoring activities and/or conducting organizational business with various University departments. All student organizations are expected to pay for services rendered in a timely manner, if not in advance. Organizations that do not pay their debts to University departments may lose their registration privileges or be sanctioned until; at least, such issues are resolved.

Other University Policies

Student organizations and their members are expected to adhere to all relevant University policies and written regulations, standards, and student conduct expectations adopted by the University and found in, but not limited to: The Student Code, the On-Campus Housing Contract, the Policy on Alcohol and Other Drugs, the President's Policy on Harassment, The U Guide (Policies and Procedures for the Student Union, Graduate and Undergraduate catalogs, and other publicized University notices.)

4.3 Stamford Campus Policies:

Noise Policy

All organized activities held in the Rich Concourse or other areas of the building near campus departments must be registered with the Student Activities Office. Organizations must comply with the policies governing

the facility and be respectful when amplification is used. Activities without amplification, and will not interfere with classes, may be scheduled at any time, and on an individual basis. Amplified entertainment programs may be scheduled on an individual basis.

General Campus Posting Guidelines

Each building on campus has its own posting policy and guide. Before hanging any flyers, please be sure to know the buildings' specific policy. Any building that allows postings will provide a space to post your flyers.

Places where RSOs are Never permitted to post flyers include: University signs, lampposts, trees, sidewalks, windows, walls, or columns, painted surfaces, doors, floors, bricks, railings, bathroom stalls, or any other location that may cause damage to university property.

Additionally, when posting a flyer or notice, Duct Tape or any other method of permanent or semi-permanent adhesion is not permitted. Any damages to any surface will be charged to the students and/or student organization.

Posting Policy

With a large and bustling campus like ours, we know that your RSO wants to get noticed, recruit new members, and advertise your events! One of the best ways to get noticed is by posting interesting and eye-catching flyers throughout buildings on campus. Because there are so many groups vying for posting space, the guidelines outlined in chapter 3 should always be followed to help you succeed in your advertising campaigns.

Guest Policy

Organizations may be required to implement a guest policy in a University facility depending upon the nature of the event, audience size, room capacity, type of facility, anticipated audience, and the ability of the organization to provide crowd control. It is the expectation of the campus that all student organization programs are open to UConn Stamford students and their guests only unless otherwise approved.

Organizations may be required to admit students with UConn ID only, issue guest passes, allow a certain number of guests per student ID, sign-in guests at the door, or provide additional crowd control measures.

Ticket Policy

All student organizations charging admission for events must use numbered tickets issued by the Student Activities Office. Everyone attending the event, both participants and workers, must be issued a ticket and the total number of tickets issued may not exceed the room capacity as determined by the Fire Department.

Film Policy

Film, Videos, and DVD's may be shown on campus. Organizations must schedule the film/video at least one month in advance. A fee may be charged for a projection technician.

Films must be rented from authorized college rental agencies and not local video rental stores. A copyright law applies to rentals by student organizations for showings in the building, in common/public areas, meeting rooms and other facilities. The United States Copyright Act (17 US Code, Section 101) states that to perform or display work publicly means:

"to perform or display it at any place open to the public or at a place where a substantial number of persons outside of a normal circle of a family and its social acquaintances is gathered... "

Films rented from video stores are for home use only, and it is an infringement of the US Copyright Act to show the video in common areas of the building or Public University facilities. Organizations must obtain public performance rights to show a film by renting it from an authorized film/video company and not a video rental store. Catalogs and legal rental information are available in the Student Activities Office. Video copyright laws apply even if no admission is charged.

Chapter 5: Registered Student Organization Conduct Violation Procedures

NOTE: These procedures will be used for groups whose cases are considered starting as early as September 2016.

The procedures noted below, and their outcomes, in no way preclude the Office of Fraternity and Sorority Life (OFSL) and affiliated recognized student organizations' regional / national / international organizations, or the RSO Sports Office (and their governing bodies) from reviewing member organization Investigation and Referral Reports and imposing additional sanctions.

Any outcomes and sanctions resulting from any internal review process undertaken by the Office of Fraternity and Sorority Life and affiliated recognized student organizations' regional/national/international organizations, or the RSO Sports Office (and their governing bodies) shall not negate but stand in addition to the outcomes of the below procedures.

Responsibilities of Community Life: The Student Code rests on the principles of individual development, community involvement, and fairness. Therefore, whenever appropriate, it encourages alternative methods of dispute resolution.

1. Community Standards Part of the Process

- a. Any person may file a report regarding any registered student organization alleging misconduct regarding *The Student Code*. Reports shall be prepared in writing and directed to the Director of Community Standards or to a designee in that office. A report should be submitted as soon as possible after the alleged misconduct takes place.
- b. The Director of Community Standards (or designee) shall determine if a complaint alleged could be a potential violation or violations of *The Student Code* and will generally notify the president (or designee or equivalent) of the student organization of such allegations during a meeting in Community Standards.
 - i. It is the student organization's responsibility to notify their members as well as regional/national/international organization (or equivalent) about the potential violation and investigation (if applicable).
- c. Generally, the Director of Community Standards or designee will assign a student conduct officer(s) to the case who will investigate as deemed necessary and appropriate.
- d. Community Standards may impose interim restrictions on a student organization during an investigation and/or prior to the group's meeting with the Ad-Hoc Committee. Such action may be taken when, in the professional judgment of a University official, a threat of imminent harm to persons or property exists. Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the respondent, of others, of the University, or of property. Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the student organization conduct matter.
 - i. It is the student organization's responsibility to notify their members as well as their regional/national/international organization (or equivalent) about the investigation and interim restrictions (if applicable)
- e. If there has been an investigation that led to an Investigation Report and Findings, the Report will be sent to Student Activities.
- f. In some cases, a Referral Report regarding student organization conduct will be sent to Student Activities. Referral Reports are used:
 - i. When there are concerns about student organization activities, but Community Standards does not deem an investigation to be necessary, and/or
 - ii. When a group, via its leaders, accepts responsibility for the actions and violations of the Code, and explains the details of an incident to Community Standards.

Referral Reports will be handled according to the same process, outlined below.

2. Student Activities Part of the Process

- a. Generally, within five business days of receiving an Investigation Report and Findings or a Referral Report, Student Activities will contact, via email, the President (or designee or equivalent) of the student organization, and that organization's campus advisor, to schedule a meeting.
- i. Student organization conduct meetings will not take place the week immediately prior to, or during finals. Meetings may take place during breaks if the required students are available.
 - ii. Student Activities will provide, via e-mail, a redacted copy of the Report (to the President(s) (or designees or equivalent) of the organization(s) involved, as well as the campus advisor(s).
 - a. If there is a victim(s)/complainant(s), that person will also be sent a redacted copy of the Report or Referral.
 - b. NOTE: If the Report, even after redaction, is determined to be a violation of a student's FERPA rights, a Summary document will issued in lieu of a Report.
- b. An Ad-Hoc committee consisting of three professional staff members from the Division of Student Affairs will be convened to meet with the organization(s) generally within five days of sending the Report to the student organization.
 - i. If there are multiple groups in a given situation, each group will have a separate meeting with the Ad-Hoc committee.
 - ii. Meeting with the Ad-Hoc committee
 1. The student organization may have up to five people at the meeting. Required attendees: the organization president (or equivalent) and the campus advisor. Of the remaining (up to) three people, only 1 may be a non-student.
 2. Only UConn student members of the student organization may speak at the meeting. The non-students are there to support, guide, or advise the student leaders.
 3. If the group is a RSO Sport, the RSO Sports Coordinator will attend the meeting. If the group is a Fraternity or Sorority, The Director of OFSL (or OFSL staff designee) and the specific council advisor will attend. Other similar type staff members (staff who have responsibility for a category of groups) may be asked to attend, at the discretion of the convener. Staff members attending these meetings observe. They do not participate.
 4. The purpose of the meeting is for the student organization leaders to comment on the Report, Referral, or Summary and their actions relative to the incident.
 - a. At the meeting, the student organization leaders in attendance can share whatever information they think is appropriate related to their actions relative to (before, during, and after) the incident
The student leaders can also choose to provide information about their organization in *any or all* of the following categories: activities and accomplishments relative to the group's mission, academic achievement and support activities and results, group recruitment and retention activities and results, professional development activities, personal development activities, involvement on campus, and service to the community.
 - b. Any of the information in 4a above can be shared, in writing, with the Ad-Hoc committee in advance of the meeting (send to the meeting convener at least three business days before the meeting).
 - c. The complainant(s) or victim(s) (if applicable) shall have the right to share a personal or community impact statement to the Ad-Hoc committee in person at the meeting with the student organization leaders, or in writing, or via audio taped statement, or via a video statement. Letters will be read to, or videos will be shown to, the Ad-Hoc committee and attendees of the meeting.
- c. Based on the Report or Referral, information provided by the student organization, as well as supporting documents requested by the committee, including but not limited to the organization's conduct history, as well as any complainant and/or victim impact statements, the Ad-Hoc committee will determine

status sanctions, if relevant. The status sanctions below are materially the same as status sanctions in *The Student Code* but have been defined in this document to explain how the sanctions pertain to student organizations. Status sanctions include:

- i. **Warning:** A *Warning* is a notice that the student organization has been found responsible for violating University policy and a warning that another violation will likely result in a more severe sanction which could include University Probation, University Suspension or University Expulsion.
- ii. **University Probation:** *University Probation* is an indefinite period of time during which the student organization given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain privileges within the University community.

Due to the student organization's conduct history, there is the possibility of Suspension of Student Organization Registration or Expulsion of Student Organization if the student organization is found responsible for a subsequent violation.

- iii. **Suspension of Student Organization Registration.** *Suspension of Student Organization Registration* is separation from the University for a designated period of time after which the student organization shall be eligible to apply for re-registration. Re-registration is not guaranteed. Conditions for re-registration may be specified. A student organization's re-registration is at the discretion of the Probation/Suspension Review Committees (Section 4 and 5 of this Chapter, respectively). A permanent notation of "Suspension" shall be placed in the Student Organization's file. (*NOTE: This sanction was formerly known as "Loss of Registration" and "Loss of Recognition"*)
- iv. **Expulsion of Student Organization.** *Expulsion of Student Organization* is permanent separation from the University. A permanent notation of "Expulsion" shall be placed in the student organization's file.

Additional Sanctions: The Ad Hoc Committee in conjunction with the RSO Sports Coordinator, Director of OFSL, Council Advisor, and others (at the discretion of the Ad Hoc Committee) will determine if, and what other sanctions are appropriate. The following may be given in conjunction with any of the above sanctions:

- v. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- vi. **Restitution:** Compensation for loss of or damage to property or services rendered. This may take the form of appropriate service and/or monetary or material replacement.
- vii. **Removal from Housing:** Separation of the student organization from University approved student organization housing for a designated period of time after which the student organization shall be eligible to apply to return. Conditions for reapplication may be specified.
- viii. **Educational Initiatives:** Projects; participation in health or safety programs service to the University or to the larger community; seminars; and other assignments as warranted.

NOTE: The list of sanctions (above) should not be interpreted as an exhaustive list of sanctions.

Aggravated Violations: If a student organization is responsible for violation of any University policy that is directed toward an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, intellectual development disorders, and past/present history of a mental disorder, the Ad Hoc committee may enhance the sanctions.

- d. Sanctions will be communicated formally to the student organization president (or equivalent) after this meeting, via email, generally within five business days of the meeting.
- e. A copy of this communication will be saved in the organization's electronic file and copied to the organization's campus advisor(s), and any relevant office (such as Office of Fraternity and Sorority Life for fraternity and sorority student organizations, RSO Sports, for RSO sport student organizations, and Residential Life, for student organizations with on-campus housing).
 - i. It is the student organization's responsibility to notify their members and their regional/national/international organization (or equivalent) about the Sanctions (if applicable)

3. Appeals Process

- a. A complainant or complaining organization (the group that made a complaint) or responding organization (i.e. the organization that responded to the complaint; the group under investigation, or the group that received a referral) may submit an appeal of the Ad-Hoc Committee's decision.
- b. An appeal must be based on one or more of the following:
 - i. To determine whether the process was conducted in conformity with prescribed *Registered Student Organization Conduct Violation Procedures*.
 - ii. To determine whether the sanction(s) imposed were appropriate.
 - iii. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original investigation, because such information and/or facts were not known to the student organization leaders at the time of the meeting with the Ad-Hoc committee.
- c. Appeals must be submitted within five business days of the date of the sanction letter. This appeal deadline will be included in the sanction letter.
- d. An appeal may be made by completing an Appeals Form and submitting it to the Assistant Vice President for Student Affairs.
LINK: https://publicdocs.maxient.com/reportingform.php?UnivofConnecticut&layout_id=12
- e. The Assistant Vice President for Student Affairs will consider the appeal and will make a determination of its disposition.
 - i. Such disposition may include, but not be limited to overturning the original decision, modifying the sanctions, or reaffirming the initial decision.
 - ii. The decision of the Assistant Vice President for Student Affairs will be final.
- f. The Assistant Vice President for Student Affairs will conclude the appeals process with a letter/email to the organization's President (copying the campus advisor and any relevant office) summarizing the appeals process and noting its' disposition.
 - i. This letter will generally be sent within five business days of receiving the appeal material from the student organization.
 - ii. A copy of this communication will be saved in the organization's electronic file.

4. Student Organization Probation Review

University Probation is an indefinite period of time during which the student organization given the opportunity to modify unacceptable behavior, to complete specific assignments, and to demonstrate a positive contribution to the University community in an effort to regain privileges within the University community. A student organization that is sanctioned to University Probation will be assigned a Probation Coach. Coaches are Student Affairs Staff members who are knowledgeable about leadership, organizational, and student development. The role of the Probation Coach is to advise, support, and encourage the advisor and the student organization leaders who are seeking to improve their organizations while on probation.

Probation Review Process

- a. No earlier than six months from being placed on University Probation (or any time after six months), the student organization may apply for a review of probationary status by the Probation Review Committee (PRC). The PRC is made up of:
 - i. One member of the Ad Hoc committee that reviewed the original case
 - ii. One staff member who serves on Ad Hoc committees, but was not a member of the Ad Hoc committee that handled the original case
 - iii. A student leader from any relevant council or umbrella group; if the group is not part of a council or umbrella group, a member of USG designated by the USG President (for undergraduate student organizations), or GSS designated by the GSS President (for graduate student organizations) will serve on the Probation Review Committee.
- b. To request a status review, the President of the student organization must submit a written request for review to the Assistant Vice President of Student Affairs (email is acceptable).
 - i. This request should simply indicate the organization's desire to have their status reviewed pursuant to this policy (no additional material needed at this step).

- c. Depending on the terms and conditions under which the organization’s probationary status was put in place, the Assistant Vice President will make a determination as to whether the organization is eligible for such a review.
 - i. The Assistant Vice President’s determination will be communicated to the student organization President within 10 business days, typically via email.
 - ii. If the request for a status review is denied, a brief explanation will be given as to the reason along with possible suggestions for submitting another request at a later date.
 - iii. If the request for status review is approved, the Assistant Vice President will include the name and contact information for the Ad-Hoc chair of PRC, and will include with the email:
 - a. A copy of the Investigation/Referral Report from Community Standards.
 - b. A copy of the sanction letter where in the group was put on probation.
 - c. Any appeal letters and appeal determination letters (emails) related to the sanction letter.
 - d. A blank copy of the Probation Status Review Request Form
 - d. The student organization President will then have 10 business days from the date of the notification letter from the Assistant Vice President to submit the Probation Status Review Request Form and any supporting documents to the Ad-Hoc chair of the PRC, via email.
 - e. Once required documents have been received by the Ad-Hoc chair of the PRC, the committee will convene a meeting with representatives of the student organization and the members of the PRC.
 - i. The student organization leaders will meet with the PRC and will seek to demonstrate significant improvements to the culture/issues that led to the violations, and positive contributions to the University community.
 - a. The people from the student organization who can attend the meeting are the same people/positions who attend the meeting referred to in these procedures at 2.b.ii.1-3, as well as the Probation Coach.
 - b. The student organization may propose additional attendees to the PRC.
 - f. The PRC will determine if the student organization will continue on University Probation or the University Probation is lifted. This determination will be communicated via email to the student organization President. The decision of the committee is final and not subject to appeal.
 - g. If it is decided that University Probation will continue, the student organization may re-apply in six months after the committee’s decision.
 - h. All decisions regarding a student organization’s status will be communicated to the organization advisors, the Office of Community Standards, and other relevant University administrators.
 - i. **NOTE:** Due to the student organization’s conduct history, there is the possibility of Suspension (loss) of Student Organization Registration / Recognition or Expulsion of Student Organization if the student organization is found responsible for a subsequent violation while on probation.

5. Suspension Review Process (*re-registration and re-recognition process after suspension / loss of registration / loss of recognition*)

When a group of students wishes to organize on campus as a student organization, and that organization previously existed on campus and was suspended or lost its registration or recognition through the student organization conduct process in the past 10 years, that organization must complete the following pre-registration / pre-recognition process.

NOTE: The group of students should understand that going through these procedures does not guarantee re-registration (and re-recognition, in the case of groups affiliated with OFSL).

Procedures for groups that are NOT social fraternities and sororities

- a. A request must be send to the Associate Director for Leadership & Organizational Development in the Department of Student Activities indicating that a group of students seeks to re-register the student organization.
- b. An Ad-Hoc committee will be formed by Student Activities within 1 week of notification by the requesting student organization.

- i. The ad hoc committee will be made up of two staff members from Student Affairs and one student leader (appointed by USG or GSS).
- c. The ad hoc committee will perform the following:
 - i. Thoroughly review the circumstances that gave rise to the organization being suspended from campus, including but not limited to, prior conduct history, investigation reports, sanctions levied, sanctions completed (or not), involvement by national/parent organizations, other miscellaneous correspondence.
 - ii. Thoroughly examine any evidence that the organization continued to operate, on- or off-campus, after it was suspended.
 - iii. Meet with the students wishing to form this organization to discuss their findings (from items a. and b. above) and provide the students with an opportunity to respond to that information.
 - iv. The Ad Hoc committee will reach out to the students to set up this meeting within three weeks of notification by the potential student organization. NOTE: The goal is for the meeting to take place within two weeks of the group responding to the Ad Hoc's communication, and every effort will be taken to be expeditious. However, this timing depends on how long it takes to schedule the meeting.
 - v. Make/communicate a determination regarding whether the student organization should be allowed to re-register on campus. NOTE: The Ad Hoc committee may proscribe additional developmental steps.
 - vi. Communicate a decision within one week of meeting with the leaders of the potential student organization.
- d. If the request is denied, the students wishing to form this organization can submit an appeal to the Assistant Vice President of Student Affairs via email within one week of notification from the Ad Hoc Committee.
- e. The Assistant Vice President for Student Affairs will review the appeal and respond to the contact person within 10 days via email. The decision of the Assistant Vice President of Student Affairs is final.
- f. Groups that are denied re-registration may apply again after six months.

Additional steps for groups that are NOT social fraternities and sororities, but groups that ARE affiliated with an established governing body (such as parent organizations or leagues)

- a. The University process and its outcome is completely independent of any process or procedures required by any relevant governing bodies.
- b. Student's wishing to form an organization on campus where there is an established governing body must obtain the approval of both the relevant governing body and the University (procedure above).
- c. The potential group's governing body must provide a letter to the University indicating its support of the group forming on campus. This letter must be submitted before the meeting with the Ad Hoc Committee. If a letter indicating support is not received before the meeting, the meeting will be cancelled.
- d. The University will respect a governing body's decision to reject a student organization's request to form on campus.

Procedures for social fraternities and sororities

- a. Interested students and/or the regional or national organization will communicate, via email, a desire to pursue re-recognition to the Director of Fraternity and Sorority Life. Potential fraternities and sororities should understand that approval granted by one entity (the Student Activities, Fraternity and Sorority Life, or a governing council) does not guarantee approval by the others.
- b. An Ad-Hoc committee will be formed by Student Activities. The ad hoc committee will be made up of two staff members from Student Affairs (including one from Fraternity and Sorority Life) and one student leader from a different governing council.
- c. The ad hoc committee will perform the following:

- i. Thoroughly review the circumstances that gave rise to the organization being suspended from campus, including but not limited to, prior conduct history, investigation reports, sanctions levied, sanctions completed (or not), involvement by national/parent organizations, length of time suspended, other miscellaneous correspondence.
 - ii. Thoroughly examine any evidence that the organization continued to operate, on- or off-campus after it was suspended.
 - iii. Meet with the students* wishing to form this organization to discuss their findings (from items a. and b. above) and provide the students* with an opportunity to respond to that information. NOTE: This step only applies if there is a group of students interested in re-recognition.
 - iv. Make/communicate a determination regarding whether the student organization should be allowed to form on campus. NOTE: The Ad Hoc committee may proscribe additional developmental steps.
- d. If the request to form is denied, the students* wishing to form this organization can submit an appeal to the Assistant Vice President of Student Affairs via email.
 - e. The Assistant Vice President for Student Affairs will review the appeal and respond to the contact person within 10 days via email
 - f. The decision of the Assistant Vice President of Student Affairs is final.
 - g. Groups that are denied re-registration may apply again after six months.
 - h. If a group is granted permission to pursue re-registration / re-recognition, the organization must apply to organize on campus pursuant to the applicable policies and procedures proscribed at that time by the University and any related council or national organization.
 - i. There will not be expedited procedures based on former registration or recognition.
- * If there are no students involved in/representing the organization during this process, then representatives of the national organization will be allowed to act in their place. However, if there are students involved in/representing the organization during the process, they will be the primary entity with which the University interacts throughout this process.

Chapter 6: Student Organization Conduct Disciplinary Sanctions

Registered Student Organization Conduct Violation Possible Sanctions

Any of the following disciplinary sanctions, or a combination thereof, may be placed upon an organization found in violation of the Student Code, Blueprints or any other relevant University policy. The examples used below do not represent the definitive list of possible sanctions.

Types of Disciplinary Sanctions

Warning – A written, formal warning will be sent to the student organization leadership and saved in the organization’s electronic file. Further violations may result in additional sanctions.

Probation Status – An organization is placed on probation. Organizations on probation may be required to meet additional sanctions/requirements before being removed from probation. Further violations occurring during the probationary time period may result in additional sanctions.

Loss of Privileges – A student organization may face a loss of privileges on campus. Privileges may include, but not be limited to meeting and event space reservations, funding support, the ability to recruit new members, eligibility for the involvement fair, use of the Student Org Center facilities, suspension of banking and/or financial advisement support, and public listing with UConntact.

Restitution – A student organization may be required to repay all monetary costs associated with damages that occurred at an event hosted or attended by said organization. Additionally restitution may take the form of work/service required to repair, replace, improve or otherwise restore or enhance property or persons impacted by the organization’s behavior. A student organization is responsible for paying/performing any restitution in a timely manner. Failure to do so will result in additional sanctions.

Educational Initiatives – Student organization leaders may be required to participate in educational initiatives that may include but not be limited to workshops/seminars, community service projects, etc.

Suspension/Loss of Registration – A student organization may be subject to suspension/loss of registration for a defined period. Suspended organizations are disallowed from any affiliation with the University of Connecticut, direct or indirect, and are not allowed to re-activate as an organization without prior written permission from the Department of Student Activities. A suspended organization must apply for reinstatement following the term of the suspension by submitting a letter to the Department of Student Activities.

Appendix 1: SGA Funding Procedures

Overview

The purpose of the SGA is to

- To represent the interests of the student body to the administration of the campus
- To represent the interests of the student body to the community
- To supervise all student activities that are sponsored by The Association
- To oversee allocation of the funds of The Association
- To promote cooperation between all University of Connecticut campuses
- To hold events and organize activities that will benefit the student body
- To act in a way that represents student body as a whole.

The SGA receives funds from the Stamford Activity Fee. This is a fee assessed to all matriculated undergraduate students at the Stamford Campus, it is collected by the University and is subject to University and State of Connecticut policies and procedures.

It is the charge of the SGA to use the funds to develop community and implement programs that enhance the student experience at the Stamford campus. The SGA sets aside 30% of the fees received for use by the registered student organizations for this purpose. The SGA must review and approve each request for funding.

Typically when reviewing funding requests the following considerations are taken into account

- Is the group requesting the funds a Tier II registered student organization
- Is the program/purchase aligned with the mission and purpose of the organization
- Does the program/purchase benefit the campus/students at large
- Is the program/purchase allowed by University/State policies

Currently the Student fees are \$40 per student per semester. It is a rule of thumb that a per person cost of the event/activity not exceed this threshold. Purchases may be approved for activities and events, or equipment/supplies needed for the operation of the student organization and that further this purpose and mission of the organization.

The following information is provided as a guide to help student leaders navigate the complex of University and State procedures as they relate to the use of the Student Activities Fee. Throughout this guide, many of the examples will refer to expenses that are related to a program/event; these are often much more common and complex than equipment or supplies purchases. It is always recommended that student leaders meet and discuss the specific details of their approved expense with the Student Activities Coordinator well in advance.

The primary reason funds are denied is a lack of time to complete the necessary steps.

Creating a Budget

The first step in the funding process is developing a budget.

If your need is for equipment or supplies, student leaders should do some initial research on line to determine suitable options, and estimated cost. If funds are approved, there may be additional rules/procedures for specific purchases, but these will be discussed later. This initial research is just a starting point!

If your need is for a program or activity, the budget will be much more complicated. First, research/estimate all the possible expenses for this event, including:

- Food
- Decorations/supplies
- Entertainment

- speaker fees
- rentals
- admission fee
- Transportation
- Security
- Administrative fees
- etc

Once you have all this, the total is the estimated cost of the event. Next, you should think about how where the funds will be coming from.

- Will you charge admission or have advance ticket sales?
- Is there a University Department/Cooperate sponsor for some of the costs?
- Will a local business provide an in-kinds (goods) donation?
- Will members of your RSO contribute items/money for this purpose?

These additional sources of support will assist in reducing the cost per student for the event.

Once you've developed the estimated expenses and income for the event, it is time to submit the funding proposal to SGA. The amount of your request would be the total expense, less the income.

Budget planning is complicated the first time you do it, but it with experience it gets easier. Where can you get assistance/help? If you group has done the event in the past (or another group has done a similar event) ask them for notes on what/how much it was. You can always check the Student activities office for notes from past events, and the SGA leadership, or Student Activities Coordinator can be great resources.

Budget Approval

All funding requests must be approved by the SGA Senate. Prior to a SGA Senate vote, all budgets are reviewed by the SGA Finance committee. The Finance committee's purpose is to provide an additional review and conversation with student leaders about the request, to insure the SGA funds are available, that the request meets the mission/purpose of the Association, and is consistent with past approval/spending

Formal budget proposals should be submitted on line:

- <http://studentactivities.stamford.uconn.edu/sga-fundingprocedures>
- Or a budget proposal may be submitted as a part of the event registration

To find out when the Finance committee meetings are please contact the SGA or Student Activities Coordinator.

It is recommended that a member of your RSO who is familiar with this proposal is present at the Finance committee meeting when the budget is being reviewed. The committee may have questions, and if these questions go unanswered the committee may table the proposal until the questions are answered. The Finance committee may modify the proposal as it sees necessary.

After the initial review, the SGA CFO will present the request to the SGA Senate for approval. The Senate must approve all funding prior to any expense being made, or agreement for services being confirmed. It is strongly recommended that budgets be approved one month prior to an event.

Please note that NO purchases should be made until funds are approved, and room/space is secured for the event. Once your funds are approved, you RSO leadership should meet with the Student Activities Coordinator, to discuss the specific purchases needed, and to navigate the University process of accessing these funds. Some basic details are included in this guide (Appendix 2)

It is required that all events funded through the SGA are to be posted on the official University Web calendars, “Stamford Student Activities” and “Stamford Campus.” Please visit the Stamford Student Activities Website for instructions.

Appendix 2: Stamford RSO Purchasing Guidelines

University funds including Departmental funds, money raised by individual RSO's, and SGA funding are subject to the State of CT Comptroller guidelines and University policies/procedures. Before any RSO gets too far along in the planning process for an activity that involves any funds, they should consult with the Student Activities Coordinator to learn what steps, procedures, policies, etc may need to be considered.

The number one reason initiatives fail is due to a lack of communication, planning, and not enough time to process through these steps.

Expense Types

There are three methods of making a purchase for events/programs. Each has its benefits and drawbacks, and each requires various approvals, documentation, and is subject to various rules/restrictions. If you are unsure which method is the best for your particular purchase/expense consult with the Student Activities Coordinator for guidance.

Direct Payment

This is a payment made directly to the vendor by university check. The vendor must be preapproved by the University. Generally, this is done for contracts, large expenses, office supplies, and services. Purchases are Tax Exempt! It can take 4-6 weeks of processing time to issue a direct payment. Often this is the only option available for this type of purchase, so be sure to have your paperwork ready.

University Credit Card

This is the most common way of making RSO purchases. However, it is important to note there are MANY restrictions on what the card can/can't be used for. In some ways using the card is easier; however, it still requires planning, research, and follow through. A few things to note with the University Credit Card are:

- The card can only be used by the Student Activities Coordinator and therefore it will require that you coordinate with a time that will work for both of you.
- All purchases **MUST BE TAX EXEMPT!**
- The card:
 1. CAN be used to purchase on-line orders, **food for on campus** consumption, supplies for an event.
 2. CANNOT be used for **food purchases off campus**, office supplies, clothing, or any services that requires a signed agreement.
 - These purchases will generally need to be done via a "Direct Payment"
 - Occasionally we can be provided exemption for certain purchases. The Student Activities Coordinator will advise you on the process for requesting an exemption. Please note this will add additional time needed to make the purchase.

Reimbursement

The least common method of making a purchase is a reimbursement. This is when a member of your organization makes an approved purchase and submits it for reimbursement. Typically, this would be something that could not be paid for on the University Credit Card and that we cannot arrange for direct payment.

ALL REIMBURSEMENTS MUST BE APPROVED IN ADVANCE BY THE STUDENT ACTIVITIES COORDINATOR. Reimbursements will not be approved due to a lack of time/advanced planning.

Voucher Check Request Form

A voucher/check request is required for each purchase made using SGA funds. This form can be found on the Stamford Student Activities website under RSO resources.

All highlighted fields are required to be completed. Be specific and provide as much detail as possible! Print the completed form, and obtain a signature from the RSO President/CFO on record, or the SGA committee director overseeing that program.

Once submitted during the review process, two additional SGA officers are required to sign the voucher; typically this is the President and CFO. The final signature /approval is the Student Activities.

Supporting Documentation

It is required that you provide documentation regarding the use of funds. Here is a description of the general supporting documentation that is required for ALL purchases/expenses.

Additional documentation may be required at the request of the SGA CFO or Student Activities Coordinator. Purchase requests submitted without these may be delayed!

All purchase requests must contain the following items. Be sure to read below for details on each requirement

- Authorized Signatures/Approvals.
- Itemized receipts
- Event announcement
- Minutes from the SGA meeting where the budget was approved (if SGA is the funding source)
- Sign in Sheet of all participants.

Authorized Signatures/Approvals

If SGA is the funding source, the Voucher/Check request form must be submitted for each purchase. Each form requires 4 signatures. It is the responsibility of the student leader planning the event to insure an authorized signature for the RSO/committee is on the form.

Prior to submitting the voucher, the SGA/RSO leader should review and sign the voucher/check request authorizing the purchase. (review the form to insure it is complete and accurate).

Once the form is submitted, the SGA CFO and President (or designee) will review and approve the voucher (if the packet is complete. A final review of the form and packet will be conducted by the Student Activities Coordinator.

If SGA is not the funding source, the Student Activities Coordinator should be consulted to determine what departmental or other approvals are needed to complete the purchase request.

Itemized receipts

Itemized receipts include the business name/contact information, date of purchase, list all items purchased, the cost for these items, the total cost, and the method of payment.

- Reimbursements submitted without an itemized receipt will not be issued!
- Direct payments without an itemized invoice will not be issued!
- University Credit card purchases without an itemized quote/order will not be issued!

Student organizations that fail to submit itemized receipts may result in rejection of the voucher/check request and delay payment. If you aren't sure if the receipt/invoice is complete please see the PDF guide, or consult with the Student Activities Coordinator. For more information on itemized receipts review Appendix 3 of this document.

Event Announcement

This is required for all events! A copy of the flyer, web calendar, or email blast must be attached to the voucher/check request. For details on how to promote your event please refer to the Blueprints: Stamford Edition or the Stamford Student Activities website.

For purchases that are not specific to an event, you may be required to write a justification for how the purchase/equipment will support the purpose/mission of the organization.

Event Sign in Sheet

This is required for all events! There are three options: 1) One Card Swipe System, 2) UConn Mobile Check in, 3) paper sign in sheets.

One Card Swipe System: Can Only be used for UConn participants (Current Students, former Students, Faculty, Staff). Must be checked out in advance by a student leader from the Student Activities Coordinator. UConn ID cards are read by the card reader (or manually enter the person's ID info), and their attendance is tracked in the system. The Student Activities Coordinator will pull the attendance report at the end of the event and email it to the student leader.

UConn Mobile Check in: Is free and available for all RSO's. Information on how to use this is available on UConncontact.uconn.edu

Paper Sign in sheets: Must be used for Non-UConn participants at all events, and for UConn participants when the One Card Swipe System isn't available/opening properly.

The Sign in sheet must include: Event Name/Date, Name, Student ID number, Signature. If the individual participating is NOT a student, they should sign in as a "Guest of Insert Name". "Faculty" or "Staff" can sign in as such.

Find a sample sign in sheet in the "Forms" included at the end of this document. If your event requires travel, or is an activity that had associated risk, see the Student Activities Coordinator for a more comprehensive waiver form.

Submit the original sign in sheets and flyer/promotion. Copies will be made/attached to all subsequent vouchers as needed.

Processing Purchases, procedures and deadlines

In general the time to process payments and contracts will vary depending on the type of contract/payment, if we have used the vendor before, if the purchase is under a university contract, etc. Please see the sections in this guide that detail the specific process for each of these. In general here is the minimum time needed for approval and processing:

- Direct payments: 4 weeks service/purchase/payment
 - Vendor approval for Direct payments will add an additional week to processing.
 - Contracts 6 weeks prior to service/purchase/payment
- Credit card purchases: MUST be submitted within ONE business day of the purchase.
- Reimbursements: must be submitted within one week of the purchase date.

It is expected that ALL purchases are completed, and supporting documentation is submitted no later than 5 business days after the event has occurred. If you need an exception to this deadline, you must obtain approval from the Student Activities Coordinator in advance of this deadline.

Direct Payment Procedures

Direct payments are checks issued directly to a vendor, business, or performer for a purchase or service. The process is a bit more complicated than reimbursement as it requires a pre-approval of the vendor, business, or performer.

Vendor Approval

All vendors must be approved by the University before we can issue payment, or agree/confirm to any service or purchase. The Student Activities Coordinator can check the University's Database to see if a vendor has been approved. If a vendor is not approved, the Student Activities Coordinator will communicate with the vendor and assist them with the approval process.

This approval process may take a week if there are no issues. If there are issues, the process may take longer to resolve.

If a vendor/performer refuses to complete this process we will not be able to do business with them. If they are not approved by the University we will not be able to do business with them. Do not confirm order, or services until the vendor approval is confirmed by the Student Activities Coordinator.

Once the vendor has been approved, we may proceed to the next step in the purchasing process.

Required Supporting Documentation

Before we can submit the requisition for purchase through the University system, you must prepare and submit the following information. Please note that this is required 4-6 weeks prior to the purchase date, and must be approved through the University system before we can confirm/guarantee payment to the vendor.

- Voucher/Check request for purchases using SGA as the funding source
- Itemized quote/invoice
- Minutes from the SGA meeting where the funds were approved.

Other required documentation that will be added to the file at a later time:

- Event Announcement
- Event Sign in sheet
- If it is a prize/gift card, must submit Prize/Gift form

Items to note and discuss with the vendor

- Direct payments are TAX EXEMPT. Please discuss this with the vendor prior to submitting the voucher/check request. If they need documentation from the University of the Tax Exemption please request this of the Student Activities Coordinator.
- We cannot issue deposits or advance payments. If the vendor is insisting upon this, please discuss options with the Student Activities Coordinator.
- Please note the deadlines for submission of that if the check is needed at the event, you must adhere to the deadlines as stated, and submit complete/accurate documentation

Contracts and Signed agreements

Student Organization leaders are not duly authorized to sign agreements or contracts to be paid by University funds (including SGA funding). Agreements and contracts should be provided to the Student Activities Coordinator with the supporting documentation outlined above. The Student Activities Coordinator will process these requests through the University system with additional direction provided by the Student Activities Business office and Accounts Payable office.

Additional time may be required to process such requests and so it is advised that Student Organization leaders plan far in advance.

University Credit Card

The University Credit Card is a great option for purchasing many items. However, there are many regulations that guide its use, strict deadlines, and just like with Direct Payment or Reimbursements there are forms and supporting documentation that are required.

You should research and negotiate the purchase; i.e price check stores (brick& mortar or online) to insure best prices/availability of needed items; negotiate all aspects of the order with a local business. If working with a local business please coordinate all aspects of the order with them (delivery or pick up time, pricing, etc). It is best to get the quote/estimate in writing!

Only the Student Activities Coordinator can make a purchase with the University Credit Card; they CANNOT provide you the card to make a purchase. If you are planning to go shopping locally, you must coordinate/schedule this with the Student Activities Coordinator.

Another option is for the Student Activities Coordinator to call in the CC information (if the vendor approves!). Please make arrangements with the vendor, and coordinate with the Student Activities Coordinator. To request this you must communicate with the Student Activities Coordinator the following in an EMAIL:

- Name of the Company and the person you are working with
- Phone number to call
- Date/Time to call
- Amount to be paid
- A brief description of what it is for.

For Example: “Please call Stamford Pastry Shop (ph. 203.123.4567) on 01/01/2015 at 9 AM at to pay for the cake for the SGA celebration. The total is \$100.00/tax exempt.”

Please provide ample notice to the Student Activities Coordinator to insure they are available to complete this transaction as needed (don’t send an email at 2 am, and expect the payment to be issued at 10 am that day!)

Allowed and Restricted Purchases

Purchases that are allowed to be made with the University Credit Card (include by not limited to):

- Decorations and other supplies for an event
- Food to be consumed on campus
- Ticket purchases (this may need additional approval)
- For a full list visit: <http://purchasing.uconn.edu/purchasing-card/purchasing-card-usermanual/#approved>

Purchases that are restricted and NOT allowed to be made with the University Credit Card include (but are not limited to):

- Purchases that require a signed agreement (Contract)
- Food for an off campus event (this would include food served as part of an event like pizza at a bowling event, or meal vouchers purchased for an amusement park)
- Gift cards *
- Office supplies*
- Clothing *
- For a full list visit: <http://purchasing.uconn.edu/purchasing-card/purchasing-card-usermanual/#restricted>

**Exemption to this may be granted on a case by case basis. The Student Activities Coordinator will instruct you of the process to make this request. Please note it will take additional time to receive the approval, and purchases cannot be made unless approval is granted in writing by the Purchasing office.*

Required Supporting Documentation

The following items must be submitted within **24 hours** of the purchase **NO EXCEPTIONS!**

- Voucher/Check request (When SGA is the Funding source).
- Itemized receipt
- Minutes from the SGA meeting where the funds were approved (when SGA is the funding source).

Other required documentation that will be added to the file at a later time:

- Event Announcement
- Event Sign in sheet
- If it is a prize/gift card, must submit Prize/Gift form

Items to Note

Credit Card payments are TAX EXEMPT. Please discuss this with the vendor prior to submitting a request for payment. The Student Activities Coordinator can provide the vendor a Tax exempt certificate upon request.

The deadline to submit the voucher/check request and supporting documentation is NOT Flexible! If you fail to meet this deadline one time, you will not be allowed the privilege of using the Credit Card for future purchases, and additional sanctions may follow.

Reimbursements

ALL REIMBURSEMENTS MUST BE APPROVED IN ADVANCE BY THE STUDENT ACTIVITIES COORDINATOR, OR REIMBURSEMENT IS NOT GUARANTEED.

Reimbursements should be kept to a limit. Advanced planning is key and will insure your success (you don't want to be running out to the store to buy last minute supplies the day of your event – you have other more important things to do!)

The Drawbacks to reimbursements are:

- The purchase is not tax exempt, and you will NOT be reimbursed for tax.
- Failing to submit an itemized receipt will delay or prohibit the issuing of reimbursement .
- If the receipt is lost, reimbursement will not be issued.

Required Supporting Documentation

The following items must be submitted within **one week** of the purchase **NO EXCEPTIONS!**

1. Voucher/Check request (When SGA is the Funding source).
2. Itemized receipt
3. Minutes from the SGA meeting where the funds were approved (when SGA is the funding source).
4. Event Announcement

Other required documentation that will be added to the file at a later time:

- Event Sign in sheet
- If it is a prize/gift card, must submit Prize/Gift form.

It can take one week from the time that the complete and correct voucher/check request form (and all supporting documentation) is submitted until the reimbursement check is issued.

Items to Note

TAX is not reimbursed and items purchased are not tax exempt. This means that individuals making a purchase will have to pay for the tax out of pocket!

Personal items should be purchased on separate transactions. Receipts submitted with personal items purchased will be denied, and the individual must resubmit with a receipt with **ONLY** the items purchased for

reimbursement. This will probably mean a trip back to the store! Personal items should be purchased separately!

Notes on Special Types of Purchases

Prizes

From time to time, prizes may be given out at a particular event. Only fee paying students should be eligible to win prizes. A prize form must be submitted and must include a description of how the winners will be determined, a copy of the rules, and clearly defined description of the prize(s). In addition, a list of the recipients, their student ID number must be submitted. Only students should be eligible to win prizes funded by University sources. The value of the prize should also be kept to a minimum.

If the prize is a gift card, reimbursement will not be issued for this until these forms are submitted.

If gift cards are provided to volunteers for their assistance (for example tournament referees), they should also sign gift card recipient form. Reimbursements will not be issued until this form is submitted.

Contracts

Student Organization leaders should not be signing contracts. Please refer all contracts and questions related to the Student Activities Coordinator for assistance and guidance. Remember University process/procedures will require ample time to review/approve all agreements. It is recommended to have these to the Student Activities Coordinator with at least 6 weeks' notice.

Any purchase requiring a signed agreement/contract must be paid via direct payment. Plan accordingly to provide enough time to process this request.

Office Supplies

The University has contracted vendors for office supplies. These vendors should be considered as the first source for these items/purchases. If items are not available through these vendors we may need to seek prior authorization to purchase the items from another vendor.

Income/Donation/Revenue

Various times throughout the year, organizations may collect revenue to help offset the cost of a particular event, or for philanthropic endeavors. Three main ways we collect funds are: sponsorships from outside organizations/companies, ticket sales, and fundraising events.

All deposits must be accounted for and handled appropriately. It is up to the SGA/RSO leadership to insure safe keeping of the money. Deposits should be given to the SGA CFO or the Student Activities Coordinator within 5 business days (or 24 hours if more than \$500), and deposited into the SGA checking account.

If the money collected is going to directly offset the cost of a particular event, it should be noted on the budget request form (in the revenue section) when presenting to the Finance Committee.

Sponsorships

Oftentimes organizations will reach out to local partners and request sponsorship for particular events. This may come in the form of a "table fee" that allows the partner to be at the event. Another option would be to seek in-kind donations; these are items/services donated at no/low cost. It is important to note that SGA and RSOs are NOT considered a charity/non-profit!

Donations made directly to a student organization are not a tax deductible donation for the donor. If the donor wishes to have the donation be a tax deduction the student organization should consult with the Student Activities Coordinator to discuss options and process for this.

Ticket Sales

For some events, typically ones off campus with limited attendance, advance ticket sales are used. The tickets should include specific information about the event, and preprinted numbers. The Student Activities Coordinator can provide your organization tickets. It may take up to one week to print the tickets.

It is the responsibility of the organization's leadership to insure accountability on the sales. For example: If there are 10 tickets available for the event, and they are being sold for \$10/each, it will be expected that \$100 will be collected/deposited into the organization's account or unsold tickets returned. Lost or stolen tickets should be reported to the Student Activities Coordinator immediately. Any event where tickets are sold will require a reconciliation of the sales. The student leader responsible for selling tickets should meet with the Student Activities Coordinator to review the deposit, unsold tickets, and sign off on the reconciliation. This should be completed within 5 days of the event/end of the ticket sales.

Tickets may be sold online using the UConn Marketplace. There is a service fee charged for this. Please meet with the Student Activities Coordinator to arrange to set up an online sale if needed.

Fundraisers

Organizations may choose to conduct fundraisers for many reasons. Typically these are done to raise money for a purchase that is not funded by the SGA (a private RSO celebrations/meeting/RSO shirts), or most often a charitable contribution. Regardless of the purpose it is important to note and follow these procedures.

If there is a cost associated with any fundraiser, those funds can be provided by the SGA; however they must be repaid before any proceeds are contributed to the beneficiary. For example, if you are doing a candy sale to raise funds for RSO shirts, and it cost \$50 for the box of candy, this money must be repaid to the SGA before any proceeds can be directed to your RSO. It is best to keep the startup costs for fundraisers to a minimum!

For all fundraising events a "Fundraising Plan" is required.

All money collected through a fundraising event should be deposited into the organizations account within 5 business days. Appropriate accounting for and reporting of the funds raised should be announced. If the funds are to benefit a charitable organization, this will be done so via direct payment, and the procedures outlined in the [Direct Payment section](#) of this guide must be followed.

Raffles

Raffles are considered gambling by Connecticut State law. Student Organizations are not eligible to host raffles. Raffle vs. Door Prize – what's the difference? A raffle is where the organization sells tickets, separately from tickets for admission to an event, and one of the tickets is drawn from all tickets to win a prize. If everyone attending an event is eligible to win a prize drawing, then it's a door prize, not a raffle. Door prizes are acceptable for Student Organizations to provide at events, however, you must follow the [prize procedures](#).

Forms

Bookmark this IMPORTANT Link! <http://studentactivities.stamford.uconn.edu/sga-funding-procedures/>
All forms will be posted to this site. If you need something that isn't there or isn't working properly please contact the Student Activities Coordinator immediately! It is always preferred these forms be typed and printed!

Student Organizations may use the computer and printer in Rm 202 for Student Organization related printing.

Appendix 3: Itemized Receipt Guidelines and Examples

An excerpt from: The University of Connecticut Department of Student Activities Itemized Expense Receipt Guidelines

The following outline is intended to provide general overall guidance for receipts submitted to the Department of Student Activities Business Office for individual reimbursement. Vendor receipts should include an itemized listing of purchases made, not just the amount paid. Vendor receipts should include business name, address, itemized listing of purchases made, total charges and amount paid. The following are not acceptable: customer copy of credit card receipt listing only total amount, illegible copies, and copies where information is cut off by the copier. Please submit original receipt and one copy.

For purchases from other types of vendors/businesses please consult with the Student Activities Coordinator.

Example 1: Restaurant receipts

- Name of restaurant
- Date
- Number of guests
- Itemized listing of food/beverages and price of each
- Total charges
- Amount paid

Not acceptable:

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier
- Purchase of alcoholic beverages

Example of *itemized* receipt

1. Business name
2. Date
3. Itemized listing
4. Total charges and amount paid

Date: 8/13/05
Time: 1:45 pm
Red Rock Cafe
880-420-1308
Pickup Order #36

Customer Name: Pectran
Party Red Pepperoni Sausage Hamburger Bacon \$21.20
Party Veggie \$25.45
Party Red Pepperoni \$22.20
2 Party Red \$38.40
Garden Salad \$29.99
Italian Ranch E!eu Cheese
Large Catering Menu

Subtotal \$147.24
Tax \$8.83
Total \$156.07

MasterCard Due \$156.07
\$0.00

Thank you. Come back again.

Example 2 & 3: Store receipts

- Name of store
- Date
- Itemized listing of purchases and price of each
- Total charges
- Amount paid

Not acceptable:

- Customer copy of credit card receipt listing only amount
- Copies not legible or information cut off by copier
- Personal purchases cannot be reimbursed
- Purchase of alcoholic beverages



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ST# 2022 DP# 00003641 TE# 15 TR# 05868
 COKE 00490000663 F 1.20 X
 CT DEPOSIT 007874235359 F 0.06 0
 SPRITE 004900000551 F 1.20 X
 CT DEPOSIT 007874235359 F 0.06 0
 NESTEA 00839000037 F 1.20 N
 VFBFLDINNER 00420035544 1.88 X
 CANDY 00142008453 F 1.77 X
 CANDY 00142008453 F 1.77 X
 GV 40CTPLATE 068113172769 0.94 X
 SUBTOTAL 10.06
 TAX 1 6.000 % 0.53
 TOTAL 10.59
 VISA TEND 10.59

Example of acceptable store receipt.

1. Shows detail of items purchased
2. Total charges and amount paid

ACCOUNT [REDACTED]
 APPROVAL #274517
 TRANS ID -0084241845508527
 VALIDATION -9CCW
 PAYMENT SERVICE - E
 CHANGE DUE 0.00

ITEMS SOLD 9

TC# 3778 9043 8278 4582 2899



Get the Wal-Mart Credit Card.
 Call 1-877-969-3668 to apply.
 08/28/04 19:29:17

CUSTOMER COPY

Example of *itemized* receipt showing payment by cash



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 35 Talcottville Road
 Vernon, CT 06066
 (860) 870-4032

SALE 000572 1 006 45511
 0109 01/12/05 11:16
 QTY SKU OUR PRICE

1	125 CARD PETITE FI		
	071912670605		5.19
1	A-Z INDEX 11X8.5 R		
	072782113230		3.59
SUBTOTAL			8.78
Standard Tax 6.00%			0.53
TOTAL			\$9.31
Cash			20.00
Cash Change			10.69

TOTAL ITEMS 2

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