# TABLE OF CONTENTS

## 3 INTRODUCTION

- Department of Student Activities and Involvement
- Student Organizations and Campus Events

## 7 SERVING AS AN ADVISOR

- What is an Advisor?
- Advisor Eligibility
- Advisor Do’s and Don’ts
- Liability and Risk
- Advisor’s Responsibility to Report
- Resources for Reporting
- Resources for Victims of Crime
- Advisor Resources
- Highlighted Student Organization Resources

## 15 STUDENT ORGANIZATION BASICS

- Registration
- Student Organization Constitutions
- Officer Eligibility

## 20 EVENT PLANNING & FUNDING

- Event Planning
- Event Permits
- Potential On-Campus Event Venues
- Student Organization Banking
- Fund Raising for Student Organizations

## 27 EVENT PLANNING POLICY

- Event Planning Policy List
INTRODUCTION
The Department of Student Activities and Involvement provides the foundation for student organizations and their initiatives, facilitates activities and engagement opportunities, and advises, mentors, and educates students to maximize their University of Florida experience. We are committed to providing a setting that promotes experiential learning opportunities that challenge, encourage, enhance, and foster the holistic development of students and their life skills.
# Department of Student Activities and Involvement

## Administration

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nancy Chrystal-Green</td>
<td>Director</td>
</tr>
<tr>
<td>Laurie Hoopaugh</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Tori Remington</td>
<td>Marketing Coordinator</td>
</tr>
<tr>
<td>Esther Campbell</td>
<td>Program Assistant</td>
</tr>
</tbody>
</table>

## Sorority and Fraternity Affairs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Casseaux</td>
<td>Director, Sorority &amp; Fraternity Affairs</td>
</tr>
<tr>
<td>Brandi Arnold</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>Patti Robertson-Dutton</td>
<td>Senior Secretary</td>
</tr>
<tr>
<td>Reginald Lane</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Justin Goldsman</td>
<td>Graduate Assistant</td>
</tr>
</tbody>
</table>

## Student Government Advising

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Tyger</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Yolonda Strong</td>
<td>Office Manager</td>
</tr>
<tr>
<td>Kristen Olson</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>Belinda Rosales</td>
<td>Senior Secretary</td>
</tr>
</tbody>
</table>

## Student Organizations and Campus Events

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Inman</td>
<td>Associate Director</td>
</tr>
<tr>
<td>Solange Douglas</td>
<td>Program Coordinator</td>
</tr>
<tr>
<td>Sean Ferguson</td>
<td>Graduate Assistant</td>
</tr>
<tr>
<td>Justin Donnelly</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Jasmine Chinnery</td>
<td>Program Coordinator</td>
</tr>
</tbody>
</table>

5
Student Organizations and Campus Events

Serving nearly 1,000 registered student organizations, Student Organizations and Campus Events is the dedicated office for advising, managing, educating, and supporting the success of each organization’s missions and programs.

Meet the Staff of Student Organizations and Campus Events

Jessica Inman
Associate Director

Justin Donnelly
Assistant Director

Solange Douglas
Program Coordinator

Jasmine Chinnery
Program Coordinator

Sean Ferguson
Graduate Assistant

Esther Campbell
Program Assistant

Student Activities and Involvement

*Any member of the Student Activities and Involvement team is more than happy to assist you.
SERVING AS AN ADVISOR
What is an Advisor?

A student organization advisor is a faculty or staff member who provides support and guidance to officers and members of a student organization.

Three main ways to serve as a student organization advisor:

1. Ask a student organization that you are interested in advising if they would like to be advised by you.
2. Be approached and asked to serve as an advisor.
3. Provide your name and contact information to SAI, to be matched with a student organization in need.

Advisor Eligibility

Full-time, salaried faculty and professional or approved staff members are eligible to serve as student organization advisors, so long as they are not on leave during their term. Student Teaching Assistants, Graduate Assistants, some adjunct professors, and non-professional staff may not be eligible to serve as the primary advisors for a student organization.

For questions about your eligibility as a student organization advisor, please contact Solange Douglas at sdouglas@studentinvolvement.ufl.edu.
Advisor Do’s and Don’ts

Depending on the needs of a student organization, advisors typically serve multiple roles, including the role of supervisor, follower, mentor, facilitator, and educator. Here are some best practices to consider when interacting with your students:

<table>
<thead>
<tr>
<th>Do’s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Be knowledgeable about pertinent policies and serve as a resource person</td>
</tr>
<tr>
<td>Develop strong working relationships with officers and members</td>
</tr>
<tr>
<td>Read the student organization’s constitution</td>
</tr>
<tr>
<td>Empower students to action and success</td>
</tr>
<tr>
<td>Assist in resolving intragroup conflict</td>
</tr>
<tr>
<td>Orient officers to the history and purpose of the groups</td>
</tr>
<tr>
<td>Discuss concerns with officers in private; praise them in public</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Don’ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run the student organization meetings</td>
</tr>
<tr>
<td>Assume ultimate responsibility for the group’s decisions, problems and failures</td>
</tr>
<tr>
<td>Assume veto power over group decisions</td>
</tr>
<tr>
<td>Govern content and ideas expressed in programs</td>
</tr>
<tr>
<td>Serve as primary recruiter for new members</td>
</tr>
<tr>
<td>Step in to “solve” every problem</td>
</tr>
<tr>
<td>Assume that the organization doesn’t require your guidance and assistance</td>
</tr>
</tbody>
</table>
Liability and Risk

In general, student organization advisors are not liable for the behavior of a student organization, unless the advisor had prior knowledge of the group becoming involved in an illegal or dangerous activity, and/or condoned or participated in such activity.

As a student organization advisor you have a responsibility to report any crime or activity that places a student or multiple students at risk. (See Responsibility to Report on page 11). Student organizations must not violate UF Policy, the Code of Conduct, or local, state, or national law. Please see the Student Organization Handbook and Event Planning Manual for policies and laws concerning student organizations.

An advisor who utilizes best judgement and appropriate techniques to ensure the safety of the participants may not be judged liable should a participant become injured. The University’s liability insurance policy covers faculty advisors for actions arising from the work as an advisor only if the advising organization is within your written description. Although not necessary, if you are interested in purchasing specific insurance that covers your duties as an advisor, please visit: http://www.ftj.com/home.
As a student organization advisor, you are considered a **Campus Security Authority (CSA)** and a “**Responsible Employee**” at the University of Florida. CSA’s are designated officials, like yourself, who have significant responsibility for student and campus activities.

<table>
<thead>
<tr>
<th><strong>Advisor’s Responsibility to Report</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title IX</strong></td>
</tr>
<tr>
<td><strong>Promotes</strong></td>
</tr>
<tr>
<td><strong>Concerns</strong></td>
</tr>
<tr>
<td><strong>Implicates</strong></td>
</tr>
<tr>
<td><strong>Your Duty</strong></td>
</tr>
<tr>
<td><strong>Report To:</strong></td>
</tr>
</tbody>
</table>
Under the Clery Act and Title IX, a crime or incident is considered “reported” when it is brought to the attention of a “Campus Security Authority” or “Responsible Employee” (respectively). As a Campus Security Authority and Responsible Employee utilize the chart above and inform the appropriate University official of the details of the crime/incident. The following resources are available to guide or provide you advice on reporting Title IX and Clery Act related incidences.

University Police Department:
Location: Building 51, Museum Road
Phone: (352) 392-1111
Email: updinfo@admin.ufl.edu
Website: www.police.ufl.edu

Student Activities & Involvement:
Location: J. Wayne Reitz Union
Phone: 352-392-1671
Email: saidedesk@studentinvolvement.ufl.edu
Website: www.studentinvolvement.ufl.edu

Dean of Students Office:
Location: 202 Peabody Hall
Phone: (352) 392-1261
Email: umatter@ufl.edu
Website: www.dso.ufl.edu/
Title IX Coordinator for Students:
Chris Loschiavo at chrisl@dso.ufl.edu
Resources for Victims of Crime

Counseling and Wellness Center:
Location: 3190 Radio Road
Phone: (352) 392-1575
Office Hours: Mon-Fri, 8a-5p
Website: www.counseling.ufl.edu/cwc/

UMatter, We Care:
Phone: (352) 294-2273
E-mail: umatter@ufl.edu
Website: www.umatter.ufl.edu

Office of Victim Services (OVS):
Location: Building 51, Museum Road
Phone: (352) 392-5648 or 392-1111
E-mail: Naomi Phineas or Annie Carper
Website: www.police.ufl.edu/victim-services/
Facebook: www.facebook.com/ufo

Student Health Care Center
Location: Infirmary Building, 280 Fletcher Drive
Phone: (352) 392-1161
Website: www.shcc.ufl.edu/

Alachua County Crisis Center
Location: 218 SE 24th Street
Gainesville, FL 32641
Phone: (352) 264-6789
Website: www.alachuacounty.us
A variety of resources are available to student organization advisors. A handbook, online training tool, and monthly newsletters are available to provide you with advising tips and resources to help you understand the role of an advisor.

### Online Resources
- Ted Ed Training Modules
- SOAR E-Bank (Canvas)
- SOAR Newsletters
- Advisor Handbook

### In Person Resources
- Advisor Orientation
- SOAR Sessions
- Advisor Roundtables
- I-Team Workshops

### Highlighted Student Organization Resources

<table>
<thead>
<tr>
<th>Department</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activities and Involvement</td>
<td>studentinvolvement.ufl.edu</td>
<td>352.392.1671</td>
</tr>
<tr>
<td>Student Legal Services</td>
<td>studentlegalservices.ufl.edu</td>
<td>352.392.5297</td>
</tr>
<tr>
<td></td>
<td></td>
<td>352.392.LAWS</td>
</tr>
<tr>
<td>Student Government</td>
<td>sg.ufl.edu</td>
<td>352.392.1665</td>
</tr>
<tr>
<td>J. Wayne Reitz Union Event Services</td>
<td>Union.ufl.edu</td>
<td>352.392.1645</td>
</tr>
<tr>
<td>Involvement Team</td>
<td>studentinvolvement.ufl.edu</td>
<td>352.392.1671</td>
</tr>
<tr>
<td>Student Conduct and Conflict Resolution</td>
<td>DSO.ufl.edu/SCCR</td>
<td>352.392.1261</td>
</tr>
</tbody>
</table>
STUDENT ORGANIZATION BASICS
Registration

Student organizations are required to register EVERY year during the registration cycle. Any individual that is logged into Gator Connect has access to register an organization. Note: The user who registers for an organization will automatically become the primary contact in the system and with our office for the registration application. Some organizations designate a member or officer to complete registration. If you or a member of an organization is concerned that an unauthorized individual is attempting to register your organization, please contact SAI at 352.392.1671 or saidesk@studentinvolvement.ufl.edu as soon as possible, so we may verify the registration application.

Registration Requirements

- May NOT share the name/mission/purpose of a currently registered student organization
- Must have at least 10 members, including a President, Vice President, and Treasurer
- Must have an approved and verified Student Organization Advisor
- Must have an SAI approved Constitution
- Must attend Student Organization Training in registration semester (Offered at the beginning of each Fall and Spring semester)

NOTE: New Student Organizations will utilize the “New Organization Application” located on Gator Connect. If the application is approved, the group will become a registered student organization and will be notified via email through Gator Connect.
Benefits for Registered Student Organizations

- Regular use of University facilities: buildings, grounds, services (some may have fees for use)
- Ability to apply for office/cabinet/mailbox space in the J. Wayne Reitz Union
- Ability to request funds from Student Government, if SG policies and criteria are met
- Access to SAI staff and resources
- Eligible to apply for a Catering Scholarship for events
- Participation in Student Organization Fairs
- Group Consultations by the Involvement Team, SAI Ambassadors
- Participation in the Annual Involvement Awards, held in Spring
- Opportunities for leadership training provided by SAI
Student Organization Constitutions

A student organization constitution defines the long-term purpose and structure of the organization. SAI requires all student organizations to submit a constitution for review during an SAI audit (every 5 years), as new organizations are formed, or whenever amendments are made.

To update a student organization’s constitution during the year, submit an email to saidesk@studentinvolvement.ufl.edu with the subject line “[NAME OF THE STUDENT ORGANIZATION]-UPDATE CONSTITUTION” and the update constitution attached in doc. or docx. form.

Officer Eligibility

Officer Eligibility checks are conducted to ensure that our student leaders are fulfilling the mission of our institution. Adhering to the Board of Trustees regulation, Student Activities and Involvement conducts eligibility checks periodically. Student organization officers that do not meet the requirements will be notified by SAI and must relinquish their office.

We encourage advisors to ensure the integrity of their student organizations’ election processes if and when a student leader must excuse themselves from a posting, and follow the procedures for handling a vacancy which is outlined in their organization constitution. You may locate your organization’s constitution on Gator Connect, under the “Documents” tab on the organizations’ profile page.
Officer Eligibility Requirements

1. Meet requirements for full-time enrollment:
   a. Undergraduate students must be registered for twelve (12) credits per semester.
   b. Graduate and professional students must meet the requirements for full-time status for the graduate or professional program in which they are enrolled, or be registered for eight (8) credits if appointed to a half-time graduate assistantship, or nine (9) credits if appointed to a one-third time graduate assistantship.
   c. Postgraduate students, including post-baccalaureate students, must be enrolled for at least twelve (12) credits.

2. Be in good academic standing:
   a. Undergraduate students must have a minimum 2.5 cumulative academic average.
   b. Graduate and professional students must have a minimum 3.0 cumulative academic average, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing.
   c. Postgraduate students may not hold an office in a student organization for more than one semester while in postgraduate status.

3. Have no late or delinquent obligation for fees owed to the University.

4. Be free of conduct probation.

5. Students who have received approval from the Dean of Students office to have a reduced course load due to a registered disability are eligible to hold leadership positions in student organizations as described herein.

6. Eligibility Verification:
   a. Eligibility verification will be conducted by the Dean of Students Office (DSO) and Student Activities and Involvement (SAI), and officers not meeting the eligibility requirements will be notified by the DSO/SAI that they must relinquish their office.
   b. Student’s may Appeal Officer Eligibility Findings. Please visit our website for the Student Activities Appeal Form.
   c. Appeals must be filed within ten (10) days of the date on the notice and will be heard by the Appeals Committee.
   d. If the appeal is not successful, the President and Advisor of the organization will be notified. The officer must vacate the held position and replace it with a suitable

*Refer to Section 6C1-4.003 of the University of Florida Regulations for a comprehensive list of eligibility requirements.*
EVENT PLANNING & FUNDING
As a student organization advisor it is helpful to understand the process of developing a program and planning an event on campus. Please see best practices for event planning below and procedures we expect our student organizations to follow when planning their events.

### Event Planning

**Step 1: Brainstorm event type and event logistics.**

i. Who is your target audience?

ii. Where and when will your event be held? (Be sure to reserve the venue and determine set up.)

iii. What is the purpose of your event, and what do you wish to accomplish?

iv. How can you make this event most successful?

   a. How will you finance the event?

   b. How will you market the event?

   c. What technical support is required?

      Transportation? Accessibility? Security? Staffing for set-up and breakdown?

**Step 2: Select and reserve appropriate spaces.**

**Step 3: Submit an event permit to SAI through Gator Connect.**

**Step 4: Make arrangements for supplies and others needs for the event, including needs for contracts, entertainment, etc.**

**Step 5: Promote, promote, promote!**

**Step 6: Be attentive during the event.**

i. Look for any safety issues or potential risks to participants/staff.

ii. Assess the audience, and provide customer care and service.

iii. Thank the entertainment and participants and assess successes and failures.

**Step 7: Clean up and assess the success of your program.**
Event Permits

An event permit is a certificate that verifies an event and serves as confirmation to host a requested event on campus. Students are required to permit all ON CAMPUS events, with the exception of general body meetings.

Who can Permit?
The president, vice president, and treasurer have full access to submit or provide additional access to submit permits on behalf of an organization on Gator Connect, the student organization database managed by the Department of Student Activities and Involvement. For example, Event Directors and Social Chairs may be permitted to submit their own event permits on behalf of an organization when granted access to submit by either the president, vice president, or treasurer.

When should an organization permit an event?
At least 3 weeks prior to the event (15 business days). Events involving contracted artists, and/or concerts must be submitted at least 2 months in advance.

Where are events permitted?
Student organizations submit their event permits through Gator Connect, the student organization database managed by the Department of Student Activities and Involvement.

To access Gator Connect, please visit https://ufl.collegiatelink.net/

For questions concerning event permits, please contact saipermit01@studentinvolvement.ufl.edu.
## Potential On-Campus Event Venues

<table>
<thead>
<tr>
<th>Emerson Alumni Hall</th>
<th>Constans Theater</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Athletic Association</td>
<td>Pugh Hall</td>
</tr>
<tr>
<td>• Gator Room</td>
<td>• Meeting Rooms</td>
</tr>
<tr>
<td>• Holloway Touchdown Terrace</td>
<td>• The Ocora</td>
</tr>
<tr>
<td>• University Women’s Club</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>UF Performing Arts Facilities</th>
<th>J. Wayne Reitz Union</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Stephen C. O’Connell Center</td>
<td>• Arredondo Cafe</td>
</tr>
<tr>
<td>• University Auditorium</td>
<td>• Grand Ballroom</td>
</tr>
<tr>
<td>• Baughman Center</td>
<td>• Matthews Suite</td>
</tr>
<tr>
<td>• Phillips Center for the Performing Arts</td>
<td>• Reitz Auditorium</td>
</tr>
<tr>
<td></td>
<td>• Rion Ballroom</td>
</tr>
<tr>
<td></td>
<td>(offline until completion of JWRU)</td>
</tr>
<tr>
<td></td>
<td>• Meeting Rooms</td>
</tr>
<tr>
<td></td>
<td>(offline until completion of JWRU)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Florida Museum of Natural History</th>
<th>Recreational Sports Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Central Gallery and Galleria</td>
<td>• Flavet Field (Bandshell)</td>
</tr>
<tr>
<td>• J.C. Dickinson Hall Outdoor Courtyard</td>
<td>• Flavet Multiple Courts (i.e. Dodgeball)</td>
</tr>
<tr>
<td>• McGuire (Butterfly Rainforest) Gallery</td>
<td>• Hume Field</td>
</tr>
<tr>
<td>• McGuire Conference Room</td>
<td>• Hume Racquetball and Basketball Courts</td>
</tr>
<tr>
<td>• Powell Hall Auditorium</td>
<td>• Activity Rooms at SWRC and SRFC</td>
</tr>
<tr>
<td></td>
<td>• Broward Outdoor Recreation Complex</td>
</tr>
<tr>
<td></td>
<td>• Lake Wauburg Cypress Lodge</td>
</tr>
<tr>
<td></td>
<td>• University Village</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classroom Space</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(May be requested from the Registrar Offices’ website)</td>
<td></td>
</tr>
</tbody>
</table>

*This is not an exhaustive list for student organizations to reserve space on campus.*
Student Organization Banking

Student organizations that are not funded by or receiving funds from Student Government may set up their own bank accounts with 2 (TWO) names on the account. Student organizations may use a bank of their choice, including but not limited to Suntrust, Wells Fargo, Bank of America, Florida Credit Union, Capital City Bank, Florida Credit Union, and Campus USA Credit Union. We encourage student organizations to include banking information in the transition materials among student leadership.

NOTE: SAI does not maintain any records or information about student organizations’ off campus checking accounts. Details must be maintained within the organization. SAI allows student organization advisors and their student organization leadership to decide on the expectations of advisors in the matters of the organization, including the creation and maintenance of a student organization’s account.
Fund Raising for Student Organizations

Student organizations have the privilege of fundraising on campus in limited situations. For clarification or ideas on fundraising activities, please contact SAI. The following rules apply to fundraising by student organizations:

- Raffles are prohibited on campus (by state law).
- May NOT utilize Activities and Service (A&S) Fees to support fundraising events, in any way or circumstance. (For example, using A&S monies to purchase soap, sponges, and towels for a car wash fundraiser.)
- All organizations wanting to conduct fundraisers that may require financial expenditures as part of the program must initially have sufficient funds to cover all expenses.
- Registered student organizations may not engage in sales and fundraising projects unless the proceeds from such sales and projects are used for educational, charitable, or philanthropic purposes.
- Fundraising events are subject to state statutes for commercial activity.
- Student organizations may be allowed to sponsor for-profit companies or businesses on campus in limited situations and only if the product or service has a significant educational mission. SAI will not recommend the names of student organizations or their contacts to “for-profit” companies or businesses. Contact SAI for more information.

NOTE: Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.)
### Fund Raising for Student Organizations

#### Activities Allowed

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penny voting</td>
</tr>
<tr>
<td>Silent Auctions</td>
</tr>
<tr>
<td>3-5k Run</td>
</tr>
<tr>
<td>Walkathon</td>
</tr>
<tr>
<td><strong>T-shirt, button hat, etc., sales</strong> (ONLY if item is personalized for event or student organization)</td>
</tr>
<tr>
<td><strong>Face tattoos or painting</strong> (Must work w/ the University Athletic Assoc. if for an Athletic Event)</td>
</tr>
<tr>
<td><strong>Speed Dating</strong> (No dating Games or Dating Auctions)</td>
</tr>
<tr>
<td>Volunteer at Gator Nights</td>
</tr>
<tr>
<td>Dunk Booths</td>
</tr>
<tr>
<td><strong>Photos w/ Celebrities</strong> (i.e. UF Faculty, sports figures)</td>
</tr>
<tr>
<td><strong>Collection of dues</strong> (non-SG funded organizations ONLY)</td>
</tr>
</tbody>
</table>

#### Activities NOT Allowed

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Raffles or Gambling</td>
</tr>
<tr>
<td>Baked (or any food) sales</td>
</tr>
<tr>
<td>Flea Markets</td>
</tr>
<tr>
<td>Car Bashes</td>
</tr>
<tr>
<td>Date Auctions</td>
</tr>
<tr>
<td>Food eating or drinking contests</td>
</tr>
<tr>
<td>Live animals or petting zoos</td>
</tr>
<tr>
<td>Slip-n-slide or homemade novelties</td>
</tr>
<tr>
<td><strong>Hair cutting/services</strong> (with exception of Locks of Love)</td>
</tr>
<tr>
<td>Makeovers</td>
</tr>
<tr>
<td>Credit card, phone card, or discount card sales</td>
</tr>
<tr>
<td>Product sales such as magazines, clothes, CDs or Software</td>
</tr>
<tr>
<td>Garage sales with donated items</td>
</tr>
</tbody>
</table>
EVENT PLANNING POLICY
Event Planning Policy

For a more comprehensive list of event policies, please visit our website at www.studentinvolvement.ufl.edu and locate our Event Planning Manual.

Non-Comprehensive Event Planning Policies

1. Advertising
   a. Advertisements shown for the use, sale, consumption or distribution of alcohol or illegal drugs are prohibited except for educational purposes such as alcohol awareness.
   b. Must display the name of the sponsoring organization.
   c. Use of materials which include defamation, obscenity, or pornography is prohibited.
   d. Posting is only allowed on open bulletin boards and kiosks. Posting on walls, toilet stalls, trees, sidewalks, utility poles, etc., is prohibited.
   e. Adhesives may not be used to post materials.
   f. Posting materials in on-campus housing facilities may occur with permission and instruction from the housing authority.
   g. No flyers may be posted on cars parked on campus.
   h. Passing out materials may not interfere with access to University buildings or facilities.
   i. May not interfere with normal operations of the University, including forcing of materials on anyone.
   j. Newspaper boxes are only for those groups who provide them and require prior approval for placement on campus.
   k. Brochures, flyers and leaflets must be handed out person to person and cannot be left in stacks on campus.
   l. Distribution of printed materials in classrooms is at the discretion of the instructor. Printed materials include newspapers, pamphlets, posters, magazines, and printed papers.

2. Alcohol
   a. The university has formulated rules concerning the sale, service, and consumption of alcohol on campus. Please contact SAI if a student organization is interested in serving alcohol at an event.
Non-Comprehensive Event Planning Policies

3. **Banners**
   a. Banner space for student organizations may be requested at the front desk of SAI.
   b. Student organizations are responsible for the erection and removal of their banners, as well as any damage that may occur to the organization’s banner.
   c. May be requested for a maximum of 5 days per month.

4. **Copyrighted Material**
   a. Student organizations showing movies or hosting video games on campus are subject to federal copyright law and will be required to demonstrate appropriate licenses before the event is approved.
   b. Student organizations that fail to obtain the rights to show copyright material have committed a crime. Please report activities of this violation to SAI.

5. **Demonstrations/Protests**
   a. Any event or visible act performed as a public display in or on a University outdoor venue. Student organizations may utilize outdoor facilities anywhere on campus to demonstrate so as long as they do not disrupt the classroom experience.
   b. Please contact Student Activities and Involvement if a student organization is interested in or planning a demonstration/protest.

6. **Fireworks and Pyrotechnics**
   a. Use, possession, display, or storage by any student organization of any explosive device, pyrotechnic devices, or fireworks is prohibited on ALL land and buildings owned, leased, or under the control of the University of Florida.
   b. Please contact SAI if a student organization is interested in utilizing pyrotechnics for any campus events.

7. **Live Animals**
   a. The use of live animals on campus for entertainment purposes is strictly prohibited and will not be allowed. This includes the use of puppies.

8. **Solicitation**
   a. For profit and not for profit organizations must be granted permission to have access to campus. Please contact SAI if a student organization is interested in hosting a non-UF entity on campus.
9. Food
   a. All foods distributed to the public, must be prepared in a licensed and insured kitchen. **As a result, bake sales are not allowed on campus.**
   b. The sale of food is not permitted on campus. Students may ask for donations for their cause or offer a free incentive, but may not sell any food on campus. Bake sales are not permitted on campus.
   c. It is the responsibility of the student organization to assure that any off campus caterers have the appropriate food service licenses and will be asked to provide this information during the permitting process.
   d. Aramark has exclusive food service contracts in the following spaces on campus and must be utilized if serving food in those locations: student residence halls, J. Wayne Reitz Union, Bruton-Geer Hall, HUB, The Racquet Club, Sun Terrace Cafeteria and the grounds adjacent to these buildings.
   e. Classic Fare Catering Scholarships are available to student organizations during the Fall and Spring semesters and may be applied for during the permitting process.

10. Fundraising
    a. See page 25 for more details.
    b. A&S Fees cannot be used for support of fundraising events. Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.)
    c. Please contact SAI if you have any questions about fundraising policy.

11. Insurance
    a. For events which may be open to the public, event insurance may be required. The necessity, amount, and cost of insurance shall be determined by the event venue. In some cases, the University carrier cannot insure based on activities that are excluded from coverage. For events where the University carrier cannot insure, an alternate insurance coverage must be purchased by the student organization to insure the event. A list of insurance providers can be provided; please contact Student Legal Services or SAI for concerns or questions related to insurance.
    b. Student organizations may not misrepresent aspects of their program on the event permit(s) to avoid insurance.

12. Off Campus Events
    a. SAI does not require event permits for off campus events. However, we encourage ALL student organizations to take special precaution and great consideration when they are planning their events.
Non-Comprehensive Event Planning Policies

13. Misrepresentation/Fronting
   a. Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. If a non-university group of any type contacts your student organization about “co-sponsorship” for access to space or service, please contact SAI.

14. Runs/Walks/5ks/10ks
   a. Are limited to Saturdays or Sundays on non-home football game weekends.
   b. Student organizations are responsible for submitting an event permit to reserve a date, as they are reserved on a first come, first serve basis.
   c. Student organizations may be responsible for providing insurance for the event and compensating the University Police Department and other related expenses for the event.

15. Security
   a. Student organizations must take adequate precautions for the security of attendees at an event, as determined by the University Police Department and SAI. The required number and type of security personnel for an event is determined through projected attendance, time, location and description of the event, as well as history.

16. Sound
   a. Amplified Sound: Any use of sound amplification on the outdoor areas of campus must have prior clearance through SAI and may not be used during class times in most areas on campus.
   b. If noise complaints are received from the surrounding community (e.g. classes, library, offices, etc.), the University Police Department and/or the University, staff will have the authority to ask event sponsors to lower the sound level or, if necessary, terminate the event.

17. Staked Tents
   a. Student organizations will be required to get expressed permission through the event permitting process and dig permitting process to erect a tent on campus. Please contact SAI if your student organization is in need of erecting a tent for an event.

18. Tabling
   a. Tabling may be used for information distribution, fundraising activities in compliance with University guidelines, and membership recruitment.
   b. Student organizations must submit a permit for all tabling requests and should have their approved permit on hand.
   c. Student organizations must display a legible sign indicating the name of the organization, when tabling.
STUDENT ACTIVITIES AND INVOLVEMENT
J. WAYNE REITZ UNION
352-392-1671

For general information and questions:
saidesk@studentinvolvement.ufl.edu