STUDENT ORGANIZATION HANDBOOK

STUDENT ACTIVITIES AND INVOLVEMENT
DIVISION OF STUDENT AFFAIRS
UNIVERSITY of FLORIDA
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STUDENT ACTIVITIES AND INVOLVEMENT

The Department of Student Activities and Involvement is committed to providing innovative programs to help students get involved on campus, giving Gators opportunities to develop leadership skills and pursue their passions through experiential learning. Our team supports nearly 1000 registered student organizations, a vibrant and diverse Greek Community, TriP an outdoor adventure program, the SAI Involvement Team (involvement ambassadors), and advises Student Government.

Student Activities and Involvement
300 J. Wayne Reitz Union
Monday-Thursday: 8:00am to 8:00pm (Orgs may reserve meeting space in advance between 8 and 9pm)
Friday: 8:00am to 5:00pm
Saturday: CLOSED
Sunday: 3:00pm to 8:00pm (Orgs may reserve meeting space in advance between 8 and 9pm)
www.studentinvolvement.ufl.edu
saitdesk@studentinvolvement.ufl.edu
Gator Connect: www.studentinvolvement.ufl.edu/gatorconnect
352.392.1671

STUDENT ORGANIZATION REGISTRATION

Authority for Registration

1. The University reserves the right to register all student organizations. Student Activities & Involvement serves as the University registrant of all student organizations and maintains current information on each registered student organization, its officers or authorized representatives, its purpose and its advisor.

2. It is the policy of the University of Florida that registered student organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Student organizations registered at UF will not practice any discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era, except specifically exempted by law. Discrimination based on sexual orientation is prohibited by University policy, but not by law. (Please refer to the University Non-discrimination Policy for more information).

3. The responsibility for establishing and enforcing policy concerning organizations and activities, including the requirement that they function in accordance with their constitutions, is vested in Student Activities and Involvement. All student organizations are subject to the rules and regulations governing the University, including, but not limited to the Student Honor Code and Student Conduct Code. Information from the Student Codes are used and referred to throughout this handbook. Student Activities and Involvement strongly recommends that all student leaders and student organizations become familiar with the sections of Chapter 4 of the Florida Regulations that refer to student organizations within Student Affairs.

4. A student wanting to contact an organization can readily find that information at Student Activities and Involvement or in the Student Organization listing which is available online through Gator Connect.

Benefits of Becoming a Registered Organization

1. Regular use of University facilities: buildings, grounds, services (some may have fees for use)
2. Ability to apply for office, mailbox, and/or storage space in the J. Wayne Reitz Union
3. Ability to request funds from Student Government if SG policies and criteria are met
4. Access to SAI staff and resources
5. Ability to apply for Classic Fare Catering Scholarship for certain permitted events
6. Participation in the bi-annual Student Organization Fair
7. SAI Involvement Team workshops
8. Participation in the Student Involvement Awards
9. Leadership training provided by Student Activities and Involvement

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Types of Organizations

Each Registered Student Organization (RSO) must: have a minimum of ten (10) members including a President and Treasurer, an approved constitution, and a student organization advisor; complete the annual registration process through Gator Connect; and attend training with Student Activities and Involvement, in order to maintain access to university benefits. RSOs are also required to follow University policies related to Non-Discrimination, Hazing, Sexual Harassment, and Responsibility to Report. SAI will reserve the right to place student organizations into the most appropriate “type,” and the student organizations will select the most appropriate “category” for their organization.

1. **Activity and Service Fee Supported (ASFS):** Student organizations that fall into the Student Government Budget cycle for the fiscal year, with approval by the Student Government Finance Manager, will be registered in this category. Membership and Leadership in ASFS organizations must be open to all enrolled students at the University of Florida. Leadership for the organization must be voted on by the entire membership of the RSO.

2. **General (RSO):** The majority of organizations at UF fall into this category. These organizations are formed by any group of students currently enrolled at UF sharing a common interest and/or goal, and are entirely student-run.

3. **Regional (REG):** Student Organizations at the regional campuses at UF fall into this category. These organizations are formed by any group of students currently enrolled at UF sharing a common interest and/or goal, and are entirely student-run at one of the many regional campuses throughout the state of Florida.

4. **Social Sorority/Fraternity (SSF):** Social sororities and fraternities are self-supporting organizations. Most social sororities and fraternities are single-sex organizations. While social sororities and fraternities may not discriminate on the basis of age, color, creed, handicap, inter/national origin, race, religion, or sexual orientation, University policy and Title IX of the Education Amendments of 1972 do permit their selection of members on the basis of sex.
   a. Social sororities and fraternities are responsible for abiding by the policies, regulations and procedures of the University, as well as their Inter/National office, Sorority and Fraternity Affairs (SFA) in SAI, and their governing council if they are to maintain their rights as a registered student organization. No social sorority or fraternity may exist at the University without approval from the SFA. Social Sororities and Fraternities are not eligible to receive funding from Student Government.

5. **Sponsored (SPON):** This category of student organizations consist of groups that serve as a function or an extension of a University department, and/or any student organization which receives significant support from a University entity. This includes, but is not limited to, space, direct guidance from paid university staff and/or faculty, resources, funding, etc. Sponsored student organizations are not eligible to receive funding from Student Government. Sponsored student organizations may not be involved in political or religious activities or projects for private gain.

6. **Sport Clubs Council (SCC):** Sport Clubs Council registered student organizations are defined as groups that are part of the department of Recreational Sports, Sport Club Council, and the organization must obtain approval from the Sports Club Coordinator, Department of Recreational Sports. All Sport Clubs are competitive in nature, with an emphasis on participation, skill development and student leadership. SCC will receive funding from Student Government through the Sports Clubs Council.

7. **Student Government Political Parties (SGPP):** Registered through SAI upon approval from the Supervisor of Elections for approximately 6 weeks each semester, Political Parties are required to turn in the Student Government Political Party Registration Form and select a President and Treasurer in order to register. A designated member of Student Activities and Involvement will serve as the assigned student organization advisor. SGPP will be un-registered 1 week following the completion of elections. SGPP must register each election cycle.

8. **Categories:**
   a. Academic
   b. Community/Volunteer Service
   c. Cultural
   d. Graduate
   e. Honor Society
   f. Interfraternity Council
   g. Media/Publication/Printing
   h. Military
   i. Multicultural Greek Council
   j. National Pan-Hellenic Council
   k. Panhellenic Council
   l. Performing Arts
   m. Professional/Career – Agriculture and Life Sciences
   n. Professional/Career – Architecture
   o. Professional/Career – Business
   p. Professional/Career – Education

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Registration Process

All students are free to join and participate in the over 1000 registered student organizations. Student organizations are encouraged to register in order to take full advantage of available University resources (including possible eligibility for funding and priority use of University facilities) pursuant to applicable University rules, regulations, and guidelines, including the Student Organization Handbook, the Student Conduct Code and Academic Honesty Guidelines. Information on policies, procedures and the registration process can be found in Student Activities and Involvement in the J. Wayne Reitz Union.

1. Registering a New Organization
   a. Student Organizations may register April 15-September 15 (Fall Cycle) or from January 1-January 15 (Spring Cycle) only.
   b. No student organizations may have the same name/mission/purpose of a currently registered student organization
   c. Must have at least 10 members including, President and Treasurer, and have a student organization advisor
   d. Complete the new organization registration process through Gator Connect (information about the process is available here)
      i. Submit a constitution (checklist form can be downloaded here)
      ii. The President must enter Gatorlink email for the officers and the student organization advisor in the registration process.
   e. Complete officer training. Dates and locations of training will be updated on the SAI web site.
   f. A "new organization application" submitted through Gator Connect will be reviewed by the SAI staff. If the application is approved, the group will become a registered student organization and will be notified by e-mail. If the application cannot be approved, the group will be contacted to discuss the issue(s) and potential ways to resolve the matter.

2. Re-Registering An Organization Annually
   a. Registered student organizations must re-register each year with SAI.
   b. The annual registration process for the coming academic year will be available in Gator Connect beginning April 15 and must be completed by September 15 each year.
   c. Registered organizations will remain active throughout the summer.
   d. All organizations that have not completed the registration process for the coming academic year by the closing date will be deactivated.
   e. Organizations that have been deactivated can regain registered status by completing the annual registration paperwork during the Spring Registration cycle January 1-January 15.
   f. The President must update Gatorlink emails for the officers, including the student organization advisor, and other information online in Gator Connect.
   g. Complete officer training. Dates, times and locations will be available on the SAI web site.

Constitution

All registered student organizations are required to have a constitution that meets the University’s requirements on file with Student Activities and Involvement. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. SAI requires all student organizations to submit a constitution for review during an SAI audit (every five years) or whenever amendments are made to the current document. The 2013-2014 annual registration cycle is one in which all student organizations must re-register with SAI.

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organizations must submit a new constitution, so be sure to check the Constitution Guidelines document for updated language that must be included in all new constitutions.

The approval process usually takes about three weeks for new organizations’ constitutions and about one week for updates to previously approved constitutions. A file for each organization is maintained by Student Activities and Involvement and is available for review upon request through a public records request. This file contains a copy of the organization’s current constitution, past officers’ information sheets, as well as any official correspondence from the University to the organization.

**Officer Eligibility**

The following are minimum eligibility requirements for any student to hold a leadership position in an officially registered student organization at the University of Florida. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. Please refer to Section 6C1-4.003 of the University of Florida Regulations for a comprehensive list of eligibility requirements. These requirements currently include:

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. Appeals must be filed within ten (10) days of the date on the notice and will be heard by the Appeals Committee.
   c. If the appeal is not successful, the President and Advisor of the organization will be notified and will have up to two (2) weeks to update and remove that officer online or the organization will be suspended.

**Student Organization Training**

1. Student Activities and Involvement is committed to creating a training model that provides our student leaders the necessary tools and resources to develop successful student organizations.
2. The President of all Student Organizations must attend a mandatory student organization training session by the close of the annual registration cycle in order to gain access to all privileges of being a registered student organization.
3. Training is mandatory for all registered student organizations to remain active, but social sororities and fraternities, sports club council groups, and student organizations at regional campuses are not required to complete this training. Leaders of these organizations are encouraged, however, to review the online training on the SAI web site.
4. After you attend the training session, you must take a quiz through Gator Connect and receive a 90% or above. This training will help you effectively lead your organization and help you successfully achieve your goals!
STUDENT ORGANIZATION ADVISORS

About Student Organization Advisors

1. All registered student organizations, except sororities and fraternities, are required to have an approved advisor. [Social sororities and fraternities must have a chapter advisor that has the approval of Sorority and Fraternity Affairs.] An advisor is an integral part of every student organization. The role of the advisor is to counsel and serve as a resource to the students and the student organization. Student organization advisors have three broad functions:
   a. Advisors help with growth and development of student officers and members.
   b. Advisors provide consistency and communicate goals to future officers and members.
   c. Advisors assist in the area of program planning.

2. The role of an advisor is an important one and may vary with the organization's needs. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and other factors determine the nature of an advisor's involvement with the group. **Advisors should never consider themselves as only a signatory on registration forms, but rather an engaged resource whom students consistently utilize.**

3. Refer to The Student Organization Advisor Handbook.

Who Can Be An Advisor?

1. 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.

2. Student teaching assistants and some adjunct professors and non-professional staff are **not eligible** to serve as advisors. If you are an employee of the university and are interested in becoming an advisor, please contact Rachel Rollo at rrollo@studentinvolvement.ufl.edu or 352-392-1671 for approval.

3. Many student organizations have two or more advisors. Sponsored student organizations may have an advisor designated by the sponsoring department or college.

Resources Available to Advisors

1. The Student Organization Advisor Resource (SOAR) Program provides opportunities for advisors to be better prepared to serve student organizations. The program has four main components:
   a. The SOAR Newsletter is sent out monthly with updates and tips for advising.
   b. SOAR Training Modules are available online through Sakai to educate advisors on important topics including Hazing, University Regulations, and more).
   c. The Student Organization Advisor Handbook is available with information advisors need to be successful.
   d. Advisor Roundtables are held throughout the Fall and Spring semesters to give advisors an opportunity to meet with other advisors and share ideas and experiences.

2. A full time professional staff person is available to assist advisors at any time. Rachel Rollo can be reached at rrollo@studentinvolvement.ufl.edu or 352-392-1671.

FINANCES

Student organizations that don’t already receive funding from Student Government are allowed to charge dues and may apply for Activity and Service fees from Student Government as long as they meet the correct policies and deadlines to qualify. The way in which an organization receives money needs to be clearly stated in the Constitution.

Student Government Finance

The Student Government Finance Office (SG Finance) administers the allocation of Student Activity and Service (A&S) fees. A&S fees are allocated by the Student Senate through the budget process, where annual budgets are allocated to meet the needs of student groups throughout the fiscal year (July 1-June 30). Allocation may also occur through the Special Request process, which furnishes...
emergency funds for needs not anticipated during the budget process. Once these allocations are approved by Student Government, the SG Finance Office administers the lawful spending, auditing and reconciliation of A&S fees.

1. General Information
   a. New student organizations must be registered with Student Activities and Involvement for a spring and fall semester before they can apply for funding.
   b. SG funded organizations may not charge membership dues, fees, or charge any UF student to participate or attend an event.
   c. A&S Fees cannot be used for support of fundraising events.

   NOTE: Organizations may not expend A&S Fees without the prior approval of the Student Body Treasurer. To obtain approval for expenditures, an authorized representative of the organization must submit a Student Activity Request (SAR) through the Docutraq system.

2. Outside Revenue
   a. Income from external funding sources is commonly referred to as Outside Revenue or OSRV.
   b. This income consists of funds received from sources other than Student Government.
   c. External income must be reported to the Treasurer's Office within fifteen (15) days of receipt.
   d. The funds are put on deposit with the University and are available upon request by submitting a Student Activity Request (SAR).
   e. Please refer to Student Government’s 800 Codes for more information on SG funding.

The SG Finance Office is available to answer any questions, concerns or problems you may have. Visit the office in Room 337 of the J. Wayne Reitz Union, or call 352-392-1623, between 8:00 a.m. and 5:00 p.m. Monday through Friday.

Student Organization Banking

The Student Government finance office is only available to organizations that receive SG funding. It is up to Registered Student Organizations who do not receive SG funding to set up their own bank accounts with two names on the account. The SG Finance Office is located in Room 337 of the J. Wayne Reitz Union. Individuals may stop by the office or call 352-392-1623, between 8:00 a.m. and 5:00 p.m., Monday through Friday, with questions or requests. If an organization does not receive SG funding, it may use any bank of its choice, including but not limited to: Suntrust, Wells Fargo, Bank of America, Capital City Bank, Florida Credit Union, and Campus USA Credit Union. Make sure to include the banking information in transition reports so the new leaders of the organization will have access to the funds.

Please note that SAI does not maintain any records or information about registered student organizations’ off-campus bank accounts. All of those details must be maintained within the organization. It is highly recommended that the student organization advisors are involved in the creation and maintenance of the account.

Fundraising

Student organizations at the University of Florida have the privilege of fundraising on campus in limited situations. Any student organization wishing to coordinate fundraising activity via the sale or donations of any items must consult with a programming advisor in Student Activities and Involvement. For clarification or ideas on fundraising activities, please see Student Activities and Involvement. The following rules apply to fundraising by student organizations:

1. A&S Fees cannot be used for support of fundraising events.
2. Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.).
3. For a list of approved and not approved fundraising activities please click here.
4. Regulations on the selling of materials can be found here.

Solicitation

For-profit companies and businesses must have the permission of the Vice President for Business Affairs to have access to campus. Please email your request to the Office of the Vice President for Business Affairs and Economic Development to Cheryl Wise at cwise@ufl.edu or call 352-392-1336. Not for-profit organizations may contact the Center for Leadership and Service (352-392-1215) for information about access to campus.

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LEADERSHIP MANAGEMENT

Managing Your Organization

Recruitment & Retention: Have a recruitment plan to gain more members of your group. The Student Organization Fairs held in the Fall, Spring, and Summer B are an excellent way to promote your organization. In order to retain your members, keep them stimulated through leadership opportunities, create long-term and short-term goals, and have retreats and games every once in a while to develop relationships and friendships.

Meeting Structure: Your meetings should always include an agenda with what you want to accomplish. This keeps the meeting organized and maintains a clear purpose. Provide an opportunity for your executive members to have input on what is discussed. For example, if an important event is coming up and the leader of that event would like a longer timeslot than usual, add that in your planned agenda.

Organizational Management: Good leaders have trust in their executive team and members. Maximize the strengths of your team by delegating accordingly. Your members will feel better connected to the organization and each other if given some autonomy. Set expectations early so each of your members can hold each other accountable for their responsibilities.

Relationship with Your Advisor: An advisor is an integral part of every student organization. The role of the advisor is to counsel and serve as a resource to the students and the student organization. Your advisor can help your organization develop by being the source of consistency from year to year. Don’t consider your advisor as only a signatory on forms, but rather an engaged resource whom you can utilize and rely upon when you need assistance with program planning or troubleshooting within your organization.

Transition & Legacy: Every organization goes through a transition period at the beginning and end of each year. To make the transition process run smoothly, it is recommended that you encourage your officers to maintain all their materials (electronically as well), provide feedback, and hold meetings with the new officers that will be taking over their positions. Transition reports document the officers’ legacy on the organization and provide a foundation for the new leaders.

Ethics

Involvement in activities at the University of Florida is a great opportunity to learn leadership skills, make lifelong friends, and create lasting memories. The benefits of being involved in student organizations are infinite. As you plan activities for your student organization, you will need to consider many things to insure the safety and enjoyment of the participants. Any human enterprise is about ethics, because it’s about humans. Because leadership is created within relationships among persons, there are inherent ethics concerning the obligations of each party in the relationships. Therefore, leadership is always about ethics. Since it is always about ethics, it is not possible to engage in the participation of a student organization or in leadership of a student organization without ethical obligations. This section will discuss in a broad sense issues which may affect you and your student organization.

As leader of an organization, you need to be careful in your decision-making process when it relates to your organization. Remember, being a leader means putting your group before yourself. As a leader, you not only represent yourself, but everyone in your organization. The first and most important question you need to ask yourself is "WHY?" Why are you choosing to do or not do something on behalf of the organization? If your answer is something other than "for the best interest of the organization," you are probably making the wrong decision. With that in mind, perform your responsibilities motivated by the good of the whole group and not for your own self-interest. Using this philosophy, you will ensure that you and your organization meet the goals you set and achieve what you hope to accomplish.

Let's look at a fictional example: you are president of the Gator Disco Dance Club and you also run a mobile disc jockey business. As president, you are looking for a disc jockey to play at your group's big Midnight Boogie Bash. Instead of getting estimates from two or three disc jockey services, you contract with your company at a rate that is arguably higher than others available in your area. Also, your company does not have as much equipment as the other companies, which could improve the quality of the program (strobe lights, disco ball, video screen). Looking at the facts from this example, it appears that your decision to hire your own company was

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motivated by your role in the company and not by your interest in doing the best thing for your organization. This puts you in a position where your members could criticize your decision and you may be liable for reimbursing your organization the difference between what they paid your company and what they would have paid a cheaper company for the same event. In addition, you might be removed from your leadership position by members of your organization. Things can go wrong when you don't make ethical decisions.

Framework for Ethical Decision Making (Adapted from the Leadershape Institute, Champaign, Illinois)
1. The following is a framework in which leaders should make decisions. Understanding how ethical decisions are processed will help you make the best decisions for yourself and your organization.
   a. Begin with the desire to do the right thing
   b. Clarify your options
   c. Consider risks and benefits
   d. Advance ethical values
   e. Make a judgment
   f. Implement to maximize benefits and minimize risks
   g. Monitor and modify Bottom Line Considerations:
2. Can I live with this decision?
3. Is my action doing more good than harm?
4. Am I proud of this decision?
5. Would I be comfortable if this decision was on the front page of the Alligator?

Ethics within Your Organization
1. Keep an open communication line with all organization members.
2. Organization members should be clear as to what their role is, and what is expected of them, as well as what they might gain from participating in the organization.
3. The president is not the organization's boss, rather she/he can be looked upon as the spokesperson or facilitator of the group.
4. Never ask an organization member to do something that you would not be willing to do yourself.
5. All roles should be rotated between organization members so that the members do not experience burnout, boredom, or dissension.
6. "Fringe benefits" given to the organization, such as T-shirts, need to be fairly distributed.
7. Always give plenty of warning as to when and where all organization meetings and events are being held. Post the time and locations on your organization’s wall within Gator Connect. Have "phone trees" to remind members to come to the meetings.
8. Treat all members equally, whether they are personal friends or someone you do not yet know. The organization is not only a social club. Hold your meetings in an organized and systematic manner with an agenda. Make sure you allow a period for all organization members to express their views and volunteer their time and talent. Meetings can be more interesting and productive if you start off with an ice breaker or something that is fun but not too time consuming.
9. When explaining how to do a task, think of yourself as a new member with no experience and try to explain the task clearly and allow for questions. If it's too complex, ask to meet after the meeting for more explanation or involve all the members in learning the task.
10. Encourage organization members to come to the office to complete their tasks, meet others, and talk to the advisor.

Ethics and Outside (non-UF) Organizations
1. You represent your organization, and may appear to represent the University of Florida, and the State of Florida to outside agencies, clients, and fellow students. The image you portray is very important.
2. When you deal with outside organizations in an ethical manner, you will help all future organization members in their dealings with these agencies.
3. Never offer another organization's services in a Co-sponsorship Agreement without first consulting that organization, officer and advisor.
4. If you are doing any publicity or promotion, follow all University policies and procedures. Refer to the appropriate sections of this handbook.
5. Remember that everyone has a deadline for getting work done. Allow for plenty of time when turning in requests to all other departments, University departments, and outside agencies, as well as for your publicity planning and Tech requests.
6. If another student organization contacts your organization about a possible co-sponsorship, be realistic about your interest, and tell them when you can meet to make a decision and give them an answer (with an explanation) as soon as possible. This will allow them to either get started or find another sponsor.
CODE OF CONDUCT AND SANCTIONS

All student organizations and groups are subject to the rules of the University of Florida, including the Student Conduct Code and Academic Honesty Guidelines as well as national, state, and local laws. Any violation by a registered student organization may result in disciplinary sanctions against the organization and may include suspension or revocation of its registration.

Nondiscrimination

A registered student organization shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations; and their constitutions must include the following language.

“[Name of organization] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act.”

A student organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its nondiscrimination policy.

Sexual Harassment

In compliance with Title IX regulations, all Registered Student Organizations must not participate in any activities that would constitute sexual harassment.

The following language must be included in all RSO constitutions.

“[Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment.”

Hazing

Organizations must be aware of and adhere to the policy on hazing. Hazing is defined in the UF Student Code of Conduct as:

Any action or situation that recklessly, by design, or intentionally endangers the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. In such an instance, hazing occurs if an individual or group:

1. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact.

2. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.

3. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or

4. Causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University of Florida regulations.

Updated 10/2013
In response to allegations of hazing under this regulation it is not a defense that:

a. The victim gave consent to the conduct.
b. The conduct was not part of an official organizational event or sanctioned or approved by the organization.
c. The conduct was not done as a condition of membership in the organization.

For more information, you can view the Dean of Students Office Hazing Website here.

The following language regarding hazing must be included in all RSO constitutions:
[Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization.

Responsibility to Report
All RSOs are also required to report instances of any of the preceding issues that may arise.

The following language must be included in all RSO constitutions:
“If this organization becomes aware of any such conduct described in this article, [Name of organization] will report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, or the University’s Title IX Coordinator.”

Americans With Disabilities Act

The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. UF requires student organizations to provide access to all programs they coordinate or present. If you are planning a program, choose a location that is physically accessible; the majority of the Reitz Union and most UF buildings such as the University Auditorium and the Phillips Center for the Performing Arts are accessible. For persons with disabilities requiring special accommodations please contact 392-1655 x 302, the Student Government TDD at 392-2567, or the Florida Relay Service at 1-800-955-8771 or email Accommodat@sg.ufl.edu, or contact at least 5 business days prior to the event.

If you receive a request for a hearing accommodation, Student Government can assist with arranging American Sign Language interpreter services or real time captioning for all student organization's programs. There is no fee for SG funded student organizations; non-SG funded student organizations are responsible and will be billed for the payment of this service. If the program is being held in the Reitz Union, there are also Assisted Listening Devices available for persons with hearing impairments; they can be arranged for immediate delivery to the room being used for the program by contacting the Union Information Desk.

Please take the time to look at the type of advertising you're doing to see if you're using the accommodation blurb that makes sense for that program. Please refer to the Advertising Section in the Event Planning Manual for information on how to indicate accessibility to the public.

Student Organizations at UF Athletic Events

Students attending UF athletic events are expected to follow the Gator Fans’ Code of Conduct and the Student Conduct Code. Any student organization whose membership attends an athletic event together (formally or informally) and violates either of these codes could be subject to individual or organizational sanctions through the Office of Student Conduct and Conflict Resolution, which could include suspension of the organization's registration.

Computing Policies

As part of its educational mission, the University of Florida acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university’s instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and among the university community and the wider local, national, and world communities. For information on the University’s Computing Policies, visit the Office of Information Technology.

Updated 10/2013
Suspension and Grievance

1. An organization's registration may be suspended by Student Activities & Involvement for any one or more of the following reasons:
   a. Violation of University statutes, rules, policies, and procedures, and/or state, federal, or local law.
   b. Failure to pay organization debts owed to the University community.
   c. Disciplinary action adjudicated by the Dean of Students Office.
   d. The national, regional, or state organization revokes organization's charter or denies affiliation.
   e. Non-compliance with organization registration procedures and constitution requirements. (Note: persons listed on the organization's registration form that do not meet the eligibility requirement for leadership accounts for the majority of cancellations. Student Activities and Involvement will periodically run a check on the status of students to verify enrollment).
   f. Falsification of any registration information.

2. Grievance and Review Procedures for Student Organizations
   a. As stated by the Student Conduct Code and Student Honor Code the University of Florida is committed to a policy of treating all members of the University community fairly in regard to their personal and professional concerns.
   b. For cases in which a student organization does not agree with the sanctioning process or the sanction prescribed, all grievances shall be handled in accordance to the Student Grievance Procedure. Please refer to the Student Organization Procedures from the Office of Student Conduct and Conflict Resolution for more information.

EVENT PLANNING

Welcome to the Event Management Section of the Handbook for Student Organizations. Student Activities and Involvement has designed this section as an abbreviated version of the Program Planning Manual. It is intended that this handbook will assist students by providing an overall framework for planning new and creative programs and by alerting them to potential problems. Please refer to the Event Planning Manual for a full explanation of the policies and procedures of planning an event at the University of Florida.

Planning an Event

You should first take some time to do some brainstorming before implementing a program. Use a checklist to break the program down into easy steps and then delegate responsibilities. Once you have decided on an event, fill out an Event Permit Request in Gator Connect to start the Event Approval Process. Following are some things to think about as you begin planning your event:

1. What type of program is this going to be?
2. How will you do it?
3. Select & reserve a venue.
4. Create a publicity plan.
5. Arrange for technical support.
6. Arrange ticket sales.
7. Examine security issues.
8. Be attentive at the event.
9. Clean up any trash.

Event Permitting

Submitting an Event Permit Request should be the first step you take in planning a program or event on campus. All student organization events or programs (excluding general organization meetings), that take place on University grounds, require an Event Permit obtained by completing a request through Gator Connect. The purpose of this permit request is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. It is the responsibility of the organization’s President to designate officers in the organization who can submit permit requests. Submitting a permit request does NOT reserve the space for an event so you will have to go through the office that manages the space to submit that request. The steps to submitting a permit are below.

Updated 10/2013
1. NOTE: Permits need to be submitted AT LEAST 2 weeks in advance or the event will not be approved.
2. Log in to your organization’s page in Gator Connect.
3. Click on the tab for Events.
4. At the top of the page, click on the link that says “Create Event.”
5. Complete the online Permit Request providing information for all required fields. (Note: Only authorized members of your organization will have access to Create Events on behalf of the organization. Your organization’s administrator can designate these individuals in the system.)
6. Once the permit is successfully submitted through Gator Connect, SAI will assign any relevant campus partners to review the request and will communicate through Gator Connect (on the permit wall) about any additional information that may be required.
7. After the permit is approved, an email notification will be sent from Gator Connect to the organization member who submitted the request. The email will have a permit attached for you to print and bring to your event.

Types of Events

All events require specific procedures and/or space reservations. Please note that all events other than regularly scheduled meetings require an Event Permit. Types of events requiring a permit include but are not limited to: meetings, tabling, small scale events, large scale events, major events, concerts, political speakers, demonstrations and protests, runs/walks, and off campus events. Descriptions and specific rules and regulations of each of these events can be found in the Event Planning Manual.

Use of Facilities

Registered student organizations are eligible for use of some University locations (venues) as outlined below. At all times, officers and members of organizations are responsible for compliance with fire and safety ordinances and with other regulations applying to the place where events are held, including applicable federal, state and city laws, the regulations of the Board of Trustees, the University Statutes and Rules, administrative regulations, as well as with the Student Conduct Code. Listed below are specific regulations applying to all student organizations using University facilities. You can find a list of facilities and spaces available for student organizations to reserve in the Event Planning Manual.

1. Every event must be accessible to all students according to the American for Disabilities Act (ADA). Please see the section on the ADA in this manual for more information.
2. The organization shall be responsible for and pay any charges incurred for the use of facilities, equipment, services, or security.
3. The organization, its officers, and any individual applying to reserve space on behalf of the organization assumes responsibility for all damages or misappropriation of University facilities or property caused by their own members or non-member attendees and will reimburse the University for any damages.
4. If the Administration determines, for any reason, adequate safety of persons or property cannot be ensured at an event, he/she may deny, withdraw, or further qualify permission for use of facilities at any time. Student organizations must adhere to the regulations regarding sales and commercial activity on campus.

Co-Sponsorships

Collaboration with other stakeholders on campus is recommended and promotes University partnerships. A Co-Sponsorship Agreement Form is highly recommended for proper communication and administration of your co-sponsored events. Please make sure to review the rules and regulations on bringing off campus vendors to campus.

Updated 10/2013
Contracts (Student Government Funded Organizations)

Events hosted by SG funded organizations that include performers such as speakers, disc jockeys, lecturers, or entertainers (e.g. Bands, dance troupe, singer, etc.), who are being paid, require a fully executed contract and rider. There are three types of contacts used by the University of Florida: performers receiving payment, free performance, and lectures. In addition, UF requires a UF Rider for all performers or lecturers who provide their own contracts.

A contract meeting with Student Activities and Involvement staff must take place no later than 2 weeks prior to the event. Contracts not done prior to that 2 week deadline may not be approved, and the performer will not be able to perform. This will also entail the submission and approval of an SAR before the meeting can be set with SAI staff to prepare the contract. An event permit request for on-campus events must also be submitted in order to schedule a contract meeting. If the contract involves a major band or performer, the contract will need to be prepared by the office at least 3 weeks in advance.

Please note that contracted performers cannot be transported in private vehicles. Performers must be transported in University vehicles, by University employees who have driving as part of their job description, or the student organization must contract for a vehicle with a chauffeured driver.

When a student organization begins to think about contracting a lecturer or entertainer, they should call Student Activities and Involvement at 352-392-1671 to make an appointment to discuss the university policies and procedures on contracting.

Please refer to the Event Planning Manual for a full explanation of contracting including: contacting an agent/artist/company; ethics and agents; the National Association of Campus Activities statement of professional ethics; negotiating; and program management.

Advertising

**Banners:** To reserve banner space please submit a request at the front desk of Student Activities & Involvement. Reservations for banner space will be approved no more than twenty (20) school days (four weeks) before the day the banner is to be hung. A student group may reserve a maximum of five (5) days of banner space per month. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by, the banner. See the Banner Policy for official rules and size restrictions.

**Chalking:** Due to construction, chalking is currently not permitted around the Reitz Union. Chalk on buildings or on other sidewalks around campus is also prohibited. See the UF Chalking Policy for official rules and regulations.

**Advertisements:** The distribution of printed materials is defined as newspapers, handbills, leaflets, pamphlets, posters, magazines, and printed paper(s) of a like nature. Any individual, group or organization desiring to distribute printed material on the University campus may distribute under the following conditions: Posters, flyers, etc. must follow the University Rules referring to Distribution of Printed Material and the University Alcohol Policy regarding printed materials.

1. The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Please take the time to look at the type of advertising you're doing to see if you're using the accommodation language that makes sense for that program. You can find more information on these guidelines in the Event Planning Manual.
2. Advertisements for the use, sale, consumption, or distribution of alcohol or illegal drugs are prohibited except for educational purposes such as alcohol awareness.
3. All posted materials, banners, booths, and tables must clearly display the name of the sponsoring student organization(s).
4. Use of materials which include defamation, obscenity, or pornography is prohibited.

**Posting Materials**

1. Posting is only allowed on open bulletin boards and kiosks. Posting on walls, toilet stalls, trees, sidewalks, utility poles, etc., is prohibited.
2. Adhesives may not be used to post materials.
3. May not take place within University buildings and facilities, including athletic or recreational fields.
4. Posting materials in on-campus housing facilities may occur with permission and instruction from the housing authority.
5. No flyers may be posted on cars parked on campus.

*Updated 10/2013*
Distributing Materials
1. Passing out materials may not interfere with access to University buildings or facilities.
2. There must be no interference with normal operations of the University, including no forcing of materials on anyone.
3. Newspaper boxes are only for those groups who provide them and require prior approval for placement on campus.
4. Brochures, flyers and leaflets must be handed out person to person and cannot be left in stacks on campus.
5. Distribution of printed materials in classrooms is at the discretion of the instructor.

EVENT POLICIES

Alcohol Policy
Typically student organizations may not serve alcohol at events they sponsor on campus. The UF rule for all functions on campus reads that “the sale, service, and consumption of alcoholic beverages on the University of Florida campus and events must be within the guidelines established by federal and state law and municipal and county ordinances.” Further, because of concern for the health and safety of individuals on the University campus, the University has formulated rules concerning the sale, service, and consumption of alcohol on campus. For a full explanation, please refer to the UF Student Guide's Policy on the Use of Alcoholic Beverages. Further you may refer to the UF Regulations on Alcoholic Beverages.

Amplified Sound
Amplified sound must be cleared through staff in Student Activities & Involvement. It is generally not allowed during class time outdoors on campus. Voice amplification equipment may not be used during the day on the North Lawn and outside area around Turlington. See Section 5 of Chapter 2 of the Florida Regulations for more information on sound in Outdoor Areas and more information in the Event Planning Manual.

Copyrighted Material
Any student or student organization showing movies on campus or hosting video games on campus (outside of residence hall residential rooms) is subject to federal copyright law. Any film screening (films shown in a classroom by an Instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions) or video game tournament must be approved in advance by Student Activities and Involvement to confirm that appropriate licenses have been obtained. Renting a movie or video game without public distribution licensing, or bringing in a personal copy to show your membership or the general public, is ILLEGAL and subjects the parties involved (students, your organization, and possibly the University) to fines of up to $250,000 for a movie and up to $50,000 for a video game.

In order to show a movie or play a game tournament on campus, you must submit a permit request for the event. This is done online through Gator Connect. Staff in SAI can assist you in determining the cost and licensing procedures for the film you want to show or video or online game tournaments. This process may take a couple of weeks, so submit the program planning form well in advance of the event. Failure to obtain copyright approval will result in cancellation of your event.

Keep in mind that new films (out in mainstream theaters in the past three months or so) are the most expensive and may run up to $1,000. Older films, foreign films or documentaries are usually less expensive. Refer to the Event Planning Manual for more rules and regulations on showing movies and hosting video game tournaments.

Fireworks and Pyrotechnics
Use, possession, display, or storage by any student organization of any explosive device, pyrotechnic device or fireworks is prohibited on all land and buildings owned, leased, or under the control of the University of Florida. The use of fireworks displays or special effect production will be considered on a case-by-case basis by Student Activities and Involvement in accordance with the Fire Safety Policy and Procedure for Fireworks by Environmental Health & Safety and must be approved by EHS and the venue.

Food Service on Campus

Updated 10/2013
The University of Florida Food Contract states the Reitz Union and surrounding areas is restricted to using Aramark/Classic Fare Catering/Gator Dining (see JWRU food policy) except for Student Organization Meetings where food is served to only the group members in the form of approved non-perishable snacks and beverages. Any food given away must be prepared in kitchens inspected by the Health Department (i.e., restaurants or caterers) so you may not bake anything in your home kitchen and give it away. Food from off-campus vendors may only be given away at Turlington Plaza, Plaza of Americas, Norman Field, Hume Field & Maguire Field in conjunction with an organization event or activity. A Catering Scholarship may be available to organizations needing funding. For full food regulations see UF’s Food Service Policy and the Event Planning Manual. The sale of ANY food by student organizations is prohibited.

**Tents**

Tents or other temporary structures (including inflatable novelty games) may be erected on University property only AFTER permission has been obtained by completing a permit request through Gator Connect. SAI works with the office of the Vice President for Administrative Affairs for permission which may take up to three weeks. Tents can be approved for one day at the University Plaza of Americas and up to three days at some other locations on campus. Part of the approval requirement is a Dig Permit from the University Physical Plant Division. The Dig Permit request must be initiated no less than two weeks prior to the event in order to have sufficient time to have the appropriate personnel assess the proposed locations underground utilities and infrastructure.

_Below is a non-limited list of possible tent vendors:_

1. United Rent-All, 372-9541
2. Party Time Rentals, 373-8596

**Use of Live Animals**

The use of live animals on campus for entertainment purposes is strictly prohibited and will not be allowed. Please see Institutional Animal Care and Use Committee and the Event Planning Manual for more information.

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**EVENT LIABILITY**

**Risk Management and Your Organization**

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

The best way to avoid this unpleasantness is to avoid events and activities that could become risky business. Take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

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

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

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Insurance

Special events insurance is designed to provide financial protection should there be injury to attendees or spectators or damage to UF property during a special event held on the UF campus. Most events are insurable by the University carrier and the insurance application will be processed by your venue and the cost may be included in the cost of the event. However, many proposed events include activities that the University’s carrier specifically excludes from coverage, so the University carrier cannot insure them. When the UF carrier cannot provide insurance coverage, alternate insurance coverage must be purchased. These include but are not limited to concerts, mechanical amusement devices (inflatable novelties), motorized sporting events and boxing, wrestling, karate, or any event that has non-UF student participation.

If you misrepresent any aspect of the event or program on the permit request to avoid requiring insurance or to decrease liability exposure, it may void the coverage, including UF coverage. For example, events limited to UF students will in most cases not need insurance. For any band performance or any sporting events including (Run/Walks and sports tournaments) that have participation from non-students you will be required to purchase insurance through a third party insurance agency. Stating it is limited to UF students in the permit request but advertising to or admitting non-students would possibly result in your event NOT being covered by the UF policy, leaving your organization potentially liable. Contact Risk Management for insurance options and pricing for those options.

Security

The sponsoring student organization must take adequate precautions for the security of attendees at an event, as determined by the University Police Department, in conjunction with Student Activities and Involvement. Failure to adhere to these security policies may result in an administrative and/or disciplinary sanction.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by the University Police. Other factors which may be determined are advertising, closed vs. open event, expected crowd size, money collection, nature of crowd or program, risk assessment, and written invitations or prior ticket sales. For full information on Security, see the Event Planning Manual.

Waivers

Any event that may cause physical harm will require a liability waiver to be filled out which will be available through the event program permitting process when needed. This will include but is not limited to Runs/Walks, Inflatables, Sporting Events, Travel/Trips, etc. Although a signed consent form does not necessarily relieve one from any liability, it does show the effort to inform participants of any possible hazard. The waiver form should also ask for disclosure of possible medical conditions that may affect a participant. Child Waivers must be filled out by the parent or guardian prior to their participation in the event. Signed waivers must be returned to Student Activities and Involvement immediately following the event so they can be kept on file.

Misrepresentation/Fronting

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a meeting room for a department, non-university group, or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about “co-sponsorship” for access to space or service, please contact eventservices@union.ufl.edu. More information on this can be found in Chapter 4 of the Florida Regulations.

TRAVEL AND YOUR ORGANIZATION

Almost all organizations plan some type of travel. Student organizations often need to travel to conferences, tournaments, or field trips. As we become more “liability conscious,” students should be aware of their liability in traveling as well as the various alternatives available. An example will illustrate the liability questions.

Updated 10/2013
Members of the Verbose Speakers Team were traveling to a verbosity tournament when their privately owned van, driven by a student team member, skidded off the road into a ditch. Several of the team members were injured in the accident.

Is the driver solely responsible for the injuries? Is the team responsible? The University? Should individual team members’ health insurance cover their own injuries? These are the types of questions facing student group members when they travel with their organization.

There is a travel plan in the Event Planning Manual that has been designed to offer University of Florida student organizations a guide to follow when planning, organizing, and implementing programs or other activities that involve travel requirements (i.e., conferences, competitions, retreats, etc.). This plan provides information and procedures which will assist you in planning off campus functions in a safe manner. Leaders of all organizations that intend to travel should inform their advisor and be trained in travel risk management and emergency procedures. Visit or call Student Activities & Involvement to speak with staff member for further assistance or clarification. (352-392-1671). Also, visit Student Legal Services, or contact them at (352) 392-5297, for legal advice on your and your organization’s liability, and to assist you in drafting travel waivers.