Being a Registered Student Organization at MTU

Becoming an RSO

RSO stands for **R**egistered **S**tudent **O**rganization. Creating an RSO means making a functional student organization to create community for those who share the same interests. **Registration for new student orgs is closed August 1st to October 1st for Re-registering all current RSOs.** Once registered, the status is valid from the date of approval for one year, or until the registration deadline of the following fall semester. Established RSOs **MUST** re-register each year in the fall semester.

Steps to Create a New RSO

1. Check the list of existing student organizations on Involvement Link to verify that there is not an organization already dedicated to your interests.
2. Find six people. Three people to fill the three required officer positions: President, Secretary, and Treasurer, and three people to be members.
    a. Officers must maintain a minimum of a 2.25 GPA, both cumulative and most recent semester.
3. The minimum requirement to establish a student org is six members including the three officers- a President, Secretary, and Treasurer. The three positions must be filled by different members.
4. Find a "Regular" employee of the university willing to be the organization's advisor. *An employee is considered "Regular" if they are a Long-Term Commitment ≥ 9 Months and ≥ 75% FTE employee. **Most PHD students do not have this status.**
5. Select an organization name. RSO names must be in good taste and reflect the RSO's purpose.
6. Decide if your organization will be an Open or Closed organization. Be aware that only Open organizations are eligible to apply for an annual budget from the Student Activity Fee Fund. Learn more about Open and Closed organizations.
7. Complete the Student Organization Registration Form.
8. Draft a constitution. Learn more about creating a constitution.
9. If your RSO involves physical activities or risks, you will need to draft a risk management plan and waiver. Learn more about creating a risk management plan.
10. Schedule an appointment with the RSO Coordinator in Student Leadership and Involvement to review completed paperwork by emailing rso@mtu.edu.
11. You will receive notification of official registration via email.

Benefits of Becoming an RSO

- RSOs may utilize the meeting spaces and request office space in MUB 106
- RSOs may post, market, or advertise events via Student Scoop, Involvement Link, using the posting matrix to distribute flyers and posters to departments and dining halls
    - Learn more about this in the Marketing section

- RSOs may request funds from The Parents Fund
- RSOs are eligible to rent a vehicle from Husky Motors for official organization business
- RSOs have access to the full-color photocopier/scanner/fax machine in MUB 106
- RSOs may request storage spaces on campus
- RSOs may sponsor or co-sponsor events (in your org's name) on campus for the general student body
- RSOs are eligible to receive funding from the Student Activity Fee
- RSOs may participate in recruitment events and traditions such as K-day, Homecoming, Winter Carnival, and Spring Fling
- RSOs receive a mailbox in MUB 106
- RSOs may request training and presentations from Michigan Technological University staff that are specific to their organization's needs

Creating your RSO Constitution and Bylaws

In order to be effective, RSO's need rules and guiding principles. Constitutions and/or bylaws are used to formalize rules, operating standards, and organizational structure in a written format.

A constitution organizes, regulates, distributes and limits the functions and powers of each position along with laying out some rights and duties. An effective constitution should be simple and direct. While creating an RSO constitution it is important to keep in mind that this document is designed to cover basic principles, but does not prescribe operating procedures for the organization. Student Leadership & Involvement requires that all RSO's have a constitution.

A bylaw is a specific type of rule with limited application within the organization, whose applications are limited. Bylaws are mostly used to regulate, organize, and establish functions, powers, and specific functioning rules. While bylaws are not required in order to register or re-register as an RSO, these operating procedures can be helpful for certain organizations.

Writing a constitution and bylaws can be very time consuming. Delegating the drafting of the sections of the constitution and bylaws to various members allows your RSO to work collaboratively. Spending time writing, editing, and amending your foundational documents allows your organization to have a solid foundation. RSO's draft constitutions in order to serve organizational needs and therefore all constitutions will vary from organization to organization. There are, however; several items that are required by Student Leadership & Involvement. These items, outlined in the Sample Constitution and Bylaws for RSOs at Michigan Tech, must be included in the applicable articles. These provisions are vital to RSO approval and re-registration.

Some RSO's are chapters of a larger national organization. National organizations provide a larger network of resources, broader purpose, and often expanded opportunities. It is important to take into consideration that most national organizations provide sample constitutions and bylaws for campus chapters and may have their own requirements. When balancing the requirements of national organizations and Student Leadership & Involvement, leaders may be required to get approval from the RSO's national chapter after ensuring that the constitution is approved by the RSO Coordinator.

Taxes

Any organization that requests or has requested an EIN from the IRS has been identified as an unincorporated association. Because RSOs are considered separate entities from Michigan Tech, they are not automatically tax-exempt. RSOs wishing to benefit from tax-exempt status must apply and be granted that status by the IRS. Learn more from publication 557. Both unincorporated associations and tax-exempt organizations are required to file taxes annually, either form 1120 or 990, respectively. The timing may vary by organization, as it is based on your organization's fiscal year. We highly recommend reviewing the information available at the links for "Lifecycle of an Exempt Organization" and/or the "Small to Mid-Size Tax Exempt Organization Workshop."

To support RSOs in achieving tax-exempt status and completing their annual filings, USG and SLI have contracted with Omega Fi to offer filing support. This new service will:

- Allow SLI and USG to track organizations' filing status and compliance through a dashboard
- Fund accountant hours to allow a select group of organizations to file for tax-exempt status each year if their status has been revoked
- Provide a custom web platform for groups to file through file990.org, a filing service similar to TurboTax, that will allow individual groups to file annually at a discounted rate with step-by-step guidance.

Additional information will be communicated directly to organization leaders through email regarding these services. If you have any questions about the process, please email rso@mtu.edu.

Maintaining Active Status

Maintaining your organization's information and following university policies is important for your RSO to keep its registered status.

Requirements for RSO Active Status

Mandatory Yearly Re-registration

- It is required that every RSO re-registers each year at the start of the Fall semester. The process must be completed in full by the due date at the end of September. The mandatory RSO officer training is integrated into a Canvas Course. The RSO re-registration form still needs to be filled out by the President on Involvement Link.

Detailed instructions on how to complete officer training will be emailed directly to the RSO officers.

- RSOs that do not meet the minimum membership (step 3 of creating an RSO) at re-registration have a grace period until spring budget hearings to reestablish membership before their organization is marked inactive. RSOs in the grace period are required to attend three meetings, prior to budget hearings in the spring, to collaborate with SLI and discuss their efforts to reestablish membership.

University Policies for RSO Status

- Student Orgs must follow the policies and procedures of the University. If a group is found in violation of these, they may be suspended and subject to other university disciplinary actions. The group and its members must remain in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational registration. See Board of Trustees Chapter 7, Section 7.5 Student Organizations (scroll to the bottom).

Academic Requirements for RSO Officers

- All executive board members of an RSO must have and maintain at least a 2.25 GPA, both cumulative and most recent semester, during the duration of their position. Please see the full Academic Requirements for RSO Officers Policy for more information.

Keeping Involvement Link Up-to-Date

- RSOs are required to keep an accurate roster, updated constitution and bylaws, and a current inventory on their Involvement Link page. Keeping your Involvement Link is one of the best ways to ensure that your organization can be easily found by interested students, faculty/staff, and community members. It also allows SLI to get you the most up-to-date information for your RSO.

Listing Officers on Involvement Link

- SLI requires that each RSO list a President, Secretary, and Treasurer on their Involvement Link. While some RSOs have a variety of titles for these positions, SLI uses these three positions to send important messages to RSO officers. In instances where RSOs would like to give alternate titles to these positions, you must also list the three required titles on your Roster. The RSO must have three individuals fulfill these roles. All RSOs must have three student officers in order to remain in compliance with RSO policy.
- Failure to have the required positions listed on the roster can result in missing important emails or information, such as Budget Hearings or new policies.
- Presidents are required to fill out our E-Board Position Update Form when officer transitions happen. All new officers are required to complete online training. Information will be shared with officers via email once the form is completed.

Complying with the Travel Policy

- RSOs that travel over 50 miles on behalf of their organization at MTU, regardless of the mode of transportation, are required to adhere to the RSO Travel Policy and to complete the RSO Travel Policy Form two days before travel.

Remain in Good Financial Standing

- RSOs are required to manage all funds for their organization. When an RSO receives funding from the Student Activity Fee as allocated by the Undergraduate Student Government (USG), the organization is required to adhere to all conditions set forth by

USG, including restrictions on use of the SAF, policies regarding budget requests, and maintaining proper documentation. In addition, organizations may hold bank accounts at private banking institutions to handle additional funds for the organization. See our Finance page for more info.

RSO Council Support System

Each RSO has the opportunity to participate in a council support system of like minded RSOs. These councils were created to help communication between RSOs and SLI staff and foster collaboration between the RSOs. This will give RSOs an opportunity to provide and receive feedback on event plans and RSO best practices. While participation is not mandatory, it is encouraged that each RSO send a representative to the meeting. Your RSO council is based on the "Categories" of your RSO on Involvement Link and are listed below.

Academic and Honor Society	Civic Engagement	Arts, Crafts, and Skilled Trades
Competitive Sports	Cultural	Faith
Fraternity and Sorority Life	Special Interests	Sports and Recreation
SBGs		

If you think your RSO should be in a different council, or would like to participate in multiple councils, please contact rso@mtu.edu. You can use the council calendar to see when and where each council is meeting and read their meeting notes. SLI has specific staff overseeing each council. If your RSO ever has any questions, please stop by our office in MUB 112 or email rso@mtu.edu so we can direct your question to your RSO Council representative.

Special Budgetary Groups

Special Budgetary Group (SBG) is an additional organizational designation for organizations that serve students campus-wide. The designation is granted through the Undergraduate Student Government (USG). Current SBGs and any other organizations seeking the designation must apply following the guidance from USG. This process happens during alternating years and will occur again in the 2025-2026 school year. Materials for review are typically due in early December and review meetings typically occur in January. This process will be publicly announced in the Student Scoop.

This process is outlined in the USG Bylaws:

> "To be considered a Special Budget Group, the following stipulations must be met by application to the Undergraduate Student Government:
>
> 1. The organization must be a Registered Student Organization, meeting the minimum requirement of six members.

2. Every two years, presented in written format to the Undergraduate Student Government, the organization must be able to create a list of the events/programs coordinated by the organization and the impact it has had on the students of Michigan Technological University with the following items listed:
    a. Estimated number of students and community members impacted/attended the event (must show the amount of students and community members separately).
    b. Itemized list of all equipment, products, etc. purchased with Student Activity Fee allocations.
3. Within reason, the organization must be able to prove to the Undergraduate Student Government why they feel the title of Special Budget Group should be given to them.
4. All organizations that receive Special Budget Group status must reapply every two years during the spring semester to the current Undergraduate Student Government to maintain said status. At this time any Registered Student Organization may apply to become a Special Budget Group using these same guidelines. Special Budget Group status will be granted by a two-thirds approval of the Undergraduate Student Government."

Benefits of SBG Status

Special Budgetary Groups receive semesterly allocations to their own designated university indexes and are excluded from some funding restrictions because they serve all students. Their individual treasurers, with the support of their advisor, are able to process financial transactions on behalf of their organization instead of processing payments through the USG Ways and Means Committee. This allows for expedited processing for these organizations, which also have larger budgets due to their wider audiences.

Current Special Budgetary Groups

1. Film Board - Film Board is a student-run theater that operates every weekend of the academic year out of the largest lecture hall on campus, Fisher 135. As a second-run theater, they show movies that are out of regular theaters but not yet available to the public, as well as throwback classics. Films are currently free for students.
2. Memorial Union Board (MUB Board) - MUB Board (Memorial Union Board) is a student organization devoted to providing social, cultural, recreational, and entertaining activities for the student body while promoting the use of the Memorial Union Building and its facilities for the benefit of Michigan Tech and its students.
3. Sound and Lighting Services (SLS) - Sound and Lighting Services fulfills the technical lighting and audio requirements for many Michigan Technological University affiliated events – including those located in the Memorial Union Building and the Student Development Complex.
4. The Lode - The Lode provides a headline news service for students, specializing in local and regional events, trends in higher education, and state government affairs. The student-run paper was established to inform students about campus affairs from a

student perspective and to inform the rest of the campus community, alumni, parents, local residents and other friends of Michigan Tech about campus affairs.

5. Undergraduate Student Government - USG is the official voice of the student assembly. They seek to be an effective, efficient, responsible, and responsive form of student self-governance; ensure and uphold the rights of students; represent desires, needs, and interests of the students; disburse and retain custody over the student activity fee; ensure the conveyance of the student voice to the faculty, staff, administration, and the Board of Trustees in matters of institutional policies; seek expedient resolution of student issues, concerns, and ideas; and advocate for policies, rules, and regulations that best serve the interests of the Student Assembly of Michigan Technological University.
6. WMTU 91.9 FM - WMTU is our campus radio station. It was established to provide MTU and the community with an alternative to ordinary commercial radio programming, provide a source of educational programming, and provide students with an opportunity to participate in the operation of a radio station.

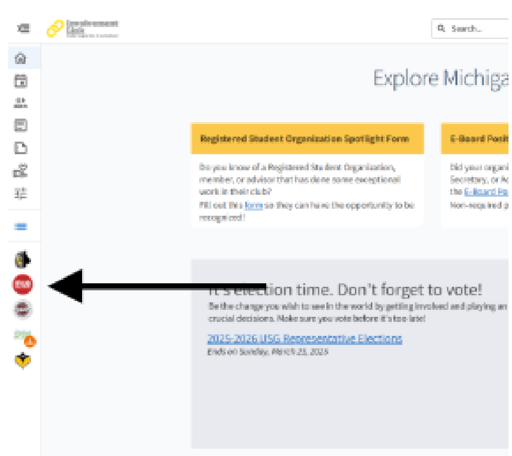
Running Your Organization

Involvement Link

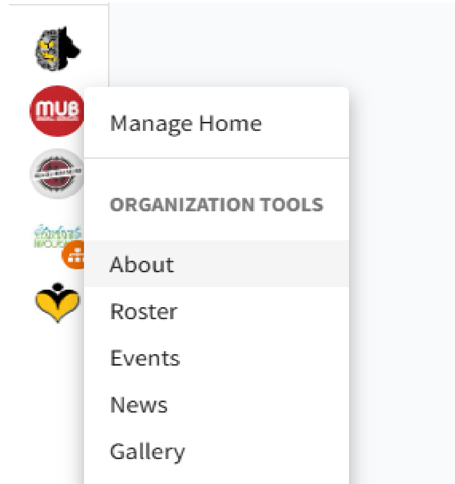
The Michigan Tech Involvement Link is your go-to platform for staying connected on campus and recruiting new members. As an RSO, you can use it to promote your events, share updates about your club, run elections for our organization, survey participants after an event, and attract new members. It's also a great way to explore what other student organizations are doing and get involved in the campus community. To make the most of it, officers should keep their organization's page up to date. You can log in at www.involvement.mtu.edu to manage your group's page and discover new engagement opportunities.

Updating your RSO's Information on Involvement Link

1. Go to the Involvement Link website. Click the "Sign In" button in the top right corner. Sign in with your Michigan Tech Login information.
2. After signing in, click your organization logo displayed on the left sidebar. If it does not show up there, then use the search bar and join your organization on Involvement Link!



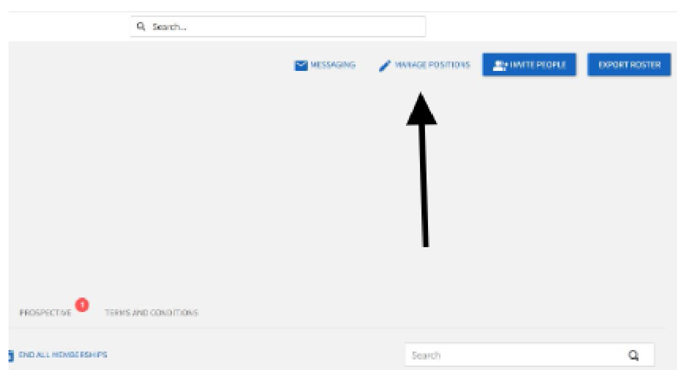
3. Next, click the "About" tab. This will bring you to the editing section, where you can edit information about your RSO.



Creating RSO Specific Leadership Roles & Updating your Roster

1. Follow steps 1-2 from the previous section. Then, instead of clicking on "About," click "Roster."

2. To create an RSO specific leadership role, click on "Manage Positions" in the top right corner. From there, click on the "+ Position" button in the top left corner. Then, follow the onscreen instructions to create your RSO leadership specific role.



3. While on the roster page, to update membership, use the boxes under "select" to end membership for individuals, and use the pencil on the right to assign member roles.

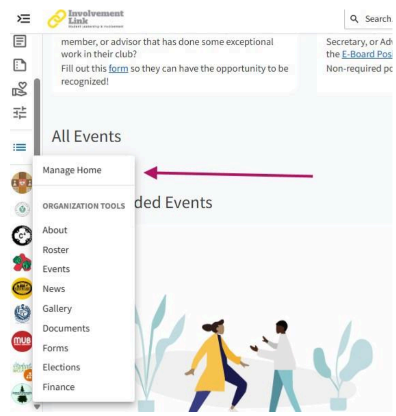
Documents On Involvement Link

Every RSO has a designated space on their Involvement Link page to upload important documents. This is where you should store your organization's most up-to-date constitution and bylaws, risk management plan, and inventory list. Keeping these documents on Involvement Link makes it easy for current and potential members to access key information about how your organization operates. The documents section also includes a convenient sharing feature, allowing you to send direct links to specific files when needed.

Elections On Involvement Link

There are several ways an organization can run an election. Using Involvement Link is an option. The platform helps members vote anonymously but also validates that they are a member. After the election feature is started, a unique URL is created that members can use to access the election and vote easily. Similarly, members who are voting can view candidate bio's, platforms, and pictures before voting. Records are easily accessible and votes are automatically tallied. There are multiple options for voting in Involvement Link: single or multiple choice, ranking, and write-ins.

Below are the steps to run an election using Involvement Link:

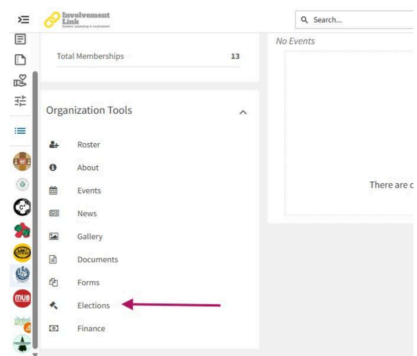


Access Your RSO's Involvement Link Page

1. Log into Involvement Link using your university credentials.
2. Go to your RSO page (left side and look for your RSO logo).
3. Click on "Manage Organization" to access the administrative tools.

Initiate the Election Process

1. On the left hand side, click on "Elections" (look for gavel)
2. Click on "Create Election" to begin setting up the election



Assign Election Details

1. Create a clear and descriptive name for the election (e.g. "2026 E-Board Election")
2. Provide necessary instructions or guidelines for voters.
3. Set the start and end dates for voting.
4. Decide whether to display an alert on your organization's Involvement Link page when the election is active.
5. Decide if the election is open to all users or restricted to your organization's members.

Create The Ballots

1. On the election set-up page, click on "Create Ballot."
2. Enter a name for the ballot (e.g. "President Election").
3. Determine who can view the vote on the ballot.
4. Use the form to add questions, the candidate's name, and any additional information. Repeat this process for each of the candidates or questions.

Finalize and Activate the Election

1. Review all the settings and information for accuracy.
2. Once it looks accurate, activate the election to open it for the assigned duration.
3. Share election link with members. Involvement Link provides links to share election information and ballots.

Monitor and Close the Election

1. Monitor the progress.
2. After the election closes, review the results and announce the outcome to the members.

Using Involvement Link to Message Members

Student Organization officers can email or text message their membership list by logging onto their organization's Involvement Link account, going to "Roster" on the left side menu and by clicking on "Messaging." From this menu, officers can choose to send an email or text message.

To send an email click on "Create Message Relay" select your criteria, enter a subject, and "Create" a relay. Copy and paste the link in the "To" section of your regular email, and compose your message.

If organizations would like to use the text messaging option, individual members must add their cell phone number to their profile information. At the top left side of the screen, individuals should click on their name, then "Notifications." From this screen, turn "On" Text Message Notification and add cell phone number, mobile phone carrier, and save information.

Student Leadership and Involvement also uses Involvement Link to send important email messages to organization presidents, treasurers, primary contacts, and advisors, so it is important to keep your organization's roster up-to-date.

Information On Other Involvement Link Tools:

For more information regarding submitting budget requests, please refer to: Spending your SAF Allocated Budget in the Student Activity Fee Budget Allocation section

For more information regarding updating your three primary officers, please refer to: Officer Transitions

For more information regarding creating events, please refer to: Marketing

Robert's Rules of Order

All registered student organizations are encouraged to use Robert's Rules of Order when conducting their meetings and doing official business for the organization. Robert's Rules of Order is a widely used parliamentary procedure for conducting meetings efficiently, fairly, and orderly. It ensures that the minority in the organization has an opportunity to voice their opinions yet the decisions are based on the will of the majority.

Robert's Rules of Order provide key fundamentals to ensure transparency and fairness in the organization. Key fundamentals include the right to a full and free debate of motions, the right for one person to speak at a time, the right for each member to participate in the meeting and to vote, that a sufficient representation of the organization be present to conduct business, and that the decisions are typically approved by a majority of the members (except when changing significant organizational rules or reducing debate by the members, which requires a larger number of members).

Governing Documents

Organizational rules to create fairness, transparency, basic structure, and a process for operating. Importantly, organizations need formal rules and procedures because during disagreements, rules help reduce conflict and create order and better communication.

As stated in the Becoming an RSO Section, all RSOs must have a constitution. When an RSO changes their constitution, it must get approval from Student Leadership and Involvement before adopting the change(s).

When looking for guidance, RSOs should refer to governing documents. Federal and state laws form the foundation, followed by local ordinances and Michigan Tech policies. Next in order are the RSO's articles of incorporation (if applicable), constitution, bylaws, RSO rules and customs.

Types of RSO Governing Documents (In Hierarchical Order)

- Constitution
    - RSO constitutions at Michigan Tech must outline the name, purpose, and basic rules of how the RSO is organized. The constitution and bylaws may be the same document or separate documents. The Constitution is more difficult to change and requires notice and two-thirds majority of all the members. The constitution cannot be suspended unless the document outlines the conditions when it is allowed. The constitution must have:
        - Name of Organization
        - Purpose
        - Membership: Removal of membership process, and non-discrimination statement
        - Officers: Positions, responsibilities; specifically, the president, secretary, and treasurer must be included
        - Advisor: Process for appointment
        - Function/Operation: Officer nomination process, elections, officer recall process
        - Constitution Amendments: procedures for changing the constitution, adopting the constitution
        - Dissolution
- Bylaws
    - If an RSO chooses to have a bylaws, it should provide detailed information that clarifies areas in which the constitution may be vague on. They may also include content not addressed in the constitution. The bylaws outline the rights and responsibilities of members–regardless of their presence at meetings–and defines the extent of authority held by the general membership. Below is a list of possible items listed in bylaws:
        - Membership
        - Finances

        - Committees
        - Meetings
        - Parliamentary Authority
- Rules of Order/Parliamentary Authority
    - *Robert's Rules of Order Newly Revised, 12th edition*
- Standing Rules
    - Rules that are related to the details of the RSO. For example, how the guest registration list is maintained or what time the meeting should begin. Standing rules are adopted at the meeting, without prior notices, and with a majority vote by the present members (when a quorum is present).
- Custom
    - A practice that may sometimes turn into an established custom, so long as it does not conflict with other governing documents or policies. An example of a custom is name tents for members at the start of the meeting or paper plate awards at the last meeting of the academic year.

Regular Meetings

Regular meetings refers to business meetings of an RSO that are prescribed by the bylaws and the hour and place are fixed in the standing rules. Another option for a regular meeting is to pass a resolution for the next meeting announcing the day, hour, and location for the next regular meeting. In both cases, notice of the meeting must go to all the members in a reasonable time in advance of the meeting. The specific number of days for a reasonable notice should be outlined in the bylaws.

Occasionally, organizations will need more than one regular meeting to make a decision or they need more information than what is presented. When business needs to be carried over to a future meeting, there are several procedures an organization may use:

- Postpone (by using a specific motion) to a later meeting.
- The issue can be "laid on the table" (requires a specific motion) before the session adjourns (the organization session is likely from one org election to another or one academic semester depending on the organization's rules)
- The members may choose to go over the issue at the next meeting in the "unfinished business."
- The topic may be the subject of a motion to "reconsider," which is essentially revisiting a topic that was previously discussed. This could happen when more information is obtained that might change the outcome of the vote.
- Refer the issue to a committee.

For more information about the above list items, refer to *Robert's Rules of Order Newly Revised* or reach out to Student Leadership and Involvement.

Regular Meeting Structure

1. **Call the meeting to order:** the chair/president announces the meeting is starting and establishes the agenda (some organizations may choose to vote on the agenda).
2. **Take attendance:** Quorum is verified by taking attendance.
3. **Approve the minutes:** The past minutes are read and approved. If the draft minutes were sent to members ahead of the meeting for review, then the minutes do not need to be read aloud but must still be approved. During this time but before approval, members may make corrections to the meeting minutes.
4. **Review Reports:** Officers and/or committees report to the members and provide context for organization discussions.
5. **Review Special/Select/Ad Hoc Committee Reports** (these committees are temporary and only exist until they complete a specific task)
6. **Special Orders:** A specific item that must be considered at a designated time that takes priority over other business, namely unfinished and new business. (To be a Special Order, the item must have been adopted by a two-thirds majority of members present)
7. **Unfinished Business and General Orders**: The members address issues from the earlier meeting or scheduled for the presiding meeting
8. **New Business:** New items started for the present meeting
9. **Adjourn the Meeting:** The chair closes the meeting, typically with a motion to adjourn that is seconded and voted on. A chair may in some cases declare the meeting adjourned. If the agenda or an adoption of a motion to set the time to end the meeting, then a motion to adjourn is unnecessary. If the meeting ends earlier than prescribed, then a motion is necessary. Similarly, if a regular meeting completed the order of business, the chair can ask if there is further business. If there is no response, the chair can adjourn the meeting without a motion.

Review the meeting agenda template to get started.

Review the meeting minutes template to better understand how to draft minutes.

Decision Making

RSOs make plans, spend funds, and do procedures that keep the organization in moving. When information needs to be discussed and a decision made, a motion is brought before the members. This is a formal proposal by a member proposing action or expressing a view for future action. A main motion is the only way to *bring business* before the membership. Below are the seven steps for how a motion is handled. *Note: a quorum must be present to do business at a meeting.*

How to Handle a Motion

1. A member is recognized by the chair
2. A member *makes* the motion ("I move …")
3. Another member *seconds* the motion. ("I second.")
4. The chair *states the question on the motion* (repeat the motion exactly as stated to ensure everyone heard and understands the motion).
    a. If the motion is unclear and needs to be clarified, the chair should put the motion into a suitable form *before* the question is stated–preserving the content to the satisfaction of the person who made the motion.
    b. The maker of the motion also has the right to fix the motion before the question is presented to the members.
5. Members debate the motion (unless no one comments on the motion).
6. The chair *puts the question* (puts the motion to a vote).
7. The chair *announces the result* of the vote.

These are the general steps for bringing motions to the members. If your organization needs more support for motions and the different types of motions, contact Student Leadership and Involvement for more information, or research online for FAQs disseminated from the many state and national parliamentary organizations.

To learn more about how to use Robert's Rules of Order, running effective meetings, and governing document structures, RSO leaders are encouraged to reach out to Student Leadership and Involvement for training or to borrow Robert's Rules of Order books and resources. Additionally, there are many helpful websites that provide answers to questions about specific ways to address a meeting procedure.

Amending Governing Documents

Constitution and Bylaws

The constitution and bylaws contain the basic rules of the organization. Therefore, to change the document, you must have enough support and oversight from the majority of members and approval from Student Leadership and Involvement. Even slight changes to the constitution can create significant impact to the RSO's functions and organization.

To amend a constitution, the members must vote to amend the document with a two-thirds majority. There must be prior notice to the members so that they can review the proposed changes. Before the changes go to a vote by the membership, Student Leadership and

Involvement must review and approve the proposed amendment(s). Below are general steps for drawing up amendments:

1. Appoint a committee (a special committee).
2. Committee discussions, research, and compare other organizations' bylaws
   a. Consult national organizations if the RSO is a member.
3. Draft proposed amendments.
   a. The committee may choose to appoint a drafting subcommittee (or a few subcommittees).
   b. Consult Student Leadership and Involvement at this step in the process.
4. The committee should review the proposed changes and approve (vote).
5. Committee Report
   a. Present the proposed amendments to the membership.
      i. The committee chair reviews every article and section change and how it differs from the existing bylaws.
6. Approve the amendments (or make changes or refer back to the committee)
   a. The membership can approve the bylaws, after previous notice and typically with two-thirds vote (there is an exception: the RSO bylaws could state previous notice with specified time, the vote only needs to be a majority vote).
   b. The members could decide at the meeting to make changes to the proposed bylaw changes through the use of motions. Student Leadership and Involvement would need to be informed of any changes.
   c. The membership could motion to have the committee continue working on the bylaws if necessary.

If RSO members have questions about how to amend the bylaws or change other governing documents, refer to the organization's governing documents, Robert's Rules of Order, or contact Student Leadership and Involvement for support.

Inventory

Each RSO is responsible for maintaining a list of all their organizations' assets and updating their listed inventory on Involvement Link every year during RSO Reregistration. The inventory will help your RSO know what items you have to use, where they are stored, and in what condition they are in. This will also give USG a better understanding of the RSO's assets when approving purchase requests and budgets. It is best practice to update your inventory as you purchase new items so you don't have to scramble at the beginning of the school year to update your inventory. You can use this Sample Inventory document or you can create your own.

Risk Management

Many folks think of risk management only in terms of specific events, however, enterprise risk management is needed for every organization. Enterprise risk management seeks to identify, assess, and manage potential risks across all areas of your organization. This goes beyond the

the injury risks of physical activity that are typically predominate in our minds to more long term concerns such as resource management, reputational risks,

Officers

Officer Roles

To become and maintain a registered student organization, you must have officers to fill the following positions:

- President
  - Provides general leadership and oversight to the organization
  - In charge of re-registering the organization
- Secretary
  - Usually in charge of taking meeting notes
  - Keeps the organization organized
- Treasurer
  - Manages the organization's bank account
  - Track's organization finances

Officer requirements

All executive board members of registered student organizations must be current students that have and maintain a 2.25 grade point average, both cumulative and most recent semester, during the duration of their position. Involvement in student organizations is not an extenuating circumstance or a reasonable justification to allow grades to decline.

Officer Transitions

What is important when Eboards change officers?

- Fill out the **E-Board Position Update Form**
- In order to facilitate easy transition officers should start, maintain, and update a **living set of documents**. This can be created in the form of a binder or digitally in a google team drive. Use **this list** as a reference for documents to include.
- Old and new officers should get together for a transition meeting. **Sample Officer Transition Agenda**
  - This meeting can be conducted in person or digitally in order to allow the new officers to learn from the experience of the outgoing officers. Officer continuity is a key to growth for your organization and having a casual, open atmosphere is encouraged. This type of meeting allows for honest evaluation of the accomplishments and problems of the previous year.
- Treasurers
  - Incoming treasurers or authorized officers will need to go to the bank *with someone remaining on the account* to be added to the bank account. Everyone

must have a government issued ID and Tech ID. **If no current officers will be remaining on the account, be sure an advisor is added before the transition so they can be there to assist with the transition.**

- Helpful Resources
  - **Transition Goal Setting Guidelines**
  - **Outgoing Officer Manual**
  - **Incoming Officer Manual**
  - **Officer Retreat Planning Guide**

RSO Finance

RSOs and their officers are responsible for requesting, maintaining, and appropriately using funding from any source. Officers are required to adhere to a variety of rules when using funding and these rules vary depending on the source of the funding. The RSO Treasurer and President are ultimately responsible for all finances though all officers, including advisors, and should be mindful of financial regulations and the financial health of their RSOs.

RSOs finance their operations in a variety of ways including but not limited to:

- Student Activity Fee Allocations
- Member Dues
- Fundraising
- External Donations & Sponsorships
- Campus Funds
- Department Funding

Banking

RSOs often use private banking institutions to manage organizational funding. In cases where RSOs are receiving Student Activity Fee (SAF) funds, a bank account is required, as all funds will be issued in the name of the organization and not an individual. Setting up a bank account requires an Employer Identification Number (EIN).

- **Employer Identification Numbers:**
  - An EIN is your organization's identification number with the IRS, similar to how your Social Security Number is used to identify you as an individual
  - **Your RSO can apply for an EIN through the IRS.** This account will need to be linked to a person's Social Security Number; this could be the President, Treasurer, or Advisor (if they are willing). Most organizations register as a "social or savings club", "community or volunteer group" or "Sports Teams (community)" which are all under the "other" category. Please use your exact RSO name as indicated on Involvement Link when applying for your EIN. This is the name that will be used for any funding issued by the University so it must match the name on your organization's bank account.

    - It is important that this information is passed down to new leadership and documented. **We would advise advisors to know this information as well.** The IRS provides a helpful video, guide, and FAQs including what to do if you've lost your RSO's EIN. Contact the IRS business tax line at 1-800-829-4933 with questions.
    - *NOTE: Applying for an EIN is free. Only use websites with "irs.gov" in the URL when handling sensitive information.
- **Opening an Account & Changing Who is on the Account:**
    - In order to open an account, you will need to bring to the bank:
        - Everyone to be added to the account
        - Meeting Minutes stating that this person (or people) are to be signers on this account
        - Government issued photo ID (driver's license, passport, state ID are all examples of that)
        - MTU Student ID with the M number on back
        - A copy of the letter the IRS sends you upon approval of your EIN
        - Please be sure to give the bank the correct address. Below is the proper info:
            - Org Name MUB 106 1400 Townsend Drive Houghton, MI 49931

SLI does not keep record of banking information for RSOs so it is important that necessary information is passed down to new leadership and documented. **Advisors should know what bank the org uses at a minimum**. Organizational funds held in private bank accounts are not subject to the same rules and regulations as SAF funding. Organizations with questions should reach out to rso@mtu.edu.

Once a bank account is set up, **we highly advise groups to set up direct deposit** with Michigan Tech so they can get funds transferred directly to that account which is faster and easier than cashing a check. An organization must come to SLI (MUB 112) to receive the direct deposit form and to return it because it contains sensitive information. Stop by Mon-Fri 8 am-5 pm to get started!

Budgeting

Financial management and planning are vital to your RSO's short and long-term success. Budgeting allows your organization to plan and program for the upcoming year more effectively allowing you to stress less. RSOs are required to keep track of organization finances and remain in good financial standing.

We recommend structuring your budget based on this template from the Undergraduate Student Government: Template for Budgets 2025 - 2026 . If you have any questions about this template, please contact the USG Treasurer at usg-treasurer@mtu.edu.

Student Activity Fee Budget Allocation

Every year RSOs that are considered **open** are able to request an RSO budget from the Undergraduate Student Government (USG) which is funded by the Student Activity Fee (SAF).

Budget Hearings Process

Budget Hearings is the process USG uses to determine SAF Budgets for each RSO for the upcoming school year. Any RSO wanting to receive funds from the SAF **must** participate in budget hearings.

Here is a full list of what RSOs will need to do to participate in budget hearings. Additional information on steps 2 through 6 will be distributed at the information session.

- **Step 1:** Attend a Mandatory Budget Hearing Information Session. Dates for these information sessions will be provided by the USG Treasurer in an email to all RSO officers during December. (Attendance will be taken. **There is a budget penalty for not attending**)
- **Step 2:** Familiarize yourself with the budget info packet. This packet will be distributed physically and digitally at the budget information sessions.
- **Step 3:** Work on a proposed budget.
- **Step 4:** Sign up for a 10-minute budget hearing time slot. The link to sign up for a hearing will be sent out by the USG Treasurer after the last information session.
- **Step 5:** Submit the budget hearing questionnaire. This form is not yet open.
- **Step 6:** Attend your budget hearing.

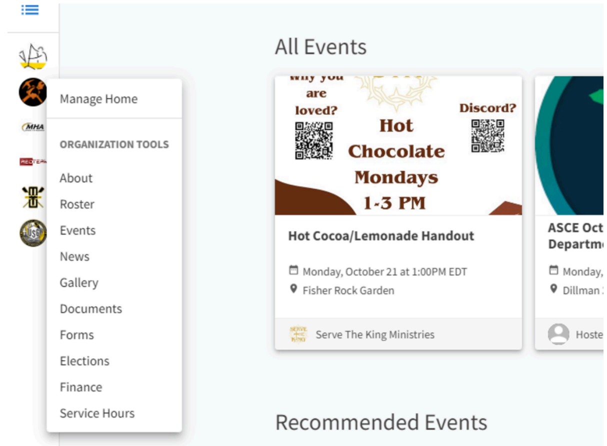
Viewing Your RSO's Current Budget

Involvement Link keeps track of your organization's current budget so you can keep track of your funds and how much you have left to spend in the fiscal year. To access your RSO's funds, make sure you are signed in with your Michigan Tech account with access to your organization's setting page.

1. Select the **gear icon** next to your organization's icon on the left-hand menu

2. Under the Organization Tools, select the **Finance** button, which will redirect you to the proper page

3. You can view all current **purchase requests** on the page that shows, or click the **Accounts** button to view the balance of each of your organization's accounts!

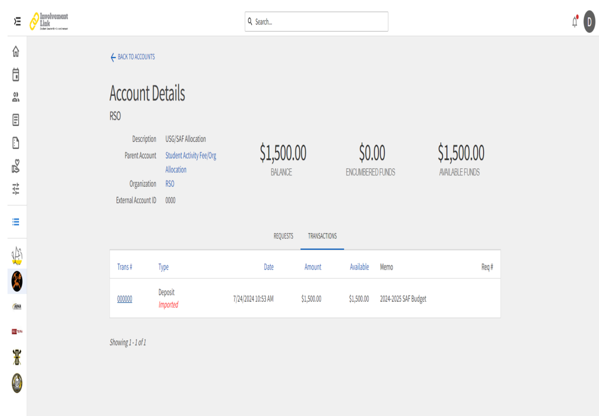


Each individual account that you select will have details about the funds available to your organization.

Balance - Shows the amount of funds from your RSO's budget (original allocation minus completed transactions)

Encumbered Funds - Shows the amount of funds spent (approved, but not completed)

Available Funds - Shows the amount of funds remaining for you to spend (balance minus encumbered funds)



On the **Account detail**, the Transactions tab contains details about the completed **transactions** for the account (which impacts balance). The Requests tab contains details about the **pending transactions/requests** (which impacts encumbered funds)

Spending Your SAF Allocated Budget

Purchase Requests can be made on behalf of your RSO, which request the usage **of one of your accounts to pay for a qualified item on your budget**. These purchase requests go through the Ways and Means Committee on the Undergraduate Student Government, and must follow a few guidelines to be approved.

In accordance with **Undergraduate Student Government Bylaws** and **Student Leadership and Involvement Policy**, there are multiple things that cannot be funded:

- Alcohol

- Giveaways
- Food (unless it serves a cultural purpose)
- Salaries for full-time or part-time staff
- Contributions to political or other campaigns
- Awards or prizes to members

There are three types of purchase requests:

- **Reimbursements:** Requests are payments to your RSO **after** a purchase has already been made. These purchases must fit within the scope of your budget and organization, and a receipt must be provided with proof of purchase, date purchased, and amount spent.
- **Advancements:** Advancement requests are for payments made to your RSO **before** a purchase has been made. This is typically for larger-ticket items that need to be funded, and require some sort of invoice showing the price for the item. Receipts must be emailed to advancementreceipt@mtu.edu within six weeks of purchase. Any unused advance funds must be returned.
- **Pay a University Entity:** If you need to pay a department or organization at Michigan Tech (usually using an index), you should select the "Pay a University Entity" option. This commonly includes Print Services, SLS, the SDC, and Catering.

While on the **Finance** page of your organization, click the **Create Purchase Request** button that appears under the **"Create New Request"** dropdown. Fill out the details of the purchase request in its entirety. You can view a detailed list of descriptions for each field below.

- **Subject** - Basic information about what the purchase request is for
- **Description** - Additional information about the request, such as reasoning, links, context, or anything else that you feel needs to be known about the purchase request (this isn't required)
- **Requested Amount** - The total amount that you are requesting for the purchase request. Please note that the Ways and Means Committee can adjust this amount if your receipt shows a different amount.
- **Categories:** Select RSO Budget
- **Account:** The account the funds should come out of. Select RSO Budget/Student Activity Fee Allocation
- **Reimbursement/Advancement/Pay a University Entity** - The type of purchase request that you are making.
- **Line Item** - Based on your submitted budget, please provide the line item number that corresponds to the purchase request. All purchase requests made must be on an RSO's budget, or they will be subject to denial.
- **Receipt/Invoices/Estimates** - A document detailing the necessary proof for your purchase request. Please note the descriptions shown on Involvement Link for what qualifies as a proper document. You may only submit one document per purchase request, so please combine PDFs, images, and receipts if you are submitting a purchase request for multiple individual (and related) purchases.

Finally, click the **Submit Request** button at the bottom of the page to submit your purchase request to the Ways and Means Committee!

Purchase Requests will be reviewed and approved by a member of the **Ways and Means Committee** and then reviewed and processed by the **USG Treasurer**. Once processed, the charge to the organization's budget balance will show up on Involvement Link. It may take up to two weeks for the check to arrive in SLI once the request has been processed. Checks are cut by financial services every Thursday and typically arrive on Fridays.

Opportunity & Reserve Funds

The Opportunity and Reserve Funds are two resources RSOs can utilize if they have an unexpected opportunity arise or a need for equipment repair or replacement. These two funds are overseen by the Ways and Means Committee on the Undergraduate Student Government (USG). The committee members make a recommendation to the USG body based on an RSO's request and USG then votes on the allocation.

The Opportunity Fund

This fund comes out of the **Student Activity Fee** that is charged to all students at the beginning of each semester, and grants funding to organizations each semester. The Opportunity Fund also supports new RSOs that did not have the opportunity to submit a budget for allocations the previous spring.

The Opportunity Fund is a specific fund meant for organizations that have either:

- An **unexpected opportunity** arise
- A **cost increase** in what they originally requested in their budget
- Are a newly formed RSO that has not had a budget allocated to them

Some common examples of Opportunity Fund requests include:

- An RSO looking to rent space at the SDC for a new event
- An RSO wishing to attend a newly announced conference
- Prices for a previously budgeted conference rose unexpectedly
- An event opportunity arises that wasn't a possibility before!

Please note: An Opportunity Fund request cannot be for an event that has already been budgeted for on an RSO's budget for the fiscal year unless there is a clear rise in cost or expenses for the event (*that can be backed up by historical records or receipts*). Requests of this nature will be allocated $0 in accordance with the USG Bylaws. Additionally, the Opportunity Fund typically cannot be used for retroactive purchases.

Complete an Opportunity Fund Request.

The Reserve Fund

The Reserve Fund is primarily used for Registered Student Organization

- Equipment replacement,
- Equipment procurement, or
- Emergency repair.

Generally, equipment age, cost, necessity, and lasting are taken into consideration. USG's Ways and Means Committee will assist the requesting organization in which fund would be the most appropriate for their request.

Some common examples of Reserve Fund requests include:

- An RSO wants to replace outdated equipment
- A safety concern has come up that an RSO wants to address
- A new organization wants to purchase a large item that will be with their organization for years to come

Complete a Reserve Fund Request

The Process After You Request

1. As part of your request, you will be asked to schedule a hearing time to give a short pitch (max 15 minutes) about your request to the Ways and Means (WAM) Committee at their weekly meeting.
    a. The USG Treasurer will share the information from your request with the committee in advance, so you do not need to bring those materials.
    b. You are welcome to bring anyone in the organization along with you (within reason). We recommend having around 2-3 people in the room representing your organization.
    c. The pitch is generally informal and discussion based with time at the end for questions
2. Once WAM has understood your request, they will discuss privately and vote on a recommendation to make to the Undergraduate Student Government (USG) based off of the:
    a. Opportunity/emergency itself
    b. Impact that it would have to your members and the campus
    c. Existing opportunities that your organization has.
3. You will be notified regarding the amount recommended and the details of the timeline moving forward via email after your hearing and before the next scheduled USG meeting
4. The Ways and Means Committee will formally propose the recommendation to the USG General Body at their next standing meeting which are Wednesdays at 7 PM. Members

can ask questions and offer opinions at this time, but the recommendation is not voted on until the following week.

5. It is possible that you will be contacted for questions, if WAM was not able to address a members concerns. Please respond to these emails promptly to ensure full consideration of your request.
6. At the following USG meeting, the body will vote on the recommendation. While you are always welcome to attend a USG meeting, you are strongly encouraged to attend the meeting when USG will vote on your request to answer any questions that arise or address any concerns. You can sit in the public gallery and will be called upon when the recommendation is presented.

Other Sources of Funding

Dues

Membership dues are a consistent and reliable source of income for many RSOs. Dues are also a way for members to invest in the organization to ensure sustainability. The amount and how often dues are collected is typically determined by the organization's governing documents and decided by the membership. If your organization is considering dues as a fundraising sources, here are a few topics to talk about with the leadership team and members:

- What is the purpose of collecting dues?
- What are the goals for the collection of dues?
- Does the fee add value to the programs and services the RSO provides?
- What are the benefits for the members?
- How will fees be collected, managed, and how will reminders be sent to members?
- Will the RSO need an online system for billing and tracking payments?
- Will there be a marketing campaign to promote and grow membership?

Similar to all financial transactions - transparency and consistency are vital components of dues collection. Contact Student Leadership and Involvement if your RSO has questions about collecting dues (rso@mtu.edu).

Parents Fund

The Parents Fund, administered by the Division of Student Affairs, is money given by Michigan Tech parents and alumni to support RSOs and their engagement and leadership on campus. The money from the Parents Fund can be used to support speaker programs, community events (no alcohol), travel to professional development opportunities, national and regional competitions, events that support Tech Traditions (i.e. Winter Carnival, Homecoming, K-Day, Family Weekend, and Spring Fling), and events that encourage involvement on campus.

To apply for a funding opportunity from the Parents Fund, use the Parents Fund Request Form on their website. RSOs seeking funding will also need to submit a budget for the travel, program, or equipment, the organization's overall budget, and a one-to-two page justification for the request. Review the Parents Annual Fund policy for more information about requesting money from the Parents Fund.

Graduate Student Government Funding

If your organization is made up of more than 50% graduate students, once per semester, you may be eligible for funding through the Graduate Student Government (GSG). To request GSG Discretionary Funding you must submit the Discretionary Funding Request Form. Email gsg@mtu.edu for more information.

Cultural Events Fund

The purpose of the Cultural Event Fund is to increase the campus community's knowledge and/or appreciation of various cultures by providing financial support for student driven events and activities. The fund is administered through a collaborative committee. Examples of events that have been funded in the past:

- Cultural Nights (African Night, Chinese Night)
- Speakers
- Art Displays/Workshops/Dances (Soul Train)
- Performances/Celebrations (Pow Wow, Diwali Night, Chinese New Year)

Student organizations interested in receiving support need to complete the Cultural Event Fund application at least four weeks prior to their event to ensure there is time for the committee to review. If the application aligns with the purpose of the fund, the group will be contacted to meet with the committee. A decision is typically made during this hearing, so the group will leave knowing the amount of funding allocated.

If a group receives funding through the Cultural Events Fund, they are required to:

- Include the Cultural Events Fund on any additional publicity that you release for this event.
- Submit an event summary to culturalevents@mtu.edu including your final expenditures from the event. Please also include the additional funding sources for your event and any recommendations you have for future leaders of the organization in regard to hosting.
- Submit a thank you letter to culturalevents@mtu.edu for the committee chair to distribute on your behalf to the departments that help to support the Cultural Events Fund.

Business/Corporate Sponsorships

Business or corporate sponsorships are investments that help both the RSO and the business or corporation. A successful partnership mutually benefits the RSO to do its purposeful work, and it gives the company recognition that it supports that mission. It is important to consider tax issues, branding and reputation, expectations, goals, and deliverables for both sides of the partnership.

Consider these questions if your RSO decides to seek business or corporate sponsorships:

- Why does the company want to work with your RSO?

- Do the RSO and company interests align? Are those interests consistent with the mission and values of the RSO?
- Are there ethical implications that could harm the RSO's reputation? Would your leaders be proud to publicly champion the company partnership? Can you stand behind the product, services, and positions the business or corporation has taken?
- Are there potential conflicts of interest concerns?
- How involved will the company be in marketing? What role will they play?
- What are the expectations? Are there "strings" attached and are they justified and reasonable? What does the RSO have to give in return for the partnership?
- How is the money treated on the IRS tax forms? What are the filing requirements?

If your RSO has questions about business or corporate sponsorships, talk with Student Leadership and Involvement (rso@mtu.edu) or a tax attorney. There are many online blogs and articles that also discuss the basics of entering into this type of fundraising partnership.

Departmental Sponsorships

If your RSO's mission, or an event your RSO is planning, align with a Michigan Tech department (academic or non-academic), you may be able to request sponsorship. This is not guaranteed and each department has rules for funding RSO operations and events. Reach out to potentially interested departments politely requesting support or touch base with your advisor, faculty members, and staff.

Fundraising

Fundraising typically occurs for two distinct purposes (1) to generate revenue on behalf of the organization to be used to benefit your membership or (2) philanthropic fundraising to support a cause, issue, or initiative that your membership values and has agreed to support.

Benefits of Fundraising

Fundraising is a fantastic way to promote your RSO, generate positive publicity, grow your reputation, and meet and recruit new members. If fundraising for your organization, it also helps ensure the organization's sustainability for the future. If your members are interested in traveling to conferences, purchasing supplies or gear, or looking for ways to promote membership and bonding, fundraising could be the way to achieve goals.

Financial Oversight

As with all financial processes, fundraising requires transparency and consistency. Viewable records should be available to members and fundraising amounts should be shared at scheduled meetings. The purpose of those funds and their use should also be reported on to your membership.

When fundraising for charity it is important that RSOs keep careful records and have a well laid out plan for how these donations will be handled. There could be very serious consequences, both academically and legally, if these donations are not: handled very carefully, in a timely fashion, and in accordance with how the event was presented to the public and the charity. Ensure there are financial controls within the organization to prevent *even the perception* of negligence.

Collaborations

Partnering with others helps expand your RSO's reach. By adding their network to your fundraising strategy, you grow your pool of potential contributors. Collaboration is also great for improving campus relations, delegating tasks, and reducing the workload. That said, collaboration takes clear and consistent communication and discussions about roles and expectations.

State and Local Laws

Before committing to a fundraising plan, it is critical that the leadership team reviews all state and local laws and ordinances. Michigan has several laws related to sales tax, charitable gaming, reporting, and raising money for other charitable organizations. Research the rules before starting any fundraising campaign or event.

Types of Fundraisers

Events

When planning events on campus, it's essential to follow all university policies, as well as state and federal regulations. As outlined in the RSO Event Planning section, successful events require careful attention to key elements such as backward planning, marketing, budgeting, and volunteer coordination. Organizations hosting events off-campus should be aware that they assume full responsibility for any associated risks and liabilities. A well-executed event can increase visibility, boost post-event engagement, and generate meaningful revenue. Below are a few ideas for event fundraising:

- Trivia Night
- Talent Show/Open Mic Night
- Game Tournament
- Silent Auction
- Concert

Raffles, Bingo, & 50/50s

Charitable gaming is a fun way to get people together to raise money for an RSO. Similar to hosting an event, there is a lot of coordination that goes into planning and organizing a game night. Unlike most fundraising events, game nights with chance (bingo, raffles, 50/50s, other chance games) are subject to Michigan charity gaming rules. RSOs must apply for a Raffle License from the State of Michigan before your event and wait for approval. Learn about raffle rules and apply for a license on the State's Charity Gaming website. Please note, it takes four to six weeks for the application process. There are opportunities to learn about raffle events and the license process. Review the MI Charity Gaming's training slide deck and register charity gaming training on the State of Michigan's website.

Bingo, as with all Charitable Gambling, is regulated by the State of Michigan. Learn more about hosting a Bingo game and the State of Michigan's policies on the State of Michigan's Bingo website.

Fundraising With Food

Selling homemade baked goods, like muffins and cookies, can generate money for a student organization. RSOs are permitted to conduct bake sales for organization fundraising purposes. Basic baked goods, such as cookies, brownies, cupcakes, etc. may be sold or available for donations. Remember to reserve space on campus, and follow all local and state rules.

Additionally, fundraising sales by Registered Student Organizations of packaged food prepared by licensed service providers for personal consumption, such as candy bars, are also permitted. This does not include service of food fully or partially prepared on the day of sale, such as hot pizza slices or other fresh food offered for sale by Dining Services. For prepared foods, your RSO must follow all food policies, which generally means either contacting the Catering Office to discuss the food and beverage needs.or pursuing a food policy exemption and licensing requirements. Please see the University Food Policy for more information. Below are a couple of ideas for fundraising with food:

- Bake Sales (see Michigan's Cottage Foods guidelines)
- Ticketed Food Fair with local vendors
- Holiday Cookie or Treat Grams

Sales

Fundraising by selling items or labor is a fun way to promote an organization and bring in funds to do purposeful work. Like event planning, selling takes a strong marketing strategy. Additionally, fundraising sales are subject to specific regulations that are designed to ensure transparency, protect buyers, and maintain trust in the community.

While many RSOs are exempt from paying sales tax on purchases, if they are a registered nonprofit organization, this exemption does not automatically extend to sales made during fundraising events. If your RSO sells goods (such as food or merchandise), it may be required to collect and pay Michigan sales tax. Review the sales tax license requirements on the Michigan Department of Treasury website.

When hosting events that incorporate minors, such as hosting a sports or STEM camp or babysitting, the RSO will need to obtain parental consent and waivers, ensure adult supervision, adhere to safety protocols, and will need to check with local laws and ordinances. Below are a few ideas for sales fundraisers:

- DIY kits
- Merchandise Sales
- Custom Playlist or Poem Creation
- Off-Campus Labor (dog walking, house sitting, yard work, carwash, babysitting, etc.)

- Lessons/Education Opportunities (music, coding, sports, arts, etc.)

Crowdsourcing

Crowdsourcing is a great way to tap into an RSO's large network of current and former members, family, friends, and community members. Online platforms make it easy to share the fundraising opportunity through social media, email, websites, and blogs. Typically, the cost to host an online campaign is low initially; and certainly less expensive than events with physical space, food, and traditional marketing (posters). All that noted, money raised through crowdfunding may have tax consequences and it's important to review the Michigan Attorney General's Charitable Trust Section before starting a fundraiser to know if the RSO is exempt or not from registration, licensing, or tax obligations. Below are few ideas for crowdfunding, some are online while others are not:

- Restaurant Partnership (get your network to buy meals)
- Letter campaign (write to people explaining the RSO's purpose and what fundraising will do to grow the impact)
- Online crowdfunding platforms (e.g. Go Fund Me, GiveSendGo, Kickstarter, Indiegogo, MightyCause, Classy, and Donorbox)

Competitions

Hosting a sporting tournament or competition is a fun way to bring people together. Members and supporters get into the competitive spirit, possibly get exercise, share some laughs, and raise money for an important cause. Similar to the other sections that explained event planning, competitions are an event and require thoughtful consideration and planning. Review the event planning portion of this manual to ensure your event planning covers all of the critical tasks.

All competitions and tournaments must follow all Hazing and Conduct Policies and you must have a Risk Management Plan if the event is to occur on campus.

Date Auctions Are Prohibited

Date auctions, or any type of event in which people are auctioned, are not permitted on-campus by any Registered Student Organization. No University resources may be used for any such event, including, but not limited to room reservations, posting space, Involvement Link, etc. Organizations that violate this policy will be charged through the Office of Academic and Community Conduct.

Marketing

Effective marking is crucial for the visibility and promotion of your RSO. Michigan Tech provides you with many great opportunities to get the word out about your organization!

Involvement Link Events

Similar to a website, this platform allows RSOs to share pictures, upcoming events, articles, and contact information about your organization.

Events created in Involvement Link will be automatically imported into the Michigan Tech Events Calendar system each night. Similarly, events added to Involvement Link will also go to the phone app, Corq.

1. Log onto your Involvement Link page and click on "Events"
2. Then, click on "Create Event", and input the required information
3. Once you submit, Student Leadership & Involvement will approve the event posting within 48 hours Monday - Friday, so plan accordingly!

Help your members keep up with new highlights from past events, awards, officer changes, etc. by writing articles and adding new pictures to your organization's Involvement Link page.

Campus Newsletters and Media Outlets

The Student Scoop

This blog is sent out each Wednesday, and is filled with important events and information. If you would like to post an article or share an upcoming event, submit it to our Student Scoop Submission Form by 8:00 a.m. on the Wednesday that you would like it to go out. Please Include: a headline, detailed description (who, what, when, where, contact information for questions), and a jpg or png (max size 2MB) of a poster or image if desired.

Tech Today

If you would like to advertise your event to faculty, staff, and the Michigan Tech community, go to the Tech Today website and submit a story. For questions, send an email to ttoday@mtu.edu.

The Lode

Deliver your message directly to the Michigan Tech community by appearing in the school newspaper! Learn more on the Lode's "Advertise with Us" webpage.

WMTU

WMTU, our own Michigan Tech radio station, allows RSOs to submit "liners," or short announcements regarding upcoming events or other promotions. Contact the WMTU staff for more information.

Film Board

Each weekend the Film Board shows a slideshow with advertisements prior to that weekend's movie. Advertisements are sold on a slot basis for both slide and video advertisements. Learn more on Film Board's "Advertise with Us" webpage.

Printed Marketing

Posters or Fliers

RSOs can distribute their promotional material throughout campus following this **Posting Matrix** (color/b&w).

Printing Options for RSOs
RSOs have several printing options on campus:

- Utilize standard HuskyPrint services through IT. Black and white printing is free. There is a cost associated with color printing
- Utilize the on-campus printshop by following this printshop guide
- Print in MUB 106
    - A full color copier is available for use on projects under 50 pages.
        - Black and white copies are 5 cents.
        - Color copies are 10 cents.
    - Follow this guide to use the MUB 106 printer
    - Email rso@mtu.edu or visit SLI in MUB 112 for your RSO's personalized code to use the printer.

Sandwich Boards
Student organizations may request to have sandwich boards on-campus to promote their events or organization. Student organizations must follow the use of University Outside Grounds Policy and Procedure and must comply with the Board of Trustees Policy 12.3, Rule Prohibiting Disruption of student activities when doing this and submit a request in advance.

Requests can be submitted by coming to the SLI office in MUB 112 and filling out the reservation form or emailing rso@mtu.edu with the amount you need and the requested date.

Digital Marketing
Electronic Display System
Student groups can share graphics on the screens located in the Library and the Residence Halls at the discretion of those departments. Submissions to the library can be made on their "Digital Signage Request Form".
Submissions to the Residence Hall can be made by emailing housing@mtu. Please ensure to include the start and end date, your organization's name, and attach the graphic. The preferred size for displays is a standard powerpoint slide (16:9).

Social Media
The University Marketing and communications team offers a thorough field guide for the use of social media accounts. We recommend using it for suggestions and ideas for your own social media platforms. They also allow university groups to utilize their platforms by request, such as creating a video for TikTok.

Additionally, Michigan Tech requires all RSOs to follow their branding guidelines and logo guidelines.

Some important things to consider when developing a social media account and logo:

- Michigan Tech requires that all university affiliations be AFTER your organizations name
    - For example, *Checkers Club at MTU* is okay

  - But, *Michigan Tech Checkers Club* is not
- Michigan Tech, MTU, or Michigan Technological University must follow an “@” or an “at” in your username or handle. Ex: *checkers@mtu*

Finally, implementing the use of Instagram, Snapchat, TikTok, or other social media platforms can be incredibly helpful in promoting your organization. Make sure to stay respectful, and refrain from using vulgar language or actions. We encourage you to share what your organization has been up to, it's one of the best ways to gain interest!

Promotional Tabling

Student organizations have the opportunity to reserve promotional tables to promote their organization, conduct fundraisers, or distribute information. You may do this in five different locations.

Wadsworth Hall, McNair Hall, and Douglas Houghton Hall

To reserve a table in the residence halls, you may visit the Residence Education and Housing Services Office in 153 Wadsworth hall to complete the reservation form.

Memorial Union Building

There are two promotion tables located in the Keweenaw Commons that can be used by student organizations and University Departments to sell tickets to events, promote activities, recruit members, etc. Tables need to be reserved in advance. You can do so by emailing mubrooms@mtu.edu.

Fisher Hall

To reserve a table in Fisher Hall, students can stop into the Physics Office in Fisher 118, call 906-487-2086, or email physics@mtu.edu.

Local Media Outlets

Looking to expand your scope outside of the university community? Consider marketing with local media outlets!

Daily Mining Gazette

Phone: 906-482-1500

Email: clerk@mininggazette.com

Eagle Radio

Phone: 906-353-7625

Email: eaglemediapsa@gmail.com

WMPL/Mix93 Radio

Phone: 906-482-3700

Email: rick@wmpl920.com

WOLV Radio
Phone: 906-482-7700
Email: houghtonradio@up.net

Event Planning

Planning events is a core function of many RSOs. They offer opportunities to connect, show off, recruit and engage members, create fun or educational opportunities, and fulfill the organization's purpose. Whether hosting a small gathering, speaker presentation, fundraiser, or large-scale campus event, effective planning is essential to ensure success, safety, and compliance with university policies and local ordinances.

In the next few sections, you will find resources designed to guide RSOs through the event planning process. It covers idea development, backwards planning, collaborations, space reservations, marketing, and risk management. It is important to remember that all RSO operations are subject to University Policy. By following these guidelines and university policies, your RSO can organize and host impactful events that are interesting, meet the RSO's purpose, and strengthen the organization.

Pre-Planning and Planning

Planning an event–especially a large one–can be a complex process, but it starts with a strong foundation to make the work easier and more organized. One of the first and most important steps is pre-planning, which involves discussing your organization's purpose and the goals of the event to ensure they align. Taking time to reflect on why you're hosting the event and what you hope to accomplish should guide your decisions.

Some Important Things To Consider In Pre-Planning An Event

Events with Alcohol and Food: Review the policies

- Food Policies
- Alcohol Policies
- Request For Approval For Alcoholic Beverages

Events with an element of risk: Plan for risk

- Risk Management Plan
- Liability Waiver for Participants

Contracting with independent contractors

- Draft an agreement with contractor that includes contact information, terms and services, and what happens in the event of cancellation

Accepting Money?

How will your RSO accept payments that ensure oversight, financial controls, and tracking? The money should be tied to the organization, not an individual.

- Checks
- Cash
- Ticketing Service, such as Michigan Tech Ticket Office or Eventbrite
- Online Payment Platform: the account should be tied to the organization, not an individual

Accessibility

How will your organization make the event accessible to all participants, including participants who need accommodations in order to participate. Equal Opportunity Compliance and Title IX has a webpage about planning accessible events.

Backwards Planning

Backward planning from your event goal is a useful strategy to ensure that every step of your planning process is completed on time and in the right sequence. By starting with the final event goals and ideas, you can identify key tasks and work in reverse to determine when each action needs to be completed. This method helps prevent last-minute stress and keeps your planning on track. Use the steps below to outline your event's timeline and set clear, deadline-driven milestones along the way.

Sample Event Planning Timeline

8-10 Weeks Before The Event

- Define the event goals and audience
- Draft a budget and decide on funding
- Talk with your RSO advisor for guidance
- Reserve space
- Consider reaching out to co-sponsors or partners

6-7 Weeks Before The Event

- Confirm space and logistics
  - Sounds/Lighting Services
  - Catering
  - Facilities
- Request necessary permits, event insurance, and/or licenses
- Complete a Risk Management Plan to Student Leadership and Involvement
- Book vendors, speakers, or entertainment (if a big name is coming, do this months in advance and consider the time of year (the beginning of the semester is busy for everyone))
- Start a marketing plan

4-5 Weeks Before The Event

- Marketing:
    - Hang posters, post graphics to Electronic Display Systems (EDS), add event to the Student Scoop (and Tech Today if the audience is more than students)
    - Sign up for promotional tables
    - Schedule send Social Media posts
    - Invite other RSOs and campus officials
- Confirm all contracts and travel accommodations for acts, if contracting
- Order supplies
- Open registration or RSVP (Involvement Link has this feature)
- Create run-of-show or event itinerary

2-3 Weeks Before The Event

- Finalize roles
- Do a walkthrough of the space
- Continue to do market the event
- Confirm supplies are delivered
- Prepare materials (name tags, decorations, directional signs, etc.)

One Week Before The Event

- Send reminders to participants and volunteers
    - Outline roles and responsibilities to volunteers
- Print materials
- Create event schedule with setup and breakdown
- Final confirmation with all vendors, logistics support, and contractors/entertainers

Day Of The Event

- Arrive early for set-up and to greet volunteers
- Execute the run-of-show/event itinerary
- Problem solve as issues arise
- Take lots of photos and post to social media
- Thank volunteers, contractors, logistics, entertainers, and participants
- Collect feedback from participants/volunteers
- Clean up

A Few Days After The Event

- Return borrowed items (sandwich boards, walkie-talkies, clickers, etc.)
- Reconcile the budget and submit receipts
- Send thank-you notes to partners and volunteers
- Review feedback from participants/volunteers

1-2 Weeks After The Event

- Host a debrief with leaders and partners/co-sponsors

- Submit report to RSO general meeting
- Archive photos
- Write an article for Involvement Link about the success, include pictures
- Start planning the next event!

Collaborations

Collaborating with other organizations has many benefits. For example, the event's reach expands, there are more volunteers to support the work, more funding to make the event bigger, new ideas, and new partnerships to improve campus relations. In all partnerships, it is important to:

- Meet early,
- Have clear communication and expectations,
- Set goals,
- Divide the work appropriately,
- Set deadlines,
- Have regular check-ins and an event debrief,
- Agree on the budget and funding,
- and be flexible.

Below are a few organizations and programs to consider collaborating with.

MUB Board

MUB Board is our campus programming board. They put on events throughout the school year for every student to attend! To express interest in collaborating with them, you can fill out this form, or email mubboard@mtu.edu.

Sound and Lighting Services (SLS)

SLS provides technical lighting and audio services for many types of events! This is a good place to go if you need anything sound or lighting at your event. To express interest in collaborating with them, you can visit this website.

Late Night Program

The mission of Late Night Programming is to make an alcohol-free environment available to all students through quality late night entertainment during prime social times. If you want to partner with this program, contact Student Leadership and Involvement at activities@mtu.edu, call 906-487-1963, or stop by Student Leadership and Involvement (MUB 112) for more information.

Undergraduate Student Government

The Undergraduate Student Government is here to help you! If you want to advocate for campus change, you could "collab" with USG! To express interest, email usg@mtu.edu with your concern.

Collaboration with Other RSOs

Visit [Involvement Link's](#)complete list of Michigan Tech RSOs to see where there could be some common purpose and values. Reach out to the organization and inquire about meeting to do a collaboration.

Event Based Risk Management Plans

Risk management plans are required for any on-campus event that involves risk as well as any University Sponsored off-campus events, such as Keweenaw Day. An event that involves risk means an event or activity that a reasonable person would consider having an element of risk. This would also include events/activities that could be less risky for advanced participants, but more risky for novice participants.

> For example, you might be proficient at skateboarding and hosting an event in a campus parking lot. Even though you do not think skateboarding is risky, people who have never skateboarded before in their life could attend and would be at risk for getting injured. You need to plan accordingly to make your event safe.

Risk management plans must be reviewed for compliance with university policy, insurance requirements, etc. prior to the event taking place. Additional information or changes may be requested. **Your event may not proceed on-campus until your risk plan has completed the review process.**

A risk management plan is recommended anytime you have an event/activity that you (or a reasonable person) feel would have any elements of risk. Just because an event is off-campus does not mean that there is less risk involved. It is encouraged that you create a risk management plan to ensure safety and success at any risky or potentially risky events.

Managing Risk

Groups should follow a five step process for considering and managing risk.

1. **Identify** - Think through your event and identify any areas of potential risk. List all risks, even if they have a low probability of happening. If you have held the activity/event before, look back at past notes to see if there is anything you might have missed. Sometimes, it is beneficial to have someone else look at your event and tell you what activities or parts of the event have them concerned. This is especially helpful if the event/activity is something you do frequently so you might overlook something that is second nature to you.
2. **Assess -** Review each risk you have identified and determine why it is risky. You should also consider who it is risky for (just the participant, spectators, people walking by, etc.). How much control do you have over the risk that could occur? For example, an outdoor event could have severe weather. You cannot control the weather, but you can control having a back-up indoor space or a second date in case of weather. Some types of risk to consider are: physical, mental/emotional, reputational, financial, and facilities.
3. **Address** - Consider what options you have to mitigate the risks you have identified. Can you remove the risk completely? If not, how much can you reduce the risk? Could you

modify the risky activity to minimize or eliminate risk? Create a risk management plan to address all of the risks and potential risks you have come up with.

   a. Consider how you could transfer the risk to another party by hiring a partner or purchasing insurance. An example of this would be hiring a company to run your bubble soccer event instead of running it yourself.
   b. Consider having a liability waiver for members and/or participants depending on how much risk is still involved. Liability waivers do not cover negligence, so you will need a plan to back it up.
   c. Consider who is responsible for what parts of the plan and whether or not they need any training in order to successfully fulfill their role.
   d. It is also beneficial to have a plan in case something goes wrong. For example, having a first aid kit in case of minor injuries or calling for help (9-1-1 or campus EMS for example) for more severe injuries.
   e. Ensure your event is in compliance with Michigan Tech's Student Code of Conduct, Board of Trustees Policy, Student Leadership and Involvements Policies and Procedures, as well as local, state, and federal laws.
   f. Once you have created your plan, make sure you review it and are willing to accept any risk that is left.

4. **Implement -** Put your plan into action. Now that everyone knows what the plan is and has received proper training (if needed), you are ready to run your event. It is important to document what is going well, what is not going well, and if there is anything you did not think of that you should in the future. Document in a way that you or your organization can look back after the event and make some assessments.
5. **Evaluate -** Make sure you plan to sit down with your organization, the people helping run your event, or at the minimum yourself to review how the event went shortly after the event has happened. Use the documentation you made during the event to help identify areas of improvement to make your next event even safer. If an incident happened at your event, think through if there was anything that could have been in place to prevent it from happening. Make sure you look at all the strengths and weaknesses of the event and make notes for the future.

Event Risk Plan Requirements

When completing a risk management plan, student organizations are asked to include the following information:

- Organization Name
- Today's Date
- Person completing the plan and their role within the organization
  - Email address
- Event Name
- Date of Event
- Location of Event
- Person in charge at the event and their role within the organization

    - Email address and phone number
- Please provide a thorough description of your proposed event and what will be happening:
    - Will an advisor or a faculty/staff member be present? If so, please include their name(s) and email(s).
    - Does this event involve food/beverage? If so, describe in detail.
    - Does this event involve physical activity of any kind? If so, describe in detail including how you will minimize risk. (Safety equipment, training, waivers, etc.)
    - Describe any other risks or possible risk scenarios that participants, spectators, or organization members could experience as a result of this event. Please describe in detail how you will mitigate these risks.
    - Describe your organization's action plan in case of an emergency and/or a medical situation.
    - What is your plan in the event of inclement weather?

Once you compile this information, please email it to activities@mtu.edu for review. Depending on the contents of your proposed event, your organization's officers and/or planning group may be asked to meet for more information. Your plan may also need to be reviewed by Public Safety and Police Services, Facilities Management, Dining Services, and University Risk Management. We recommend that you submit your risk management plan as early as possible and no later than 10 business days before your event.

Liability Waivers

Depending on the level of risk at your event, you may be required to have participants sign a liability waiver for the university. This waiver is available for download on the SLI website for both individuals and groups.

Event Planning Assistance

After reading all of this event planning information, do you need someone who plans events to help you think through your RSO's goals and ideas? Email rso@mtu.edu for assistance or stop in at MUB 112 to talk to someone in Student Leadership and Involvement.

Recognition For Your Event or Program

Did your organization do an exceptional event or program that improved the campus community? Did your group start rough at the beginning of the year but with thoughtful events your organization excelled by the end of it? Consider nominating your RSO for a Student Leadership Award. There are four awards available for student organizations: Exceptional Civic Engagement Award, Exceptional Program of the Year, Most Improved Student Group, and Student Group of the Year. Consider reviewing the requirements and nominating your organization for the next award.

Available Spaces

Outside Space Request

Student organizations seeking to distribute promotional materials or reserve space outside on the main campus of Michigan Technological University are required to complete the Outside Grounds Use form. The form will be reviewed by Student Leadership and Involvement and Public Safety and Police Services. Please allow at least 48 hours (or two business days) for a response.

Room Reservations

Reserving rooms on campus is different for every type of room! Here is a guide to each of them:

Memorial Union Building, Great Lakes Research Center (GLRC), Wadsworth Hall Cherry Room, and H-STEM

Registered student organizations can make room requests for the Memorial Union, GLRC, H-STEM, and Wadsworth Hall Cherry Room by going to 25Live (must sign into MTU account).

RSOs will have the opportunity to reserve rooms in the MUB for no charge for the upcoming academic year during the open reservation period held during week 13 of the Spring Semester. At this time, it is crucial that organizations reserve rooms that they need in the MUB for their regular meetings and special events. Meeting space is reserved early, so it is important to request space in advance.

Make sure to pay special attention to the Late Cancellation Fee and the No Show Fee.

Residence Halls

RSOs have the first opportunity to receive meeting spaces in the residence halls each semester. Spaces in Douglass Houghton Hall, McNair Hall, Wadsworth Hall, and Hillside Place are all able to be reserved for regular meetings or special events. Fill out this Room Request Form and wait for confirmation from housing to do so. Questions can be directed to the Housing Office at 906-487-2682.

Classrooms

For meetings and special events, you can reserve a classroom on campus through the Registrar's Office by filling out this Classroom Scheduling Form.

Be sure to include a Second Choice and specify what classroom features and technologies you will need so that the Registrar Office can assign a suitable room for your organization.

You **must** include the name of your organization on this form. You will know your room registration is final when you receive confirmation from the Registrar's Office. For any questions, call their office at 906-487-2319 or email registrar@mtu.edu

Student Development Complex (SDC)

Student Organizations may reserve sports facilities and other spaces at the SDC for their events. Filter for the space using the “Category” dropdown menu.

Student organizations can also reserve tables, chairs, and other equipment through Facilities. For more information on how to reserve equipment, process payment, or reserve specific spaces (i.e. range, pool, and ice arena), review the SDC Facilities Reservation webpage.

The SDC facilities registration procedure policy can be referenced online.

Rozsa Center for the Performing Arts

For more information about renting the performance hall or lobby at the Rozsa Center, email the Guest Services Manager or call 906-487-2481. RSOs may also use the “Rent the Rozsa Contact Form” to start a request. For event information visit mtu.edu/rozsa or call Ticketing Operations at 906-487-2073.

J. Robert Van Pelt and John and Ruanne Opie Library

The Library offers student study rooms and space for special events You may reserve a room or space through the Library. Questions can be directed to the Library by calling 906-487-2508 or email library@mtu.edu.

MUB 106 Resources

Student Leadership and Involvement monitors and maintains MUB 106 in order to provide a common resource space for all RSOs to utilize.

Resources in MUB 106 include:

- Individual mailboxes for each organization.
    - Check weekly for important university communication and mail such as bank statements.
    - Please be sure your address with your bank is correct. Below is the proper info:
      Org Name   MUB 106   1400 Townsend Drive   Houghton, MI 49931
- A full color copier is available for RSO use.
    - B/W copies - 5 cents. Color copies - 10 cents.
    - Email rso@mtu.edu for your RSO’s personalized code in order to use the printer.
- If there is an open space, RSOs can request a desk in MUB 106 by submitting a MUB 106 Registration form.
- Couches, chairs, and tables for all RSOs to utilize during meetings.
- Basic office supplies

Storage

Besides storing your RSO's inventory in members' rooms or cars, RSOs have several other options for storing their stuff.

MUB Lockers

A limited amount of locker space is available in the Memorial Union Building and is coordinated by Student Leadership and Involvement. If your RSO is interested, please email rso@mtu.edu or stop by MUB 112.

USG Body Barn

The Student Body Barn is a storage barn for Registered Student Organizations. It is located by the Peter J. Grant Hockey Entrance of the SDC in Commuter Lot 29. The Body Barn contains 15 lockers varying in size from roughly 4x8x10 feet to 6x8x10 feet. The Body Barn is overseen by the Events Committee of the Undergraduate Student Government. Each semester the lockers are checked to ensure safety and correct usage. There are several requirements and guidelines outlined in the Usage Contract. The largest requirement is an inventory of the locker including pictures. Spaces are very limited. To request storage at the body barn, fill out the Body Barn Allocation Request Form. To see pictures of the space and access contracts, visit the USG Body Barn page.

Storage Garages

There are a variety of local storage units available for purchase, including ones that are temperature controlled if needed. If your RSO needs to pay for a storage unit, the monthly cost is something that can go on your USG allocated budget.

Other Local Venues

Dee Stadium Ballroom

The ballroom on the second floor offers an elegant and affordable space for all occasions including weddings, proms, baby showers, etc. The 5,375 square foot ballroom features an 850 square foot sun room overlooking the canal, restrooms, and basic kitchen facilities. The ballroom holds 300-400 people and is accessible by stairs and chair lift. The ballroom offers 250 chairs, (29) 6′ tables, (3) 7′ tables, (3) 8′ tables and (10) 72″ round tables for use. For more information or to make a reservation, use the Dee Stadium website.

Downtowner Lounge Banquet Room

The Downtowner Lounge has a banquet room that can be used for medium sized parties or banquets. You can find their contact info on the City of Houghton website.

Portage Lake District Library

The Portage Lake District Library has several rooms available for use. The Community Room has a max capacity of 50 people. All events and meetings in the Community Room must also be open to the public. You can learn more on the library's room information page.

Training Resources for You and Your Organization

Required Training

As part of the annual re-registration process for student organizations, required officer positions (President, Secretary, and Treasurer) are required to complete officer training. These resources remain active on Canvas throughout the year for your reference. We encourage you to rewatch relevant trainings when travelling on behalf of an organization, requesting funding, etc. This training is available for reference to the entire MTU community.

Open Opportunities for Leadership Development

Student Leadership and Involvement offers many programs to develop individual and organizational leadership skills. If you are looking to develop your individual leadership skills and capacity, check out these programs:

- Catalyst by LeaderShape®
- Courageous Dialogues by LeaderShape®
- GRIT
- Institute by LeaderShape®
- HuskyGOLD

If you are looking for opportunities to develop your leadership skills specifically related to your organization, we recommend participating in HuskyLEAD programs which often focus on skills and processes related to student organizations. For example, trainings are offered annually on RSO Budgeting and Leadership Transitions.

Workshops by Request

Several Michigan Tech offices offer both topic-based and customizable workshops for student organizations and groups by request. If you are looking to support your members education, growth, and well-being, consider requesting a workshop for your organization!

Leadership Workshops

Student Leadership and Involvement offers on demand leadership workshops. Potential topics include

- Leadership styles
- Emotional intelligence
- Event planning
- Inclusivity
- Team dynamics
- Conflict resolution
- Fundraising
- Robert's Rules of Order

We are also able to offer some of the programs listed for leadership development for your group including Catalyst, Courageous Dialogues, and GRIT. Sessions range from 30 minutes to full-day retreats and are available upon request. Workshops are tailored to fit organizational goals, and requests must be submitted at least three weeks in advance.

Learn more or request a presentation from Student Leadership and Involvement.

Well-being Workshops

The Center for Student Mental Health and Well-being offers presentations, workshops, or a counselor presence at events on campus. Their outreach is geared toward both prevention and intervention to fit the needs of whatever requests we receive. Some potential topics include:

- Well-Being in College
- Center for Student Mental Health and Well-being Overview
- The Good Samaritan Provision
- Substance Use Education (Alcohol and Other Drugs)
- Sexual Health

Learn more or request a presentation from the Center for Student Mental Health and Well-being.

Career Workshops

Career Services offers presentations on a variety of career-related topics for groups on campus. Potential topics include:

- Career Fair Prep
- Cover Letters
- Experiential Learning Opportunities
- Interviews
- Job Offer Evaluation and Negotiation
- Job Search Strategies and Resources
- Personal Branding, Networking, and LinkedIn
- Resumes

They require a minimum of one week's notice for all events and cannot guarantee availability with less than one week's notice or for events scheduled to take place after 5 p.m.

Learn more or request a presentation from Career Services.

Community Service

Husky Helpers

Michigan Tech Student Leadership and Involvement Office coordinates a campus volunteering initiative - Husky Helpers! Husky Helpers is dedicated to connecting volunteers with those in need, helping both our campus and the community, ultimately making a positive impact on the world. For general questions related to service or to be added to the huskyhelpers list serv that shares volunteer opportunities, email huskyhelpers@mtu.edu.

GivePulse

GivePulse is an online platform that enables everyone to list, find, coordinate, and measure their community service impact.

On GivePulse, individuals can:

- Search for local events, groups and causes you care most about
    - Register for events and use the dashboard to manage and review your experiences in one place
- See and verify your impact
    - Get insights, keep track of your donations, and verify your service hours to the community in one place
- Review, reflect, and share
    - Leverage GivePulse to be your central platform to manage reflections, hours, donations and impact

Organizations may also create a page for their group and affiliate it with Michigan Tech. Your organization could then use the platform to track the service hours and/or philanthropic activities of your group. If your organization has a service requirement, we strongly recommend using this provided platform. If you have questions about how to set up an affiliate page, please contact us at huskyhelpers@mtu.edu.

FAQ About GivePulse

1. How do I log into GivePulse?
    a. Navigate to the GivePulse website and select login from the upper right hand corner. Select "Single Sign On" and then search for and select "Michigan Technological University." Enter your Michigan Tech single sign on credentials and select login.
2. How do I find service opportunities on GivePulse?
    a. From the main Michigan Tech page, select events to view upcoming or open and ongoing volunteer opportunities. Click an event block to learn more about each opportunity. Ready to commit? Select the blue "register" button on the upper right hand side of the event page.
3. How do I learn more about organizations in our community?

   a. From the Michigan Tech page, select "Affiliates" to learn more about the groups that are active in the Keweenaw. If an organization does not have a lot of information on GivePulse, contact their primary administrator or navigate to their organization's website.
4. How do I add service hours to givepulse?
   a. If you signed up directly for an event, your impact will be added automatically when you are marked as attended. However, if you completed service hours outside of a GivePulse event, you can still add those hours. Full instructions on adding impacts, tracking and updating impacts, and sharing impacts can be found on the GivePulse support website. When adding impacts, please make sure it is set to "public" and shared with Michigan Technological University so we can view the full impact we are having on the community.

What Counts as a Service Hour?

Michigan Tech's broad definition of community service is: "Action taken to meet the needs of others and to better the community as a whole" (Campus Compact, 1998). Student Leadership and Involvement works to further define community service hours as non-compensated activities organized in partnership with nonprofit, community, or government organizations that benefit a larger community than its own membership.

In order to ensure that students are completing meaningful community service hours, we have created the following guidelines. We recognize that there may be situations where it is difficult to determine whether or not an activity meets the requirements to be classified as community service hours, and we encourage students to email huskyhelpers@mtu.edu with any questions or concerns.

The following guidelines apply to all service hours submissions:

General requirements

- All community service hours must be submitted for approval on GivePulse. Submissions must include a detailed description of the service performed as well as a phone number or email address of a verification contact
- Students cannot count time spent on activities for which they received compensation as community service hours. Compensation does not include travel stipends, transit or parking passes, membership passes, expense reimbursements, meals, T-shirts, or other nominal volunteer supports/aids.

If you are unsure of whether or not your activity counts as service, please email huskyhelpers@mtu.edu. Although there is room for discussion, the decision to either count or not count hours ultimately rests with Student Leadership and Involvement.

- Activities that generally do not count as community service include:

- Philanthropy (exceptions listed under Philanthropy)
- Student club/organization activities that only serve the club
- Political lobbying (Non-partisan voter registration is an eligible activity)
- Religious instruction
- Conducting worship service
- Proselytizing
- Volunteer service performed as part of court-ordered community service
- Serving only family members
- Time spent traveling to and from a service location
- Projects completed with any for-profit organization/business, even if the work was unpaid
- Self-directed "projects" without the oversight of a supporting community organization, such as trash pick-up or recycling, tutoring, yard work, snow shoveling, baby-sitting/pet-sitting for private individuals, etc.
  - Oversight can be provided through SLI for specific projects that support a community member in need if requested in advance. Email us at huskyhelpers@mtu.edu to inquire and register your project.
- Participation in self-improvement workshops, clinics, conferences, new member orientation, or conventions
- Participating in a research project either as a participant or a researcher

On-Campus Service

General On-Campus Service

On-campus service either directly benefits Michigan Technological University or is physically conducted on Michigan Tech's campus. Examples of on-campus service include but are not limited to:

- Supporting an admissions event (Preview Day, Open House, student panel, etc), if its not part of a work responsibility
- Volunteering at Move-In, K-Day, Career Closet, Homecoming, Winter Carnival, etc. to support the overall functioning of the event
- Ushering at the Rozsa for a performance

Student Clubs and Organizations On-Campus Service

Time spent on activities that only benefit the members of an organization cannot be counted as community service hours. Examples include but are not limited to:

- Attending/leading any meetings
- Preparing materials such as agendas or fliers
- Marketing for your organization

Off-Campus Service

General Off-Campus Service

Off campus service benefits entities other than the Michigan Tech community such as non-profit organizations, local schools, community members, etc. Off-Campus service is not limited to

Keweenaw County, these hours can be completed all across the country and even internationally. Examples of off-campus service include but are not limited to:

- Volunteering at the humane society
- Serving as a reading buddy at an elementary school
- Working at a food bank
- Visiting the elderly members of a nursing home
- Building a house with Habitat for Humanity

Religious Organizations

Time spent on activities that only benefit the membership of a religious organization cannot be counted as community service hours. Examples include but are not limited to:

- Religious instruction
- Conducting worship service
- Proselytizing
- Creating religious material
- Fundraising for a religious organization

Time spent serving with a religious organization on activities that benefit a wider population can be counted as service hours (ex. Serving dinner to hungry members of the community through your church)

Summer Camps

Unpaid hours completed while working for a summer camp can be counted as community service. However, students cannot include time spent sleeping, eating, showering, etc. Summer camps are held to the same stipulations as other religious organization activities as outlined above.

Service Trips

Service trips, such as mission trips, Mind Trekkers, Alternative Spring Breaks, etc. can be counted for service for the hours that you are performing direct service. Time spent on travel, meals, sleep, exploration, cultural immersion, etc. does not count as service hours. Mission trips are held to the same stipulations as other religious organization activities as outlined above.

Philanthropy

Philanthropy is the act of donating or raising money and differs from community service. In order to earn community service hours, a student must give time rather than funds. Participating in or attending a philanthropy event does not count as service. Examples of what cannot be counted are:

- A charity run/walk
- Relay for Life
- Philanthropy events hosted by a fraternity or sorority
- Purchasing a T-shirt

There are a few exceptions such as:

- Time spent performing an essential function can be counted as community service (ex. handing out water during a race, crowd management, checking people in, etc.
- With advance approval from SLI, time spent planning/organizing a philanthropy event can be counted as community service hours. Students wishing to receive community service hours under this exception must include a detailed description of all activities completed and the amount of time spent on each activity.

Service-Learning Courses and Internships

- Students may count service hours that are completed outside of the classroom in conjunction with a service-learning course.
- Unpaid internships completed at a 501(c)(3) can be counted as community service, even if they are a required component of a student's coursework.
- Time spent shadowing without performing a task cannot be counted as community service hours.
- Hours spent on student-teaching can be counted as community service hours.

Political Campaigning

- Time spent promoting or campaigning for a political candidate/party/ideal cannot be counted as community service hours.
- Non-partisan voter registration drives can be counted as community service.

Blood Drive

- Donating or attempting to donate blood counts as one community service hour.
- Donating Power Red counts as two community service hours.
- Assisting with the functioning or marketing of a blood drive can be counted as community service.

On-Call Service

- "On-call" hours in a service capacity may be counted at 1/3rd time
  - 3 hours on-call = 1 hour of community service
- Time spent actively responding to a call or providing service can be counted at full time
- On-call time as part of a compensated work position does not quality.
- Examples of on-call service include EMS, Ski Patrol, etc.

Submitting hours as an Affiliate including for Fraternity and Sorority Life

- Hours must be shared both with your organization and Michigan Tech.
- Hours must be listed as "public" as opposed to "private".

Service chairs should have members review your service reports regularly. If they find any of their impacts are missing they can edit it following these steps:

- Log In to *GivePulse -> My Activity -> Impacts -> Hit drop down to right of Verified Box -> Update ->* Scroll all the way to last Box "*Sharing and Privacy Settings*" -> *Make sure shared with the correct groups AND that your impact is NOT private -> Update Impact*

Service Hour Denial

In the event that your community service hours are denied and you believe that those hours should have been approved, you may contact Student Leadership and Involvement by email (huskyhelpers@mtu.edu) or by phone (906-487-1963). Student Leadership and Involvement reserves the right to change the above guidelines as needed.

Volunteer Opportunities and Resources

Make a Difference Day

Make a Difference Day is the most encompassing national day of helping others – a celebration of neighbors helping neighbors. This annual tradition at Michigan Tech started as a student's LeaderShape vision in fall of 2004 and has continued to be our largest day of service each year! The entire Michigan Tech community is invited to participate. This event is typically held at the end of October each year. Students, staff, and faculty are invited to register as volunteers for Make a Difference Day. Volunteers will relieve a free t-shirt for participating. Volunteer registration typically opens in late September.

What to Expect:

1. Register for Make a Difference Day on GivePulse by the deadline. Indicate your group name if registering as part of a student organization or house community.
2. Check in at the Commons on the ground floor of the Memorial Union Building between 8:30 and 9:00 AM and receive your free t-shirt.
3. Gather with the other volunteers assigned to your service location to review your site information packet and discuss transportation.
4. If needed, head to the SLI storage room in the Alumni House to pick up additional supplies. Additional supplies may include rakes, tarps, shovels, etc.
5. Travel to your service site with group members and meet your day-of contact for your location.
6. Perform service tasks as requested by your day-of contact. Take breaks for water and rest as needed. Have fun!
7. You are done when your task is complete, and no later than 1 PM. Return to campus with your group and drop off any supplies to the garage.
8. Celebrate! <u>We could not make a difference without volunteers like you</u>. Complete the Impact form on GivePulse to let us know what we can do better next year.

Alternative Spring Break

Alternative Spring Break (ASB) is an experiential learning opportunity that promotes service-learning and community building. Students participate in education, direct service, and reflection in order to become engaged members of their communities. Student Leadership and Involvement, as well as some of our student organizations, host Alternative Spring Break trips each year. If you, or your student organization, are planning an Alternative Spring Break please let us know how we can help!

ASB is open to any student in good academic standing and conduct standing at the University. You do not need previous experience in service or on campus to participate. Each trip seeks to have students from a wide variety of backgrounds and experiences. Each year we look for new and unique opportunities to combine the spring break experience with service learning. If you have an idea for what our next spring break should entail, or you are interested in attending an ASB trip, please let us know by emailing huskyhelpers@mtu.edu. For information regarding the ASB Trip for the current year, be sure to check out the Student Leadership and Involvement Website.

Community Partners

Many organizations seeking to make a substantial and long term impact establish a partnership with a local or national organization. We invite you to explore our list of community partners to discover a cause or a group that you're passionate about. Reach out to their staff to learn more about how you can offer ongoing support to help them fulfill their mission. For a list of our identified community groups, check out our Community Partners Website. This list is not all inclusive and you are welcome to consider organizations beyond those listed. When forming a partnership consider:

- What you can reasonably contribute
- What your expectations are of the organization
- If the organization shares your organization's values and goals
- The longevity of the partnership

RSO Travel

Any RSO that is travelling over 50 miles or using a Husky Motors vehicle must comply with the RSO Travel Policy and complete the RSO Travel Google Form. We do not accept paper copies of the forms. Everything must be submitted to the google form.

Travel Policy

If you're traveling more than 50 miles on behalf of a registered student organization, you must follow all university policies, including Michigan Tech's Policy 7.5.3 on appropriate conduct. Alcohol and drug use is strictly prohibited during travel, except for medications that don't impair driving. All drivers must have a valid license and safe driving record, and everyone in the vehicle must wear a seatbelt.

If you're using a personal vehicle, it must be properly registered and insured. The University does not cover personal vehicles—insurance is the responsibility of the car owner, and passengers should confirm coverage. Before traveling, check the weather and avoid driving in dangerous conditions such as snow, fog, or heavy rain. Use good judgment and adjust plans as needed for safety.

You must complete and submit the RSO Travel Policy Form, including a basic itinerary and route, through the RSO Travel Google Form at least two days before travel. Failure to follow this policy may result in loss of travel funding or vehicle rental privileges.

If you plan to use a University (Husky Motors) vehicle, submit the Husky Motors Vehicle Request Form via the same RSO Travel Google Form at least seven days in advance. Insurance is provided for University vehicles, which may only be used for official University or student organization business—no personal use is allowed. Misuse may lead to loss of privileges and possible conduct violations.

If your RSO is renting a vehicle through an outside company, please CC Transportation Services (parking@mtu.edu) on all emails to the rental company.

You can find more about the Travel Policy on our Travel Policy webpage.

RSO Travel Google Form

The RSO Travel Google Form must be filled out at least two days prior to your departure if you are not using a Husky Motors vehicle. If you are requesting a Husky Motors vehicle, then it must be filled out at least seven days prior to your departure. It is highly encouraged that if you are requesting a verified absence letter, that you complete the google form more than two days in advance to give us ample time to create and send you the letter.

Please note that you can update your submission. You do not need to have everything submitted when you upload your Husky Motors form.

The RSO Travel Google Form asks for the following information:

- Name of Organization
- Event Name
- Event Location (City, State)
- Departure Date and Time
- Return Date and Time
- Primary Student contact
- Primary Student Phone Number
- MTU RSO Advisor Name

- If you would like a Verified Absence Letter
- Itinerary
- Signed Travel Policy
- Screenshot of your route
- Vehicle Reservation Request Form - If using Husky Motors
    - How you are paying for your vehicle
    - Estimation of your vehicle rental cost
    - Names of the drivers on your FleetCommander reservation

Verified Absence Letter

Student Organization members may request a verified absence letter to verify their participation for an event in case they need to miss class to do so. This letter is meant to confirm a student's participation in an extracurricular activity, however it is not an excused absence. It is the responsibility of the student to inform the instructor(s) and gain permission to make up any assignments, course work, and quizzes missed during this time. Since this is not an excused absence, it is entirely up to the discretion of the professor.

Verified absence letters will not be provided for any past extracurricular activities. No verified absence letters will be given out for events that conflict with scheduled coursework or exams during finals week, in accordance to University Senate Policy 602.1.

More about Verified Absences can be found on our Policies webpage.

Signed Travel Policy

All travelling participants are required to sign this form. This is also where we pull the names for the verified absence letter. If their name is not on the form and they travel with the group, they will not receive a letter and will be in violation of the Travel Policy.

Vehicle Reservation Request Form

After making a reservation on FleetCommander through Husky Motors, you will upload the Vehicle Reservation Request Form. This form is due at least seven days prior to your departure. Your reservation will not be processed and confirmed until we submit your form signed to Husky Motors.

The form must include all requested information, including but not limited to a signature, purpose of your travel, driver and payment information.

Clearly state the trip purpose - e.g. MTU vs NMU Club Hockey Tournament, not just Travel to Event.

Husky Motors requires two van-certified drivers per 12-15 passenger van. If you are requesting two vans, you need four drivers. If you are filling out the form and are a driver, add the other three drivers in the driver information section.

It is Husky Motors' policy that the passenger vans have a max limit of 10 passengers.

On both the Vehicle Request Form and RSO Travel Google Form, you must select one payment method from the options below:

Charge RSO Budget
- For groups with enough funding and a designated travel line item.
- Charges will be applied by staff at the end of the month through Involvement Link.
- Do not submit a purchase request for this expense.
- If you do not have enough funds to cover your entire rental, we can work with you and Husky Motors to split the cost.

Charge a University Index
- Used if a department or another MTU unit is paying.
- You must include the correct index number.

Invoice via MUB 106 Mailbox (Out-of-Pocket)
- You will be personally invoiced.
- Payment must come from external sources (e.g., dues, fundraisers).
- Reimbursements from RSO budgets are not allowed.

Charge to a Fund
- For use with special funds such as:
    - Donation Funds
    - Opportunity Funds
    - Reserve Funds
    - Parents Fund
    - Cultural Event Funds
- For all except the Donation Funds, your travel must align with your fund request.

Make sure your payment method matches on both the RSO Travel Google Form and the Vehicle Request Form.

Policies and Procedures

Food Policy

Only food prepared by Dining Services is permitted to be distributed or sold at on campus events except as permitted in this policy. Any food provided at on or off-campus events must be obtained from food-service providers licensed for those services at the location where they are provided.

Policy Requirements

- University events that are not catered by Dining Services must conform to the health and sanitation requirements as specified by the Western Upper Peninsula District Health Department or applicable local food safety regulatory authority. Food must be provided by vendors possessing the required insurance and license(s) for food preparation, sale, and service, as applicable. A list of vendors for whom current information has been provided to the University is available on the Risk Management website. Vendors who wish to be included on the list may email their license and insurance information to risk@mtu.edu.
- For all on-campus events not catered by Dining Services, the host is responsible for making any needed room reservations and fully performing or coordinating set up and clean up, including disposal of food items and supervising access for any off-site vendors. Off-site vendors will not be provided access to Michigan Tech kitchen facilities. Hosts that do not fully clean up their reserved space may be assessed a cleaning fee.
- Food not prepared by Dining Services must be served promptly or stored in accordance with the Michigan Food Code or other applicable local regulations.
- Exceptions to this policy may be requested by emailing risk@mtu.edu at least 14 days prior to the event. Exceptions may not be approved and hosts should allow themselves adequate time to make arrangements for their event if the exception is declined.

Exclusions

The following are exceptions to the policy and/or its requirements which do not need prior approval:

1. Off-campus locations that provide licensed food service operations.
2. Food and beverages purchased and/or prepared by individuals for personal consumption.
3. Specific food items that are exempted by the Michigan Food Law of 2012.
4. On-campus university events for 25 people or fewer that are not open to the public.
5. Potlucks that are not open to the public. No potlucks are permitted in the Memorial Union Building, at ticketed events, or events open to the public. Anyone consuming food at a potluck fully assumes all risks associated with such food consumption.
6. Bake sales organized by Registered Student Organizations in compliance with Michigan's Cottage Food Law.
7. Fundraising sales by Registered Student Organizations of packaged food prepared by licensed service providers for personal consumption, such as candy bars. Except as described in Exclusion 6, this does not include service of food fully or partially prepared on the day of sale, such as hot pizza slices or other fresh food offered for sale by Dining Services.
8. This policy does not address alcohol. All alcohol service must be in compliance with Board of Trustee Policy 12.4, University Policy 7.01, and all other applicable laws, regulations, and university policies and procedures.

For questions about this policy, reach out to the Manager of Risk Management and Compliance at riskmgmt@mtu.edu.

Alcohol Policy for RSOs

The possession, sale, use, or consumption of alcoholic beverages, while on University or organizational premises, during an organizational event, in any situation sponsored or endorsed by any Registered Student Organization, or in any event an observer would associate with the organization, must be in compliance with any and all applicable policies and laws of the state, county, city, and University. (Organizational premises include but are not limited to any property or premises owned by, leased to, or in the permanent or temporary control of or management by a registered student organization.)

RSOs that intend to have alcohol served on-campus or at any University-sponsored event must submit a risk management plan to Student Leadership and Involvement 30 days prior to the event. This plan is subject to review and approval by Student Leadership and Involvement, Dining Services, the Facility Manager, Risk Management, and Public Safety and Police Services. All RSOs sponsoring or co-sponsoring the event must abide by the provisions of this policy.

Alcoholic beverages may not be purchased with organizational funds, University general fund monies, or any Student Activity Fee funding, nor may purchases for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization.

No RSO shall sponsor or co-sponsor any activity or function that permits unrestricted and/or public access to alcohol beverages. Common sources of alcoholic beverages (over one gallon), as well as any type of keg containing an alcoholic beverage, are not permitted on organizational premises or during an organizational event.

Any type of drinking game, challenge, competition, performance, or contest that involves or utilizes alcohol, on organization premises or during an organizational event is strictly prohibited.

No RSO may co-sponsor an event with an alcohol distributor or tavern where alcohol is given away, sold, or provided to those present. (A tavern is defined as an establishment generating more than half of its annual gross sales from alcohol.) This includes any event held in, at, or on the property of a tavern for the purposes of fundraising or making money for the organization. An RSO may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy.

Alcohol may not be provided, sold, available, or possessed by any person in the same room or immediate area that the RSO is renting or using.

RSOs may not profit financially in any way from the event.

RSOs may not facilitate or assist in the sale of alcohol or the operation of the tavern in any way. This includes but is not limited to bartending, verifying identification of members/guests, and/or having members act as security for the facility.

Because the University recognizes that the use of alcohol at recruitment functions goes against the best interest of the recruiting organization and the potential new members, alcohol cannot be used in or during recruitment functions by any RSO, nor can it be present at any pre or post organizational or events parties regardless of whether they are "official" functions.

The possession, sale, or use of any illegal drugs or controlled substances while on organizational premises or during an organization event is strictly prohibited.

For the complete University Policy on Abuse of Alcohol and Other Drugs by Students and Student Organizations, please review University Policy 2.7001.
For more specific information, such as related policies, disciplinary actions for alcohol and other drug violations, parental notification information, and prevention and assistance resources, see the Notification to Students Regarding University Alcohol and Other Drug Policy.

University Chalking Policy

Policy Statement
Chalking is a transitory advertising and communication tool. Michigan Technological University supports students, student groups, departments and other members of the University community wishing to communicate messages via "chalking."

Policy Requirements

- Registered Student Organizations can reserve space using Student Leadership and Involvement Outside Space/Promotional Materials form.
- Water-soluble chalk only. No spray chalk, semi-permanent or permanent materials may be used for chalking.
- Chalking is authorized as a tool for non-commercial advertisement and communication.
- Chalking is only allowed on University owned and maintained concrete sidewalks, at least 20 feet from the entrance to any building.
- Chalking is strictly prohibited on buildings, pavers, steps, retaining walls, or other University-owned property.
- All chalking must abide by all rules and regulations set forth by the Student Code of Community Conduct, Board of Trustees, and/or local, state, or federal law. Any person(s), group(s), or University community members violating the provisions of this policy will be subject to the appropriate student conduct, administrative, and/or legal action.

- The University reserves the right to clean/remove any chalking that does not comply with this policy and/or does not naturally dissolve within a reasonable time frame considering the location and usage of the sidewalk.
- The University reserves the right to assess any financial charges associated with the cleaning/removal to the person(s) and/or groups(s) responsible for the chalking.

Open vs. Closed RSO

Be sure you know if your organization is an "Open" or "Closed" organization as only Open organizations are eligible to apply for an annual budget from the Student Activity Fee Fund.

Open Student Organization

- An organization that has minimal or no standards, or pre-existing conditions that must be met for membership other than general interest in group activities.
- An open organization may have an established attendance policy to determine active and inactive members.
- An open organization may charge membership dues for the operation of the organization and events.
- An open organization may have an attendance- based executive board restriction.
- With permission from Student Leadership and Involvement, additional restrictions for E-Board members may be permitted that align with the organization’s mission or national organization requirements.
- Example of acceptable restriction: Membership in a national or regional organization that only restricts memberships through payment.
- Examples of non-acceptable restrictions: Year in school, major, or characteristics found in the Michigan Technological University’s Board of Trustees Equal Opportunity Policy.

Closed Student Organization

- An organization where membership is based upon pre-existing conditions or standards that must be met for membership such as, but not limited to, bids, invitations, membership approval votes, interviews, applications, or merit.
- An organization that has a membership GPA restriction, with the exception of university policy regarding officer GPA’s (Officers must maintain a minimum of a 2.25 GPA, both cumulative and most recent semester).
- An organization that has restrictions on executive board positions, other than attendance and SLI approved restrictions.
- An organization that prohibits individual students from joining the organization due to their membership in another group or limits their members ability to join another group.

Free Speech Policy

Michigan Tech’s values include community, scholarship, possibilities, accountability, tenacity and leadership. These values should serve to guide decisions and foster learning. Standards of conduct are set forth in both Board of Trustees and University policies and in the Student Code of Community Conduct to assist the University in furthering its mission and values.

Protecting and promoting freedom of speech and expression is not only a fundamental constitutional right, it is the very bedrock of learning and is central to the University experience. It is vital to our University community that members of the community feel free to express their views, regardless of how unpopular those views may be. But while the First Amendment protects the right to express one's views, it also allows the University to place reasonable time, place, and manner restrictions on that expression. The First Amendment does not guarantee the right to say anything, at any time, or in any place, or for speech to be free from consequences. To this end, protests and demonstrations that impede or disrupt the academic mission or research, interfere with the rights of others, or threaten campus/personal safety will prompt a coordinated response to ensure compliance with relevant laws, bylaws, policies, and regulations.

Michigan Tech follows the Chicago Principles. For more information, visit Michigan Tech's Free Speech page.

RSO Email

Email List

Organizations may want to have a consistent, recognizable email address rather than transferring responsibilities to new officers from year to year. In this case, the organization's **advisor** needs to complete the Create a Google Group request form. Once submitted, it will automatically create an email list and assign the advisor as the owner. The advisor would manage the member list using the Group's web page. For help, contact IT at it-help@mtu.edu or call 907-487-1111 during university business hours.

Gmail Service Account

Organizations can request a Gmail service account, which is treated like any other Gmail account at Michigan Tech, complete with a Google calendar, Drive, Google Docs, etc. The organization's **advisor** needs to send the request to it-help@mtu.edu with the preferred first name, last name, email address account/username, and the list of officer names and emails to add as delegates.

Once IT verifies that the Gmail service account has been created, the advisor can call the IT Help Desk to set the password for access to the Calendar, Drive, Google Docs, etc. Future requests for the Gmail service account, such as password resets or adding/removing delegates, would need to be sent to Michigan Tech IT by the advisor of the organization. For help, contact IT at it-help@mtu.edu or call 907-487-1111 during university business hours.

Title IX Policy Statement

Michigan Technological University does not discriminate in its employment practices or in its educational programs or activities on the basis of sex. Michigan Tech also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or more information, please contact the Title IX Coordinator or the Assistant Secretary of Education within the Office of Civil Rights (OCR).

For more information, visit MTU Title IX

Hazing

Hazing is any activity—regardless of consent—that humiliates, endangers, or degrades individuals joining or participating in a group and is not related to the organization's purpose. This includes placing new members in subservient roles or requiring servitude as a condition of membership. Such acts are prohibited, including those outlined in Michigan law, even if no physical harm occurs.

Examples of Hazing

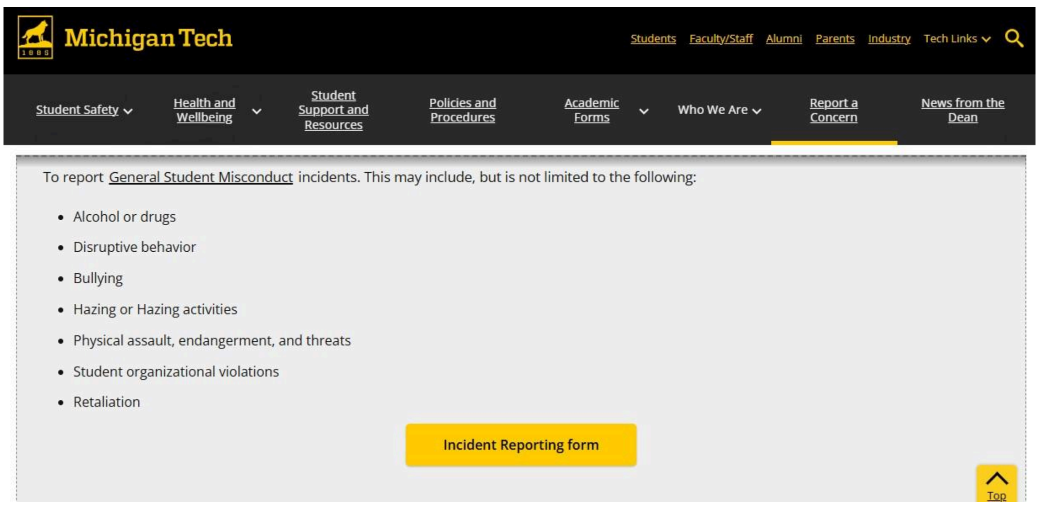
It is impossible to create a fully comprehensive list of the possible ways to haze members. That noted, to understand what could be considered hazing, below is a list of examples (this list does not include all types or incidents of hazing):

- Any physical act of violence or intimidation expected of, or inflicted upon, another.
- Any physical activity expected of, or inflicted upon another, including calisthenics.
- Pressure or coercion of another to consume any legal or illegal substance.
- Making available unlawful substances for any participant's use or possession.
- Excessive fatigue or sleep deprivation as a result of any activities.
- Forced exposure to the weather.
- Kidnapping, forced road trips, and/or abandonment.
- Required carrying of or possessing of a specific item or items.
- Servitude (expecting a new member to do the tasks of an experienced member).
- Costuming and/or alteration of appearance.
- Line-ups and berating.
- Coerced lewd conduct, including but not limited to nudity.
- Degrading games, activities, or public stunts.
- Interference with academic pursuits.
- Violation of University policy.
- Assignment of illegal and unlawful activities.

Identifying and Reporting Hazing

New members should only engage in activities aligned with the organization's mission that foster teamwork and shared responsibility among all members. If an activity does not have an educational purpose, it could be hazing. Consult Student Leadership and Involvement, Academic and Community Conduct, or Public Safety to ask questions about activities that are questionable or concerning.

It is the responsibility of all members in the RSO to prevent hazing. Filing a report is easy. If hazing is suspected, report the incident on Michigan Tech's Dean of Students Report of Concern webpage. Use the dropdown menu and select "General Student Misconduct."



By clicking on the yellow "incident reporting form," the report will go to the Community Conduct office. *This is not a police report.* The form may be filed anonymously by only completing information with the red asterisks: nature of the report, urgency of the report, date of the incident, the location it occurred, and involved parties.

Violations of the hazing policy may lead to university conduct action, including suspension or expulsion, and potential criminal charges. RSO officers may be held accountable, and organizations found responsible may face sanctions ranging from probation to expulsion. See the Student Code of Community Conduct for full details.

Steps to Mitigate Hazing

1. Educate All Members
    - Provide regular training on what is considered hazing, including risks, university policies, and how to report.

2. Set Clear Guidelines and Expectations
    - Create a RSO policy that explains how hazing is not tolerated in the organization.
    - Review new member and leadership processes to ensure hazing is not intentionally or unintentionally part of the program.
    - Consider requesting an outside review of new member processes by the RSO advisor or Student Leadership and Involvement
    - Ensure all officers and committee chairs/leaders understand their role in preventing hazing.
3. Promote Educational and Positive Traditions
    - Considering the RSO's values and purpose, replace outdated or suspect activities with team-building, skill-based or volunteer/service activities.
    - Design activities where all members participate equally together.
4. Monitor the New Member Process and Encourage Open Communication
    - Create a safe environment where all members can share concerns without fear of retaliation or being ostracized.
    - Regularly review and evaluate new member processes for safety and ensure it aligns with the organization's stated purpose and values.
    - Avoid creating power imbalances between new members and senior members.
5. Report and Respond to Concerns
    - Take all concerns seriously.
    - Encourage peer accountability and bystander intervention
    - Regularly remind members how to report concerns (Community Conduct Office).