



Mizzou

Guidelines for Recognized Student Organizations

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Organization Resource Group (ORG) Overview

Mission Statement

"The Organization Resource Group (ORG) is a viewpoint-neutral group of students dedicated to ushering student organizations through the recognition process, educating student leaders about University policies and resources, consulting organizations on how to meet their goals, and providing financial assistance through the Student Activity Fee for student organizations."

ORG Funding

ORG receives between \$8.72 to \$10.01 per student each semester from the [Student Activity Fee](#)*

**Undergraduate students are assessed this fee in full if enrolled in more than 11 hours for each of the Fall and Spring terms and more than 5 hours for the Summer term. Graduate students are assessed this fee in full if enrolled in more than 8 hours for each of the Fall and Spring terms and more than 5 hours for the Summer term. For lesser hours, the Student Activities Fee will be calculated per credit hour or any fraction thereof.*

A portion of this fee covers ORG administrative expenses, but the majority of the budget is spent on programs or allocations for recognized student organizations.

ORG Staff

ORG is staffed by a combination of both undergraduate and graduate students, and assisted by staff members from the Division of Student Affairs. The student staff provides resources, helps enforce University policies, and acts as a liaison between student organizations and University committees such as the Student Organization Allocation Committee (SOAC) and the Committee on Student Organizations, Governments and Activities (SAC).

Student Organization Allocation Committee (SOAC)

The Student Organization Allocation Committee (SOAC) is a viewpoint neutral group responsible for allocating travel, operations and events funds to recognized student organizations. SOAC is composed of 12 student members, two of which are appointed from the university's graduate and professional (GPC) and undergraduate (MSA) student governments. The remaining 10 members are selected at large from the student population through an [application](#) process.

Student Affairs Committee

The MU Campus adapted a new committee structure, effective August 1, 2021. The Student Affairs Committee will advise University leaders on matters related to student life, **including student organizations**, student housing, student health, student recreation, and student conduct. The [Student Affairs Committee](#) will make recommendations regarding the recognition of student organizations at Mizzou.

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PART 1: ADMINISTRATION

Requirements & Benefits of Student Organizations

Recognized student organizations, student governments, club sports, fraternities and sororities all must abide by the University policies and procedures to ensure their organization remains recognized by the University of Missouri. Failure to comply with these policies and procedures might result in a variety of disciplinary actions ranging from formal warnings to suspension or loss of University recognition. Organizations that lose their recognition status must re-apply for recognition as any other non-recognized group.

Basic Requirements for Recognition

All student organizations, recognized and prospective organizations seeking recognition, must have:

- A unique purpose from any existing organizations;
 - A directory of current student organizations and their purposes is available online at https://missouri.campusgroups.com/club_signup
 - Exceptions for groups with a regional/national tie will be considered by SAC.
- A minimum of ten (10) members who are currently enrolled students at the University of Missouri – Columbia;
 - Exceptions can be made by the Vice Chancellor for Student Affairs or their designee.
- A full-time (at least .75 FTE) Mizzou faculty/staff member to serve as an advisor;
- A clearly outlined constitution that meets the minimum standards as set by the Office of Student Engagement. A copy of the current Constitution Checklist which outlines these standards may be obtained by contacting ORG.

Organizations will be student-centered, student-driven and student-led. Control by any outside entity, public or private, or non-student of the university shall not be permitted

Recognition of Prospective Student Organizations

The purpose of recognizing student organizations at the University of Missouri - Columbia is to provide structures through which students may freely associate in a common purpose or mission that unifies them to form an organization. Along with completing the [Recognition Process for Prospective Student Organizations](#), prospective organizations must meet the [Basic Requirements for Recognition](#).

Recognized Student Organizations are placed into one of the following categories based upon their organization's mission, purpose, and values.

- | | |
|--|--------------------------|
| 1. Academic | 7. Health & Wellness |
| 2. Advocacy | 8. Honor Society |
| 3. Arts/ Entertainment | 9. Military |
| 4. Club Sport* | 10. Political* |
| 5. Cultural/ Intercultural/ Identity-Based | 11. Religious/ Spiritual |
| 6. Greek* | 12. Service |

***Club Sport Recognition**

To be recognized as a Club Sport, an organization must:

- Obtain University recognition
- Meet the annual requirements for maintaining recognition
- Pass a review by UM System Risk Management and the Mizzou Club Sports Federation (MCSF)
 - Obtain and sustain membership, and abide by the policies set forth by the [Mizzou Club Sports Federation \(MCSF\)](#)
- Attend all mandatory training sessions offered by the Club Sports Office
- All members must fill out hold-harmless forms before participating in any sports-related club activities (try-outs, practices or competitions)

****Recognition from the Office of Fraternity & Sorority Life***

To be recognized as a Greek organization under the [Office of Fraternity & Sorority Life](#), an organization/chapter must:

- Obtain University recognition
- Meet the annual requirements for maintaining recognition
- Obtain Office of Fraternity & Sorority Life recognition
- Attend all mandatory training sessions and meetings offered by the Office of Fraternity & Sorority Life
- Obtain and sustain membership, and abide by the policies within the organization's respective governing council ([Interfraternity Council](#), [National Pan-Hellenic Council](#), [Panhellenic Association](#) or [Multicultural Greek Council](#))
- All intake/recruitment activities must be alcohol/drug free
- Submit membership rosters to the Office of Fraternity & Sorority Life by the add/drop date on the current academic calendar of the Fall and Spring semester

****Recognition as a Political Student Organization***

Political organizations are those that focus on engagement with and participation in the political process.

- Political student organizations whose purpose and goals focus on the election of a specific candidate will be subjected to the sunset clause; therefore, the organization's purpose and goals will be reassessed 30 days after the conclusion of the individual's candidacy.

Organizations that successfully complete the [Recognition Process for Prospective Student Organizations](#) will be presented to [SAC](#), a committee composed of faculty, students and staff appointed by the various Councils and student government of Mizzou. SAC reviews the application and makes a recommendation to the Vice-Chancellor of Student Affairs. The Organization Resource Group will contact the President and Advisor after a recommendation is made and inform the organization of its status.

Maintaining Recognition

Recognized student organizations, student governments, fraternities and sororities all must abide by University policies and procedures to ensure their organization remains recognized by the University of Missouri. Failure to comply with these policies and procedures might result in a variety of disciplinary actions ranging from formal warnings to suspension or loss of University recognition. Organizations that lose their recognition status must [re-apply for recognition](#) as any other non-recognized group. More information about the Standard of Conduct, the Conduct process, and the Equity Resolution Process can be found within [CRR 200.010](#), [CRR 200.020](#), [CRR 600.030](#).

Annual Requirements

In order to maintain status as a Recognized Student Organization all organizations must complete the following **by yearly deadline given by the Organization Resource Group.**

1. Complete the [annual registration process](#) on [MU Engage](#).
 - a. Annual registration assures that ORG has current information for each organization
 - b. This step includes advisor approval of organization's re-registration submission and an approved advisor agreement on file with ORG for the current academic year.
2. Attend required trainings - Administrative Training is required by all RSOs.

Recognized Student Organizations that fail to complete the registration process or attend required training will be recommended to the Student Affairs Committee (SAC) for removal of their status as a recognized organization. SAC shall consider this recommendation and if recognition is removed, reinstatement of recognition status will require an organization to follow the procedures outlined for beginning a new student organization.

Re-Registration

The registration process can be completed by updating the organization's Engage profile. ORG will send out information over the summer regarding how to complete this process, as well as reminders throughout the registration period during the academic year. Profiles reset every year on July 1st, and all information must be updated by the designated deadline after that, unless otherwise required by the Office of Fraternity & Sorority Life or Mizzou Club Sports Federation (MCSF). All correspondences, including news posts, financial memos, and official inquiries will be sent to the officers listed in the Engage profile. If the information listed is not updated, the organization will not receive these important communications. The organization's Engage profile must be updated if officers change at any time during the academic year. It is the responsibility of existing officers to pass along information about ORG requirements to new officers.

Re-registration is required for all Recognized Student Organizations. Failure to complete this requirement may result in loss of organization recognition with the University.

- a. Student organizations that do not re-register by the deadline will be placed on hold and will not receive organization benefits, such as free on-campus room reservations and ORG funding, until the hold is removed.
- b. This step includes advisor approval of organization's re-registration submission and an approved advisor agreement on file with ORG for the current academic year.
- c. Organizations that do not meet the designated deadline will be recommended to SAC for removal of their status as a recognized student organization. SAC shall consider this recommendation and if recognition is removed, reinstatement of recognition status will require an organization to follow the procedures outlined for [beginning a new student organization](#).

NOTE: *Organization advisors must verify registration information prior to the Organization Resource Group reviewing the information. Keep advisors in the loop and utilize them to ensure a smooth officer transition.*

Administrative Training

Each academic year, the organization president and/or vice-president is **required** to complete ORG Administrative Training in [MU Engage](#). Administrative Training outlines the requirements to maintain good standing, as well as how to efficiently and effectively utilize all of the resources available to the organization. **This training is required for all Recognized Student Organizations. Failure to complete this requirement may result in loss of organization recognition with the University.**

Finance Training

If an organization plans to submit a budget request, the treasurer must attend a finance training. This training will highlight information contained in this handbook including policies, budget requests, and reimbursements. Finance Training is **not required** for student organizations who do not wish to submit a budget request.

Benefits of Recognized Student Organizations

Recognized Student Organizations can take advantage of a variety of benefits, such as:

- Permission to include University of Missouri and/or Mizzou in the organization's name,
 - E.g.: Hospitality Managers Association at the University of Missouri, Mizzou Steel Bridge Team
- Opportunity to reserve University facilities
- Opportunity to receive student fee funding. Student organization funding is generated through student fees.

Student Empowerment

To further the mission of a student organization to foster the co-curricular growth of the students at the University, all organizations must be student-centered, student-driven, and student-led. Student-centered means that the purpose and the activities of the organization serve to benefit the students of the University of Missouri; student-driven means the purpose and activities of the organization are facilitated and directed by the students of the organization; and student-led means that the power and leadership of the organization is vested in the students within the organization. Therefore, control by any outside entity, public or private, or non-student of the University is prohibited.

Membership and Officer Requirements

There are several requirements for both general membership and holding an officer position in recognized organizations at the University of Missouri - Columbia:

- All Recognized Student Organization members shall be either MU students, faculty or staff. See [CRR 250.010](#).
- All officers (cabinet-executive level) of a recognized student organization/government must be enrolled in a minimum of six credit hours per semester during both fall and spring semesters and maintain a minimum 2.2 cumulative G.P.A (some organizations may set this minimum level higher).
 - Doctor of Philosophy and Doctor of Education students who have completed their formal coursework for the degree, have passed their comprehensive or matriculation examination and are continuously enrolled in at least two hours of research in the fall and winter, or one hour in the summer semesters, also may hold office for a maximum of two years.
- No student may serve in any officer-level position while on University Disciplinary Probation for a student conduct code violation. Students who are placed on Disciplinary Probation during their term of office must resign from their position. Non-compliance with this policy would result in the student organization/government potentially losing their status as a Recognized Student Organization.
- All members of student organizations attending any event, trip, social etc. sponsored by the organization will comply with all local, state and federal laws, University regulations and any self-imposed organizational or organization-specific governing regulations from regional, national or international parent organizations.

Gambling

In compliance with local, state, and federal law, illegal or unlicensed gambling in any form (including sports wagering, sport/office pools, internet gambling and poker games) is prohibited on University property. See <https://revisor.mo.gov/main/OneSection.aspx?section=572.010> for more info on what constitutes gambling.

Gambling includes playing games wherein (1) players stake or risk something of value, (2) chance is a material factor and (3) successful play is rewarded by something of value. *VFW Post 6477 v. Mo. Gaming Comm'n*, 260 S.W.3d 388, 391 (Mo. Ct. App. 2008).

In accordance with the [Acceptable Use Policy](#), individuals must use University computer resources in a manner compliant with University Policies and State and Federal Law (B.1f), and must not use University computer resources for personal profit (B2.f). This includes but is not limited to internet gambling and telephone based sports wagering.

See also "[Fundraising](#)".

Posting Materials on University

Any time an organization has materials they wish to post on campus, the sponsoring organization must be identified on all posters and materials. Posting of fliers and posters on campus is generally limited to bulletin boards and kiosks. For example, an organization may not post flyers and posters on walls randomly throughout the MU Student Center.

In campus buildings, the posting of fliers and posters is only allowed on bulletin boards or other spaces specifically designated for such purposes. Organizations posting materials inside campus buildings must receive approval from the building coordinator prior to posting said materials. Building coordinators for all University-owned buildings may be found at

<http://servicerequests.cf.missouri.edu/contactus/?building=37053>.

Unless a posting violates federal or state law, the University will not discriminate or place content-based limitations on what may be posted in areas where posting is allowed, except that the University has the authority to restrict certain spaces and certain bulletin boards to posting of certain kinds of material. Thus, for example, a bulletin board can be reserved by an academic department for the posting of academic information and policies.

For more information visit

<https://bppm.missouri.edu/policy/posting-and-distributing-materials-on-campus/>.

Chalking on Campus

The University of Missouri-Columbia acknowledges that chalking, within certain reasonable limits, is a permissible way to promote programs and events, make announcements, share messages, and express ideas.

Chalking on sidewalks or plaza areas is allowed subject to the specific restrictions and parameters outlined in [BPPM 6:056](#).

For more information visit <https://bppm.missouri.edu/policy/chalking-on-campus/>

Hazing

Conduct for which student organizations, when applicable, are subject to sanctions includes hazing, which is defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Participation or cooperation by the person(s) being hazed does not excuse the violation.

Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

See also "[Student Code of Conduct \(200.010\)](#)"

Financial Responsibility

The University of Missouri-Columbia requires financial responsibility from all student organizations and encourages groups to complete an independent audit on a periodic basis. The University reserves the right to require an audit when it is made aware of financial concerns or misuse of funds; however, the University assumes no fiscal responsibility or liability for lost funds or debts accrued by the student organization and its members. The Coordinator for Student Organizations will be the contact person to assess if an audit is needed. Fees for mandatory audits will be paid by the student organization. Audits requested by the University must be completed with a form approved by Administrative Services or Vice Chancellor for Student Affairs. Results are to be provided to the Office of Student Engagement within 90 days from the time of notification by the University.

According to [Chapter 2, Section 2:037 of The University of Missouri Business Policy and Procedure Manual \(BPPM\)](#), University-affiliated organizations must establish their own bank accounts to handle non-University funds. Specific programs/councils (i.e. divisional Student Councils, Stripes) that receive a direct allocation of activity fee funds are provided with a chartfield for these University funds. Per directives from the Student Affairs division, these specific programs/councils cannot maintain outside bank accounts. All other University-affiliated organizations must deposit their funds in an outside bank account.

Procedures

The following procedures assist with ensuring compliance with the above policy:

Establish a Bank Account to Handle Non-University Funds:

- University-affiliated organizations should title their bank accounts in the name of the organization only using the organization's tax ID number.
- Do not use the University's tax ID number.
- Do not include the "University of Missouri" in the title of the account, even if it is part of the organization's official name.

See also "[Money/Cash Management.](#)"

Use of the University Names/Marks/ Logos

In order for the University to maintain and protect its brand, all University departments and Recognized Student Organizations are required to obtain prior approval to use any of the marks or names of the University in any commercial or non-commercial venture, including giveaways, fundraising activities and

internal use. Recognized Student Organizations are also required to purchase emblematic merchandise from officially licensed vendors (licensees) of the University.

For more information about any of the above, or to obtain a list of licensees and licensed Columbia screen printers, please contact: MU Office of Licensing and Trademarks, 200 Heinkel Building, (573) 882-7256, or visit their website at <http://licensing.missouri.edu/>.

Use of Facilities and Hosting Events

University buildings and grounds are intended for use by students, faculty and staff in support of the University's mission of teaching, research, service and economic development. Individuals, groups or organizations may use University buildings and grounds in accordance with University rules and regulations.

Please visit <https://bppm.missouri.edu/policy/use-of-facilities/> for procedures that apply to scheduling and use of facilities, conduct of events/activities, and unscheduled expressive events and activities. This applies to all buildings, facilities, grounds and other indoor/outdoor spaces owned or controlled by the University of Missouri (collectively referred to as "facilities and grounds"). Examples of events and activities that may be covered by this policy include the following when held on University facilities and grounds:

- Meetings and other group activities of student organizations;
- Speeches, performances and other events by outside individuals or groups invited by recognized student organizations; and
- Demonstrations, protests, rallies, vigils, assemblies, and other free speech activities.

Event Regulations

- If the event is held in a location where restroom facilities are not available, the sponsoring organization is responsible for providing such facilities, including port-a-potties.
- Any street closing is subject to University and City of Columbia approval. Approval must be arranged in advance. This may take a substantial amount of time to complete, so ORG encourages student organizations to begin the process as early as possible. Street Closure Request forms can be accessed through this link: https://missouri.qualtrics.com/jfe/form/SV_0xorebliY9RmUTz
- The total number of individuals participating in a function held in any University building must not exceed the designated capacity of the facility.
- Any and all facility specific regulations must be followed.
- If more than \$500 of University funds is used to pay for a band and/or other type of performer or service, a University contract must be completed.
 - University contracts may be obtained through the Office of Student Engagement.
 - Please allow up to eight (8) weeks for processing.
 - If food products are to be prepared or served in conjunction with an event, the student-sponsoring organization must consult with the MU Sanitarian and obtain a [Temporary Food Service Operating Permit](#).
 - If open flames (e.g. candles, barbeque grills, etc.) are to be used in conjunction with an event, the student organization sponsoring the event must obtain an [Open Flame Permit](#) from MU Environmental Health and Safety.

Cost Incurred

It is the responsibility of the host organization to bear any related costs for the event including, but not limited to:

- Facility and equipment rental
- Security
- Grounds services such as additional trash receptacles and pickup, repairs, etc.
- Additional housekeeping required
- Damages
- Additional materials or equipment
- Utilities
- Insurance

Security

The Organization Resource Group (ORG) recommends student organizations utilizing policing or security activities, assignments, or functions for their events to make arrangements with the University of Missouri-Columbia Police Department (MUPD).

If security is required:

- Complete the [MUPD Security Form](#).
- All reservations must be made at least 10 (ten) working days before the event.
- Based upon the type of event and past experience with similar events, MUPD will assign the appropriate number of staff to provide security to the function.
 - Large, campus-wide events, and previously scheduled activities will take precedence when scheduling security coverage.
 - Costs and billing information can be found at <https://mupolice.missouri.edu/billinfo>.

NOTE: *MUPD is unable to staff events on the evenings of home football or basketball games.*

Insurance

Student organizations that sponsor high-risk activities should contact the [Organization Resource Group \(ORG\)](#) and MU Business Services Office or the [Office of Risk & Insurance Management](#).

See also [“Risk Management”](#) and [“Venue/Event Insurance”](#).

Alcohol Policy

The use, or possession of any alcoholic beverage is prohibited on all University property, except in the President's residence and the Chancellors' residences, and the sale, use or possession may, by appropriate University approval be allowed in approved University Alumni Centers or Faculty Clubs or other designated facilities and for single events and reoccurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements.

NOTE: *The use of alcohol is subject to legal requirements. For more information, refer to [University of Missouri Collected Rules and Regulations, Section 110.050 Alcoholic Beverages](#).*

See also [“Alcohol.”](#)

Movie Guidelines

Student Organizations may not show/exhibit copyrighted materials (Movies, Music Videos etc.) on campus without first receiving the appropriate rights and permissions. Student Organizations may not show movies on campus until permission has been granted by the [Campus Activities Programming Board](#) Films committee. Once that is granted, the organization need to secure the rights to the film. A copy of the screening license must first be given to the Coordinator of Student Organizations a minimum of 1 week before the event is to occur.

Examples of screening protected works may include but are not limited to:

- Showing a film in the lounge of a residence hall or Greek House
- Showing a film as part of an organizational meeting or event
- Having a Professor speak about the film does not exempt the organization
- Public Display of copyrighted material.

If the organization has any questions about this policy or about movie licenses, please contact the [Organization Resource Group \(ORG\)](#).

Event/Program Sponsorship

The University of Missouri-Columbia recognizes the educational importance of student organizations' development and involvement in campus and co-curricular activities. These activities will be encouraged and supported by the University, and appropriate personnel will assist student organizations and officers in the development of these programs. In planning these programs, student organizations must be aware of all applicable laws, as well as University guidelines and policies concerning [fundraising](#), [soliciting](#), and [advertising](#).

The student organization might desire to seek support of an organization or business that is not part of the University. The University realizes that other organizations and businesses can and do make an important contribution to the activities of student organizations. If the student organization wishes to pursue such avenues, the following Board of Curators Policy and guidelines must be followed:

- The University shall not be used for commercial or promotional advertising purposes, nor will the name of the University be identified in any way with the aims, policies, programs, products or opinions of any organization or its members; but an exception may be made by the President of the University. When an exception is made, the conditions for using the name will be prescribed. [170.040 Commercial/Promotional Use of University](#)
- A commercial business may contribute assistance for approved student organization events or activities held on or promoted on the campus. A commercial business may not sponsor or co-sponsor activities of student organizations.
- Limitations placed on commercial business involvement: The primary visual or auditory focus of the advertising and promotion for the program or event must be on the approved program or event (i.e., the logo, product or company name of the business must be smaller than the logo or name of the event and/or logo or name of the student organization).
- If money is collected during any part of the program/event, this is considered "fundraising," even if no profit is made. Please see the [guidelines and regulations for fundraising](#).

See also "[Use of the University Names/Marks/ Logos](#)"

Illuminated Devices

Illuminated devices (including flashing or rotating lights, and illuminated signs) are often allowed on campus without a permit, subject to restrictions related to illumination level (i.e., brightness). Lights that are not disruptive and do not impair health or safety do not require permits. The policy describes when a permit is needed, when it is not, and how to obtain a permit. Examples of lights that do not require permits include normal flashlights, bicycle lights, and camera flashes.

For more information visit <https://bppm.missouri.edu/policy/illuminated-devices-on-campus/>.

Sound Amplification Devices

Sound amplification devices are often allowed on campus without a permit, subject to restrictions related to noise level and certain times (such as exam periods) and locations (such as near to classrooms) for

which quiet is especially important. The policy describes when a permit is needed, when it is not, and how to obtain a permit.

For more information visit <https://bppm.missouri.edu/policy/sound-amplification-devices/>.

Camping on Campus

Camping is not permitted on University grounds, in or under University structures, or in University buildings except under approved circumstances noted in the [Business Policy and Procedure Manual \(6:095\)](#).

Camping is defined as any of the following:

- The establishment of, or attempt to establish, temporary or permanent living quarters at any location on University property other than residence halls, apartments, or other University managed housing; for purpose of this definition, “living quarters” includes living rooms, bedrooms, or other spaces that are capable of being occupied as the equivalent of a residence or accommodation;
- Sleeping outdoors between the hours of 10:00 p.m. and 8:00 a.m.;
- Sleeping in or under any parked vehicle beyond the purpose of a short nap (e.g. work breaks or study breaks);
- Establishing or maintaining outdoors, or in or under any structure not designated for human occupancy, at any time during the day or night, a temporary or permanent place for cooking, storing of personal belongings, or sleeping by setting up any bedding, sleeping bag, mattress, tent, or other sleeping equipment, or by setting up any cooking equipment that has not been authorized according to the Environmental Health & Safety policy.

FERPA and Student Records Privacy

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of educational records, establishes the rights of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading data through informal and formal hearings.

RSO leaders may have access to educational records due to their role(s) in an organization. Student members may share information with the organization or the University, and the RSO has a responsibility to keep that information private (only shared with the student who provided the information or to those whom the student have given written permission).

Examples of these educational records may include:

- Participation/membership in recognized activities such as student organizations
- Student ID number
- PawPrint
- Organization Membership Roster
- Learning Management System files, e.g. Canvas files, MU Engage forms
- Disciplinary records
- Photos

Student organization leaders are the keepers of student-related information, and need to know what to release, about whom, to whom and when. As a general rule, RSOs should not disclose information about a student without a student's written consent (with few exceptions). RSO leaders should get written

permission before collecting and sharing information or posting photos from student members. This includes publicly shared documents with student names, emails, and ID numbers.

Questions about how to manage information? Contact the Organization Resource Group (ORG) at studentorgs@missouri.edu.

Reserving University Facilities

Recognized Student Organizations have the ability to reserve University facilities free-of-charge or at a reasonable rate.

The use of University facilities should not imply an endorsement of any individual group or organization, and the name of the University shall not be identified in any way with aims, policies, programs, products or opinions of any individual, group or organization which may meet in University buildings or on University grounds in accordance with these regulations.

Academic and Outside Spaces

Using University academic buildings or grounds for purposes other than regularly scheduled class work requires advanced approval from Administrative Services; however use of facilities is not normally scheduled more than one semester in advance. Recognized Student Organization Presidents and Vice Presidents may reserve space through the Office of the University Registrar/Administrative Services. Visit their website at <https://25live.collegenet.com/missouri>. The application for use of facilities must be submitted at least 15 days in advance. Organizations must be in good standing in order to reserve space.

The most popular areas reserved include:

- Most academic buildings
- Carnahan Quad (South Quadrangle)
- Lowry Mall
- Peace Park

NOTE: *Speaker's Circle requires no reservation*

Policies and Procedures

University buildings and grounds are intended for use by students, faculty and staff in support of the University's mission of teaching, research, and engagement. Individuals, groups or organizations may use University buildings and grounds in accordance with University rules and regulations. This policy applies to all University of Missouri employees, students, University affiliates, contractors and visitors.

This policy shall be construed and applied in a manner consistent with applicable law and with the University's Collected Rules and Regulations, including but not limited to those identified above.

The following procedures apply to the scheduling and use of facilities, the conduct of events/activities, and unscheduled expressive events and activities. This applies to all buildings, facilities, grounds and other indoor/outdoor spaces owned or controlled by the University of Missouri (collectively referred to as "facilities and grounds"). Examples of events and activities that may be covered by this policy include the following when held on University facilities and grounds:

- Meetings and other group activities of student organizations;
- Speeches, performances, and other events by outside individuals or groups invited by recognized student organizations; and

- Demonstrations, protests, displays, rallies, vigils, assemblies, and other free speech activities.

Classes and exams have priority in classroom usage. Temporary use of facilities is not normally scheduled more than one semester in advance. The application for use of a facility must be submitted 15 days in advance by the President or Vice President of the organization. Confirmation of the reservation can be found at <https://25live.collegenet.com/missouri>.

Reservation applications may be denied if the application is not consistent with the university's mission, if it does not take into account existing university contracts and does not comply with applicable laws and regulations.

See also "[Use of Facilities and Hosting Events](#)", "[BPPM 6:053](#)"

Missouri Unions

Student Organizations wanting to reserve rooms in the Missouri Student Unions for regular meetings, events or activities are encouraged to make reservations as early as possible, up to 6 months in advance. Student Organizations should make reservations online at <https://ems.missouri.edu/EmsWebApp/> at least 15 days in advance. Requests made less than 15 days in advance are subject to availability. Changes or cancellations can be made by phone to the [Office of Reservations and Events](#) at 573-884-8793 or through reservations@umsystem.edu by the contact person who made the original reservation.

It is the responsibility of the student organization to bear any related costs for the event including but not limited:

- If rooms are reserved, not used, and not canceled 48 hours prior to a scheduled meeting/event.
- If a room setup is requested outside of the preset configuration for that room
 - For preset configuration information [visit the Missouri Student Unions website](#).
- If room request is for Stotler Lounge (all sections), Mark Twain Ballroom, Benton/Bingham Ballroom, 2206 ABC. \$25 per hour, ballroom/large meeting room fee will be assessed.
- If the setup is for a large event (100+ people) or over and if the event continues after 11 p.m.
- If any furniture must be moved to accommodate the event.
- If a meeting is scheduled earlier or later than normal building hours.
- If overnight storage is requested.
- If rental equipment is requested such as a dance floor, staging or certain audio-visual equipment.
- If the event requires additional security, ground services and additional staff
- If the event requires additional utilities and other materials
- If the event and organization requests a last minute change, equipment or other assistance (within the scheduled event start time). This is a \$5 "Last Minute Convenience Charge" which will be added to the organization's invoice.
- If the room is left in a condition that requires extra cleaning.

Audio-Visual equipment requests should be made when making the original reservation. Last minute additions of A/V equipment will incur a charge including the Last Minute Convenience Charge. Equipment provided in rooms is to stay in the room where they are reserved. Groups will be charged if reserved equipment is damaged or if equipment is lost or stolen.

Student Organizations with overdue fees will have their reservation privileges revoked. Future reservations will be canceled and the student organization will be put on hold.

Student PawPrints are required at the time of reservation to charge associated costs. Invoices are sent promptly via email to the contact information after the event has completed and include all additional charges incurred before, during and after the event.

The Student Services Enhancement Fee passed in March with 79 percent of a record student turnout voting yes. This fee applies only to students taking courses on campus. Recognized student organizations benefit from this fee, which provides a 100 percent discount on equipment fees within the Missouri Student Unions (MU Student Center and Memorial Union). Equipment includes microphones, projectors, platforms, etc. Organizations will still pay a fee for *services*, which include resetting a room from a preset configuration, hosting an after-hours event, receiving audio/visual assistance and setting up a dance floor. Please note that some equipment requests, such as projectors in The Shack, require AV assistance, and fees will apply for the service, but not the equipment.

If the organization has any questions about the equipment discount, please contact the Events Management Office at reservations@missouri.edu or 573-884-8793.

Billing Process

As a Recognized Student Organization, the organization is able to utilize the Missouri Unions' meeting facilities for weekly meetings without incurring a room rental fee; however, rental fees may apply for audiovisual items or other equipment.

When charges are incurred through the Unions, the organization will be billed directly. Payments must be made by check or cash at the Reservations & Guest Services desk. If the organization has received ORG funding for the rental, take the bill to the ORG Office for payment. In the event that an organization does not remit payment, they will be placed on hold by the Missouri Unions and the organization will be unable to utilize additional space or services until the account is cleared. An additional fee will be charged if a room is left in disarray.

Food

All food that is brought into the Union requires a [Temporary Food Service Operating Permit](#) except if the food is catered by an approved caterer or packaged. Food permits must be obtained by the customer no less than TWO WEEKS in advance of the event. A copy of the food permit must be submitted to the Unions and on display in the location of the event.

A cleaning fee will be charged to groups that do not restore the room to its original condition after their event or if the food catered causes damage to the space. All food, trash, containers, plates, etc. must be placed in the designated trash receptacles or removed from the room. The Unions reserve the right to charge all customers for damage inflicted during their event. The sponsor of the event will be held responsible. The Unions do not assume responsibility for damage or loss of property or materials brought into the facilities.

See also "[Event Regulations](#)".

Indoor Social Events

All dances and events that go beyond 11:00 p.m. are considered an [Indoor Social Event](#) and MUPD representation is required. MUPD can help determine if the event requires a police officer, a security officer, or a cadet. Any cancellation of an event after the cancellation deadline will result in a cancellation fee plus costs incurred.

Audio/Visual Rental Fees

Current fees can be found at <https://unions.missouri.edu/space-reservations>.

Student Recreation Complex

Facilities available to rent include:

- Racquetball Courts (4)
- Squash Court (1)
- Climbing and Bouldering Wall (1)
- Basketball and Volleyball Courts (10)/Badminton Courts (8)
- Stankowski Football/Soccer Fields (3)
- Epple Fields (3)
- Hinkson Fields (4)
- Tennis Courts (6)
- Sand Volleyball Courts (4)
- 50M Pool Long Course/Short Course
- Diving Well
- Truman's Pond
- Tiger Grotto
- 13 Separate Meeting Areas

For information regarding availability and fees, please email MizzouRec Event Management at events@mizzourec.com.

Resources for Student Organizations

ORG Mailboxes

All Recognized Student Organizations may request an ORG mailbox in the Center for Student Involvement. Any organizations declining this option must specify an alternative on-campus address (advisor's office etc.), excluding residence halls and Greek housing. For full details on securing an ORG mailbox, please contact the Organization Resource Group (ORG) Office Manager at studentorgs@missouri.edu.

MU Student Center Ticket Office

Located on the main level of the MU Student Center, the Ticket Office is a venue from which student organizations can sell tickets to events such as speakers, parties, concerts or fundraisers. In addition to providing a central location for selling tickets, the Ticket Office also gives students the option to charge the cost of a ticket to an event. Some key regulations to using the Ticket Office include:

- Events using ORG funds may not charge admission.
- The event must be alcohol-free.
- Notify the Box Office Manager at least two weeks prior to the first day of sales.
- The Box Office receives a 10% commission on total gross sales.

Technical Event Services

Technical Event Services, formally known as MSA/GPC Tech, provides production support for MU sponsored events and offers the same services to Mizzou students and organizations for an affordable rental fee. For events (on or off campus), they can provide professional microphones, speakers, DJ equipment, special lighting effects, a wide variety of staging, pop-up shelters, and much more. Examples of past events include fashion shows, cultural concerts and performances, local band festivals, speakers, and dances.

Please visit their website at [Technical Event Services](#) for more information or to make a request for equipment rental and services. To help ensure that preferred services are available, please make request with at least one month of advance notice.

ORG Office and Storage Space

Professional office and storage spaces are available to Recognized Student Organizations primarily managed by the Organization Resource Group (ORG). Space is not guaranteed and is assigned based on an organization's completed application. Expectations regarding office space include posting regular office hours, logging at least 10 hours each week in the space, and signing and adhering to the space contract. For full details on securing and maintaining an office or storage space in the CSI, please contact the Organization Resource Group (ORG) Office Manager at studentorgs@missouri.edu.

ORG Equipment

The Organization Resource Group (ORG) has a variety of equipment for student organizations to use. Equipment can be checked out from the ORG office in the Center for Student Involvement. Available equipment includes:

- GoPro
- Wagon
- Card Swipe Readers
- 1 Flip Camcorder
- 1 Digital Camera
- 2 Tripods
- Walkie-talkies
- Tables
- Canopy Tents
- Laptop Computer

Marketing and Communications

The [Student Affairs Marketing and Communications](#) team provides a variety of services to clients including student organizations recognized by the Organization Resource Group (ORG). These services include:

- Creative services and production
- Training and consultation

Requests

Requests for services provided by the Student Affairs Marketing and Communications team can be made by completing the appropriate form below.

- [Student Affairs Marketing Request Form](#)

- Creative Services include:

- Printable Marketing: Fliers, Posters, Handbills, Plasma Screen, StuffToDo Slider, Postcard, Booklet, Brochure Stickers, T-Shirt, 4th

Frame Photo Booth, Newsprint (Maneater or Tribune) Ad, ORG Banner, CatWalk Banner & MU Student Center Column Banner.

- Social Media Marketing: Facebook Cover Photo, Facebook Profile Image, Facebook Ad, Engage Profile Image, Engage Event Image, Engage Promotion Image & Engage Cover Image.
- [Advertising Opportunities in the Missouri Student Unions](#)

Venture Out (Experiential Education)

Venture Out is the University of Missouri's outdoor experiential education office. Venture Out specializes in group team building utilizing high ropes and on-the-ground challenge courses. Their outdoor complex features two high ropes challenge courses and a series of on-the-ground challenge elements. Venture Out offers customized team building opportunities for MU student organizations, as well as the entire Mid-Missouri community, all year long.

Venture Out courses are fun and effective tools the organization can use to build trust, learn conflict resolution skills, practice successful communication strategies, and more. Venture Out also hosts Wilderness First Aid and Wilderness First Responder courses each year in January. To learn more about Venture Out and to request a team building course for the organization, visit ventureout.missouri.edu.

MU student organizations in good standing can apply for ORG funding to bring their group to Venture Out for a teambuilding or wilderness medicine course. To learn more about this funding opportunity, please complete [Administrative Training](#) and attend a [Finance Training](#).

PART 2: FINANCES

ORG Funding Eligibility Requirements

To request for ORG funding, an organization must be in good standing with the Office of Student Engagement and the Organization Resource Group (ORG). To be in good standing, the organization must update its information in Engage **and** attend annual training sessions each academic year as well as not be on probation or suspension by the Office of Student Accountability and Support.

Registration

Each Fall, every Recognized Student Organization (RSO) must update the organization and officer information in Engage. The update must reflect the names and contact information for the current officers and advisor of the organization. All ORG correspondence, including news posts, financial memos, and official inquiries will be sent to the listed officers. If the information listed is not updated, the organization will not receive these important communications.

Profiles reset every year on July 1, and all information must be updated after that. Failure to update the organization's Engage profile will result in a registration hold. The organization's leadership must also update the Engage profile if officers change at any time throughout the year.

See also "[Re-Registration](#)".

Training

Administrative Training

Each academic year, the president, vice-president, or treasurer/financial officer of the organization's leadership is required to complete Administrative Training in MU Engage. Administrative Training outlines the requirements to maintain good standing as well as how to efficiently and effectively utilize the resources available to the organization. This training is required for all RSOs.

ORG Finance Training

If an organization plans to submit an ORG budget request, the treasurer must attend ORG Finance Training each academic year. This training will highlight information contained in this handbook including policies, budget requests, and reimbursements.

NOTE: *If the organization's leadership fails to attend training and/or fails to update the organization's Engage profile, the organization will not be eligible to receive ORG funding.*

See also "[Annual Training](#)".

Exceptions to ORG Funding

The Organization Resource Group does not provide funding to the following organizations:

- Fraternity or Sorority Life Councils (i.e., IFC, MGC, NPHC, PHA)
- Single-Gendered Organizations classified as 501(c)7
- Organizations recognized as Club Sports
- Organizations funded by their own activity fee

Funding Process

Budget Submission Chart

	Sunday	Mon day	Tues day	Wednes day	Thursd ay	Friday	Satur day
Week 1:		Student Organizations can start submitting Monday at 8am.					
Week 2:		Student Organizations submit budget(s).				Budget(s) due via Engage by 5 p.m.	
Week 3:	SOAC Committee meets.	ORG Executives compile all budget data and gather appropriate approvals.					
Week 4:		ORG Executives compile all budget data and gather appropriate approvals.				Budget Memos e-mailed to Officers.	
Week 5:		Student Organizations submit appeals all week.				Appeals due by 5 p.m. via Engage	
Week 6:		Appeal committee meets and makes funding decisions.				Appeal Memos e-mailed to officers.	

Submission

Budget requests for Travel and Operations & Events are submitted at different times throughout the academic year. Please refer to the [Organization Resource Group \(ORG\) website](#) for the Budget Deadlines and funding periods.

During each budget period, Recognized Student Organizations will have two weeks to submit their budget request(s). All budget requests must be submitted via Engage no later than 5 p.m. the Friday of budget submission week. ORG will not accept budgets after 5 p.m. on Friday or budgets not properly submitted through Engage (i.e. no emailed budgets will be accepted).

The Sunday following the budget deadline, the SOAC Committee will meet and make allocation decisions. Over the next two weeks, ORG will compile the budget data. Presidents, Vice-Presidents, Treasurers, and Advisors will be notified of allocation decisions via e-mail by Friday of the following week.

Appeals Process

The organization may appeal SOAC's decision if the budget request was denied for one of the following reasons:

1. Funding was denied due to lack of documentation.
2. Funding was denied because the organization was on a training hold.

3. The organization feels that the committee made the decision based on information that was misunderstood.

To submit an appeal, please follow [these instructions to complete the Appeals process](#) (start at slide 16). by the following Friday at 5 p.m. ([see week 3- budget submission chart](#)). Refer to the emailed allocation memo for specific deadline dates. Appeal requests must be similar to the original request; no additional items will be considered in the appeal. For example, if an original travel request included only hotel and mileage, an appeal may not include registration fees. The appeal decision should be available to the organization by Friday of the following week (week 5).

NOTE: *Organizations are not allowed to submit an appeal unless a budget was submitted on time during the regular submission week.*

Budget Submission Deadlines

Budgets may be submitted through Engage beginning the Monday of “Budget Week”. Budgets submitted past 5 p.m. CST on the Friday of Budget Week will not be considered.

All travel must begin within the dates listed to be considered during that funding period. If a trip falls between two deadlines, apply at the budget deadline that covers the **beginning** of the trip.

All “Operations and Events” funding is considered on a first come, first served basis. In some years, the level of “Operations and Events” requests has far exceeded the amount of available funding. If this occurs, “Operations and Events” budgets may not be accepted during some of the spring semester deadlines. ORG encourages organizations to apply as early as possible to avoid this potential problem.

A list of Budget Deadlines is available on the ORG website - <http://getinvolved.missouri.edu/funding/>

Writing & Submitting Budget Requests

The format of the budget request depends on the type of funding the organization wishes to receive. Below is a short description of the two budget types.

General Guidelines

When writing budget requests, follow these guidelines for a better chance to receive an allocation:

- Review the budget deadline funding dates.
- Properly select which budget type the organization is submitting.
- Adhere to all ORG guidelines when creating the budget.
 - Carefully review all relevant funding procedures in this handbook.
- Bring budget to ORG for review prior to the submission deadline.
- Upload documentation for each dollar in budget requests.
- Double check documentation; sometimes web page formatting or screenshots can cause prices to be cut off.
- For all documentation, make sure the URL is visible on the bottom of the page.
- If documentation is not yet available, please obtain an e-mail from the conference/event coordinator with the information regarding the conference/event. Previous year’s documentation may also be accepted if that is the only thing available.

Travel

The “Travel” budget request should be used when the organization is planning to take a trip outside of Columbia, MO, to attend a conference, competition, or event that directly relates to the organization’s purpose. Appropriate items to request for travel include: event/conference registration, transportation, and lodging.

Operations and Events

The “Operations and Events” budget request is used for resources like copies and advertising in order to support general operations of student organizations, to host on-campus events, and partake in Venture Out courses.

- “Operation” Expenses - are expenses that are necessary for the organization to operate effectively. Funded items include: advertising in the MU Info, Maneater, MUTV, KCOU, and Digiprint Services (copies). Effective March 2019, ORG will not fund miscellaneous reusable supplies (i.e. markers, crayons, pencils, pens, etc.) including equipment in the Operations and Events Budget Periods.
- “Event” Expenses - should be used when the organization wants to host an event on campus. Organizations may apply for funding to cover Speaker/Artist/Performer fees, advertising, rentals, room reservation fees, interpreting services, and other event-related needs. Organizations may also apply for Experiential Education opportunities (ie. Venture Out) within this budget category.
 - More information about Venture Out is available under “Funding Guidelines & Policies”.

Funding Guidelines & Policies

The Organization Resource Group has a set of guidelines for the Student Organization Allocation Committee (SOAC) that apply each year, but some of the committee’s funding guidelines are reviewed and voted upon annually. These guidelines are designed to help prevent abuse and ensure fairness for all student organizations. The following are currently in place:

General Rules for all Budget Types

- ORG will not accept budgets after 5 p.m. CST, on the Friday of the budget deadline week.
- All appeals must be submitted no later than two weeks after the initial deadline (unless otherwise noted in the allocation memo).
- Organizations may only spend funds on the items specifically outlined in the budget and approved by SOAC.
- Organizations are not allowed to carry money over to the next fiscal year or next budget period.
- Effective July 1, 2019, ORG will not reimburse any expenses directly paid by a University department. For example, if a department covers expenses for a student organization travel, the organization could not request ORG to reimburse the department, upon return, regardless of approved ORG funding.
- ORG does not fund membership fees or dues.
- New Student Organizations must wait 16 weeks from their approval date to request/apply for ORG Funding.
- ORG funding may not be used for activities in which Recognized Student Organizations declare a dividend among its members or from which members derive financial profit.

Documentation

- Budget requests must include text that details the benefits requested items will have on the organization.
- Double check all documentation after uploading it to the budget. Sometimes pieces of information can be cut off due to formatting and the committee will not be able to accept this as a valid form of documentation if that information is vital to the funding of the requested item.
- Be proactive: If the information needed is not yet available (i.e. for a future event or conference) ask the event coordinator for a fax on letterhead or an email from a valid source. Request information that is not yet posted, such as prices, dates and location.
- If they do not have the information, ask for an estimate or at least something stating the event or conference is in fact taking place sometime in the near future.
- If the conference/event is annual, the committee may consider last year's information if nothing else is available.
- Include shipping costs in the documentation for supplies. **If shipping costs are not included, the organization will be responsible for covering that expense.**

Travel Funding Rules

- ORG reimburses mileage at the University rate.
 - Travel completed before August 1, 2025 will be reimbursed at \$0.655/mile
 - Travel completed after August 1, 2025 will be reimbursed at \$0.700/mile
- The organization must have at least four people in a vehicle before ORG will fund an additional vehicle.
- SOAC will not consider airfare requests if the distance is 400 miles or less from Columbia.
 - If requesting airfare, submit a map (Google Maps, etc.) showing the distance is over 400 miles.
- ORG will not fund travel expenses for non-MU students, advisors, or professors.
- ORG will not fund travel expenses for individuals not contributing to the Student Activity Fee.
- There is a \$4,000 allocation cap on travel expenses per fiscal year (July 1 – June 30).
- ORG will only fund one form of transportation. For example, if the organization flies out of St. Louis, ORG will not pay for mileage to Lambert Airport.
- ORG will not fund transportation by charter bus or rental vehicles.
- ORG will not reimburse any university MoCode accounts, regardless of whether the organization was approved for funding. See also [Financial Responsibility](#).
- If the organization is considering Homestay or other alternative lodging (e.g., AirBnB) the organization will be reimbursed for the portions used by approved travelers.
 - For example if the lodging accommodates 10 people and only 5 members are approved, the organization will be reimbursed for 50% of the total lodging expense.
- The Truth in Travel statement on the budget request form must be signed by a member of the organization's leadership (i.e. treasurer, president).
 - Truth in Travel: Organizations will be reimbursed for the number of people who actually travel rather than the number they request to send. For example, if an organization requests to send four people on a trip and they only turn in reimbursement material for three people, they will receive 75% of the allocation.
- All organizations that are approved for travel reimbursement by SOAC must complete the [Domestic Travel Registry](#) before the organization begins its travel. This registry provides an efficient and effective way for the University of Missouri to know the location of and communicate

with students participating in university-related domestic travel in response to a crisis or event that has the potential to negatively impact their health, safety or security.

- When completing the Travel Reimbursement Form, the student organization representative(s) certifies that submitted expenses were necessary for student organization business and that the organization is only seeking reimbursement for expenses personally paid by its members. Additionally, these expenses have not been nor will be paid or reimbursed by any other person/entity, including a different University office/department outside the Organization Resource Group. To the best of their knowledge, these expenses are correct and when personally paid by the organization's membership are eligible for reimbursement under University policy.

Operations and Events Rules

Operations Funding Rules

- ORG does not fund any type of dues or fees.
- ORG does not fund personal items or computer equipment (i.e. t-shirts, printers).
- ORG does not fund initiation items.
- ORG does not fund fundraisers of any kind.
- ORG does not fund food, beverages, or catering.
- ORG does not fund any type of reusable supplies or equipment.
- Any approved expenses must be purchased by ORG. **Reimbursements for supplies are strictly prohibited.**
- All supplies must be stored on-campus and be available to all members of the organization. For example, storing an item in a member's personal dorm room would not be allowed. Common storage locations include department offices, CSI storage space, and advisors' offices.

Event Funding Rules

- All events must cater to MU students.
- Attendance or participation must be open to all MU students.
- The event must be free to attend.
 - **No donations may be accepted at events utilizing ORG funding.** Any organization found accepting donations at an ORG funded event may face penalties.
 - If tickets are being distributed for the event(s), students must show their student ID in order to pick up a ticket.
 - Tickets must be available for free.
 - No more than 25% of the tickets shall be distributed to those outside the MU community.
 - ORG staff must be allowed to attend the event to ensure the event is in compliance with ORG policies and procedures.
- The event must be held on-campus in a [University-owned building](#).
- There is an "Event" cap of \$3500 (before advertising) per event and \$7000 per fiscal year **including advertising**.
- Organizations requesting "Event" funding over \$3500 must have either a University department or campus program (CAPB/MSA/GPC/etc.) as a co-sponsor.
 - The co-sponsor should provide the organization with a written letter declaring their commitment to co-sponsor the event. This letter must be uploaded within the budget request.
 - Student organizations cannot sponsor other student organizations.
- Budget requests must include an additional 10% for advertising purposes.

- For example, if there is an all-inclusive speaking, travel and lodging fee for a speaker of \$1000, the organization must request \$100 in advertising. Total budget request = \$1,100.
- The advertising must cater to MU students.
- Advertising must include the phrase, “*Brought to you in part by Student Activity Fees*” and, if possible, include ORG’s logo. To obtain the logo, please contact [ORG](#) or the [Student Affairs Marketing and Communications team](#).
- No organization may conduct activities or events in which the purpose, result, or benefit is financial or material gain for individual members of the organization.
 - ORG does not fund initiation or new member presentations.
 - ORG does not fund food, beverages, or catering.
 - ORG does not fund auto leasing or rentals.
- Student organizations are responsible for any cancellation fees or other fees that result of misuse/damage.
- Speaker/ Artist/ Performer requests should be student led and student leaders of the organizations should submit requests.
- Venture Out
 - Organizations applying for Experiential Education opportunities will need to explain the benefit of the course to the organization. The request should also include the number of members they choose to request and those members’ student ID numbers. Excessive requests may be denied. Please visit <https://ventureout.missouri.edu/> for more information.

If budget request is approved...

- For events allocated over \$1,000, an organization representative must meet with ORG’s Vice-Chair of Finance at least one month prior to the event to ensure that all policies are being followed, the contract process is progressing, and advertising plans are in place. This is also an opportunity to answer any last minute questions.
- All organizations approved for “Event Services” funding must utilize the following Engage tools to advertise and promote their event:
 - [Create an Engage Event](#)
 - Check-out a Card Swipe Reader from the Organization Resource Group and [track the participation of the approved event](#)
 - Any organization that does not utilize Engage could face funding penalties in the future.
- After the event has taken place, the organization is required to submit a description of the event and attendance numbers within three business days.
- Any organization violating these rules could face funding penalties in the future.

Rental/Services-related Requests

- If requesting funds for rentals or other services:
 - Organizations must upload a quote from the vendor (Technical Event Services, MUPD, etc.) that details the requested services. The quote should also reference the event date so as to ensure the vendor is available to provide services on the proposed date.
 - Do not make a verbal or written agreement with the vendor as the organization will be personally responsible for the contract.
 - If requesting funds for Inflatable related services, the request should show documentation that the vendor is a member of the Safe Inflatable Operators Training Organization (SIOTO) and provide a quote that includes staffing for set up, take down, and operation.

Speaker/Artist/Performer-related Requests

- If requesting funds for a Speaker/Artist/Performer:
 - Organizations must show independent documentation of how the speaker or performer is qualified to speak or perform on the intended topic. Examples of independent documentation are as follows:
 - Third-party verification of credentials (newspaper articles, trade journals, reputable news sources);
 - Biography page from another university if they are a professor;
 - Documentation from the Better Business Bureau, a local Chamber of Commerce, or other proof of business credentials.
 - Self-promoting websites are not acceptable.
 - Speaker/Artist/Performer fee requests over \$1000 must also include documentation from a comparable speaker, including their fees (to assess fair market value). Verification can be in the form of the comparable speaker's website, printed material, or e-mail.
 - A Speaker/Artist/Performer will not be funded if they are employed or contracted by the requesting organization's national organization/affiliate or the University of Missouri.
 - If the request is for a speaker who is part of a larger conference, the ORG-funded speaker must clearly be a stand-alone event (outside students will be comfortable attending) and will require an independent advertising plan.
 - Such events will be held to a higher standard of proving the event's direct benefit to MU students as opposed to the event's outside attendees. As such, a minimum of a third of the seats must be reserved for MU students not attending the conference.

NOTE: *Do not make any verbal or written agreements with the speaker/artist/performer/vendor or, if applicable, their agent as the organization will be personally responsible for the contract. If SOAC believes the organization made an offer to a speaker, the organization's funding request will be denied and the speaker will not be considered in the future.*

Spending ORG Funding

Operations and Events

Student organizations allocated "Operations and Events" funding must follow the processes outlined below. **If the organization purchases the supplies, the organization will not be reimbursed.**

Printing Services (copies)

If the organization has been allocated money for Printing Services, they can fill out [this Engage form](#). Once ORG has confirmed that the organization has been approved for printing funding, ORG will send the submission and any upload documents/images to Printing and Mail Services. The organization's finished order will be delivered to the ORG office, and the organization will be emailed to come pick up their order.

MU Info

Complete the [MU Info Request Form](#) on Engage to request MU Infos the organization has been allocated. The request forms will be reviewed by ORG and then submitted for publication.

- Keep in mind that ORG will **not** approve MU Infos that relate to fundraising or include an off-campus location.

Mizzou Student Media Advertising

If the organization has been allocated money for Mizzou Student Media Advertising, they can fill out [this Engage form](#).

Mizzou Student Media Advertising options are:

- Maneater Ads (Digital)
- KCOU Ads
- Social Media Postings

Once approved, the organization may work with the [Student Design Center](#) to design the advertisement. The student organization will also need to communicate with Mizzou Student Media to discuss advertising options/decisions.

Speaker/Artist/Performer Fees

All Speaker/Artist/Performer fees are paid directly to the speaker/artist/performer. The ORG Vice-Chair of Finance will contact an organization representative to obtain payment/contract information.

NOTE: *If the organization's speaker/artist/performer requires payment at the time of the event, the Organization Resource Group (ORG) must have notice at least 10 business days prior to the event.*

Equipment Rental

Please email the organization's invoice to the Organization Resource Group at studentorgs@missouri.edu and an ORG staff member will pay the approved fees on behalf of the organization.

Printing Services (copies), MU Info, Mizzou Student Media Advertising
[Please follow the directions detailed under "Operations and Events"](#).

Experiential Education and Creative Teambuilding

Indicate that the organization will be utilizing ORG funding when requesting a Venture Out course. Once approved, ORG will work with the respective offices to cover the payment.

Travel.

The Organization Resource Group now has two different methods of travel assistance. One is reimbursement, where organization representatives must spend their own money first and then be reimbursed upon return. The other is advance payment, where the organization will then be issued a check for the equivalent to the amount SOAC approved the budget request for and use those funds as SOAC approved for the organization's travel expenses.

Upon return, the organization's treasurer should fill out a [Travel Reimbursement Form](#) or [Post Travel Form](#) and return it with necessary documentation to the ORG office. An ORG representative will then work to verify information and allocation details, and process the payment.

Attach a copy of the original receipts within the MU Engage Travel Reimbursement Form or Post Travel Form with the appropriate payment documentation:

- Check — ORG needs a copy of the front and the back of the cleared check OR a bank statement showing that the check cleared.

- Credit Card — ORG needs a copy of the credit card statement showing the charge has posted. If the credit card number is listed on the bill/receipt, ORG can accept a photocopy of the card instead.
- Cash — ORG needs a copy of the original receipt clearly stating that the payment was made with cash.

If multiple members have paid for expenses, all documentation must be collected and submitted at the same time. Please note for lodging reimbursements, an original, itemized hotel folio must be submitted.

All reimbursements must be submitted within 45 days upon return from the trip. For each business day after 45 days, a 10% reduction will apply. After 60 days, University Accounting Services will not approve any reimbursements.

Post Travel Form

The Post Travel Form, along with all required documentation, must be submitted in person to the ORG Office within 15 business days of return. If this form is not submitted within the 15-business-day timeframe, both students and Registered Student Organizations (RSOs) are expected to adhere to the University of Missouri Standard of Conduct (CRR 200.010). Failure to comply with these guidelines may lead to disciplinary action for the traveler and/or RSO leadership. Additionally, any unused travel funds must be returned to the Organization Resource Group.

Advance Travel Payment

Recognized Student Organizations (RSOs) that receive advance payments are required to return any funds that are unused or not spent in accordance with the approved budget request.

Please submit the total amount indicated above using cash, money order, check, or online payment to the Organization Resource Group (ORG). If paying by check or money order, make it payable to "University of Missouri." Payments by cash, money order, or check must be made in person at the ORG office located at 2517W MU Student Center.

Failure to submit the indicated payment will result in the RSO being reported to the Office for Student Accountability & Support. Both the RSO and any individuals may be held accountable for any unpaid balance.

NOTE: *Reimbursement policies are current as of this writing; University policy changes are out of ORG control and may occur mid-semester. Should a change occur, the organization will be notified via Engage.*

Reimbursement Time

If the organization submits all required forms and documentation, it can take as little as 4 to 6 weeks to receive a check from the University. However, missing documentation or incomplete forms may delay the process substantially.

30-day Payment Term

University Accounting Services has implemented a 30-day holding period on all contractual payments. In regards to student organizations, this means that artists/speakers/performers/etc. will not be paid until a minimum of 30 days after the conclusion of their event at the University. It also means that student organizations who submit travel reimbursements will have a 30-day payment term, which will delay the money coming back to the organization.

Student organizations should submit all required documentation to ORG, who will compile it and send it to University Shared Services for processing. Once processing has been completed, the 30-day holding period will begin. After the completion of the holding period, the individual will be paid and the organization as well as ORG will receive notice of payment. Please contact [University Shared Services](#) with any questions.

Fundraising

Fundraising is defined as income producing activity by student organizations, whether or not the activity realizes a profit. Fundraising activities include collecting donations without exchanging goods or services.

Recognized Student Organizations must get approval from the Division of Student Affairs before asking for subscriptions, collecting dues, or fund raising on campus. The request process is outlined in [BPPM 1:090 Fund Raising Activities by Student Organizations](#). Fundraising is defined as income producing activity by student organizations, whether or not the activity realizes a profit, and may include collecting donations without exchanging goods or services.

Student organizations planning fundraising activities **on campus** must complete the [Fundraising Request and Event Planning Form](#) at least **one** week prior to the event. **Fundraisers held off campus do not require ORG approval UNLESS the organization plans to advertise for the fundraiser on campus with a physical donation jar present and/or will table on campus to advertise the fundraiser and will accept virtual donations on the spot.** Any organization found to be fundraising without ORG approval via this form may be subject to a judicial hearing/conduct review with the [Office of Student Accountability and Support](#).

Approval Process

- Any member listed on Engage must complete and submit the form at least one week prior to the fundraising activity
- ORG reviews the application and approves, conditionally approves, or denies the request
- It is the responsibility of the organization to correct any deficiencies listed on the request
- ORG will send copies of the approved form to the organization, the building coordinator for the location the activity will be held, and any other relevant parties involved or affected by the fundraiser
- Occasionally, the organization may need approval from another office on campus. Common examples include the University Sanitarian for food sales or the Licensing Office for use of the University logo

NOTE: *Organizations are not required to obtain prior approval for off-campus fundraising events.*

Unacceptable Fundraisers

- Selling something available on campus
- Selling Coke or Pepsi products
- Illegal use of University logo
- Any type of wagering or gambling, including raffles or bingo
- Recognized Student Organizations may not solicit subscriptions or collect dues from prospective students or guests in University buildings or on University grounds.
- University buildings and grounds may not be used by Recognized Student Organizations which declare a dividend among its members or from which members derive financial profit.

- The fundraising activity may not be held in places or at times where, in the opinion of Administrative Services, such activity would constitute a clear and substantive interference with the conduct of classes, study, business, pedestrian or vehicular traffic, or other University functions.
- Any on-campus fundraising activity which is judged to compete with any University auxiliary enterprise (i.e., Campus Dining Services, University Bookstore) shall be prohibited unless approved by the appropriate office of the Dean of Students. Fundraising activities which are judged to compete with Missouri Students Association or Graduate Professional Council shall be prohibited unless approved by the Dean of Students.
- All University Groups, Student Organizations, and Non-University Groups are limited to conducting Sales or Solicitation activities for a maximum of five (5) days during the fall semester, five (5) days during the spring semester, and five (5) days during the summer sessions. Sales or Commercial Solicitation activities that occur during any part of a day shall constitute a full day of activity.

See also [“BPPM 1:090”](#), [“BPPM 6:053”](#), [“Financial Responsibility”](#), [“Fundraising”](#), and [“Money/Cash Management”](#).

Online Fundraisers

The University of Missouri condones online fundraisers, however, organizations that wish to host these types of fundraisers should practice financial best practices when hosting online fundraisers.

Organizations hosting an online fundraiser are required to fill out the [fundraising request form](#) only if the organization plans to table for the fundraiser on campus with a physical donation jar present and/or will table on campus to advertise the fundraiser and will accept virtual donations on the spot. Policies and practices that guide these types of fundraisers are:

Crowdfunding

- Use well-known and reputable sites such as GoFundMe, Kickstarter, and Indiegogo.
- Consider what percentage of donations these online fundraising sites charge for their services.
- Read into the website’s list of best practices for raising funds on their site. For instance, GoFundMe provides their [Top Fundraising Tips](#) for those looking to crowdfund on their site.

Social Payment Platform

- Use well-known and reputable platforms such as Venmo, PayPal, Cashapp, Zelle, and Apple Pay.
- Consider the name of the account that users are paying. For instance, donors may be hesitant to pay a student’s personal account, but may be more willing to pay if the organization has a social payment account set up such as @ORG_Mizzou.
- Consider what charges and fees these payment sites charge for their services. Some may charge transaction fees for transferring funds with credit/debit cards or straight from bank accounts.
- Read into the safety and security features that these platforms offer. Some of these can be found at [Venmo Security](#), [Paypal Security Center](#), and [Cash App Security](#).

Fiscal Management

The University of Missouri-Columbia requires [financial responsibility](#) from all student organizations and encourages groups to complete an independent audit on a periodic basis.

EIN, Bank Accounts, and Tax Exemption

Does My Organization Want an Employer Identification Number (EIN)?

An Employer Identification Number (EIN) is used to identify an entity for use in filing tax returns with the government, opening bank accounts, and other official recordkeeping. University of Missouri - Columbia student organizations collecting dues, raising/receiving funds or dealing with money in any way must hold a bank account independent from the University. Banks typically will NOT open an organization or business account without an EIN.

It is NOT recommended that students use their personal social security numbers to open a bank account on behalf of an organization because:

- If the bank account earns interest income, the bank issues a 1099 on the person whose social security number is on the account. A copy of the 1099 is sent to the IRS and Missouri Department of Revenue.
- When tax returns are processed 1099's are matched with a person's filed tax returns. If the 1099 information is missing, or has not been accounted for, that person will probably be contacted by a taxing authority.
- That person will have to report this account on the 1099 Tax Form every year it is open under their social security number.
- The organization may apply for an EIN using the following methods:
 - Complete the SS-4 Form (Application for Employer Identification Number) available on the IRS website, <https://www.irs.gov/>.
 - File over the telephone, 800-829-4933.
 - Apply by fax.
 - Apply by mail.

For more information about any of these methods, visit the IRS website <https://www.irs.gov/>

Tax Exemption: Should My Organization Become a Non-Profit Organization?

The organization may apply for 501(c)3 tax exemption. The Organization Resource Group strongly encourages student organizations wishing to file as a 501(c)3 to fully research the steps and requirements associated with the process. As a reminder, the Office of Student Engagement and ORG cannot provide tax advice. If the organization wishes to seek status as a 501(c)3 organization ORG encourages the organization to discuss the organization's situation with a tax advisor.

NOTE: *Although the organization is affiliated with the University of Missouri, the organization will not be allowed to use the University's information as their own when completing non-profit applications.*

Registering an organization with the Missouri Attorney General's office

The Division of Student Affairs have been in contact with the Missouri Attorney General's office in regards to registering student organizations and have received the following information regarding an exemption to registration:

[Registration and reports, who shall file exceptions.](#)

[407.456.](#) 1. Except for charitable organizations which are exempted under subsection 2 of this section, no charitable organization shall solicit funds in this state, nor employ a professional fund-raiser to solicit funds in this state, for any charitable purpose unless it, and each professional fund-raiser employed by it, have filed all registrations and reports required by sections [407.450 to 407.478.](#)

2. The provisions of sections [407.459](#) and [407.462](#), and subsection 1 of section [407.469](#) shall not apply to the following:

- (1) Religious organizations;
- (2) Educational institutions and their authorized and related foundations;
- (3) Fraternal, benevolent, social, educational, alumni, and historical organizations, and any auxiliaries associated with any of such organizations, when solicitation of contributions is confined to the membership of such organizations or auxiliaries;
- (4) Hospitals and auxiliaries of hospitals, provided all fund-raising activities and solicitations of contributions are carried on by employees of the hospital or members of the auxiliary and not by any professional fund-raiser who is employed as an independent contractor;
- (5) Any solicitation for funds governed by chapter 130; and
- (6) Any organization that has obtained an exemption from the payment of federal income taxes as provided in section 501(c)(3), 501(c)(7) or 501(c)(8) of Title 26, United States Code, as amended, if, in fact, no part of the net earnings of the organization inure to the benefit of any private party or individual associated with such organization.

3. Sections [407.450 to 407.478](#) shall apply regardless of any contrary provisions contained in any contract, agreement, instrument or other document.

See also "[Financial Responsibility](#)" and "[Money/Cash Management](#)."

PART 3: RISK MANAGEMENT

As a student organization leader, it is a responsibility to be informed and educated on how to protect the organization from unnecessary potential and perceived risks.

Risk Management

What is Risk?

- *Risk* is the uncertainty that can be either negative or positive arising out of a given set of circumstances.
- *Risk Management* is the process of managing the uncertainty of exposures that affect assets and financial statements using five steps: identification, analysis, control, financing and administration.

Effective Risk Management helps to:

- Ensure the safety of students and other participants in organization events by creating awareness for potential dangers involved with activities
- Creating plans to address accidents and issues that may arise
- Keep the organization reputation positive
- Reduce financial loss to the organization and governing officers
- Ensure compliance with campus policies and guidelines

Is it worth the risk?

- Consider the risks the organization and the school are taking: is there enough return on the risk or are the risks far greater than the benefits of the activity? Can the risk be mitigated?

Types of Risk

Physical - Harm or injuries to the body caused by physical activity, weather, equipment, food-related illnesses, alcohol consumption, or medical emergencies.

Reputation - Harm to the reputation of individuals, organizations, administrators, departments and institutions. Risk can come from poor conduct or behavior at events or from events with offensive subject matter.

Emotional - Mental health risks to those attending/participating in an event or program. Risks include hazing, lack of accessibility, discrimination, controversy or disruption of the campus, and adverse reactions.

Financial - Risks to the budget of an event and the overall budget of the organization. Possible risks are loss of funding, poor budgeting, lack of fundraising and the opportunity for a lawsuit with financial implications.

Facilities - Risk involving safety of the facilities and the maintenance or set-up of the facilities used by participants. Possible risks include a lack of proper set-up or clean-up for the event, safety and security issues at the location, and a lack of familiarity with the facilities and location or the disruption of university facilities.

Levels of Risk

Low

- Risk likely to be non-catastrophic in nature
- Risk typically universally accepted by all participants
- Low impact or likelihood of occurrence

Moderate

- Risk is not excessive or extreme and likely to be infrequent

- Risk management office or team may get involved
- Waivers may be required

High

- Involves the possibility of life threatening or debilitating personal injuries, property damage and/or negative financial implications
- Consequences may be severe
- Waivers will be required

Risk Assessment Tool and Instructions

Risk analysis implies a structured process during which various risks are identified, measured and planned for, which allows for the project owners to manage and take decisions to mitigate the risks. The purpose of the Risk Management section of this guidebook is to assist individuals in determining whether or not to move forward with a particular program or activity. If the organization has questions, please do not hesitate to contact the Organization Resource Group (ORG).

1. What is the activity/event?
2. Does the activity/event align with the organization/university mission, vision and values?
3. Classify the risks
4. Manage the risks - prioritizing the risks according to the identification and analysis and plan for management of them
5. Is it worth the risk? Communicate risks, keep information updated.
6. Risk Assessment Tool

Alcohol

[University of Missouri System Collected Rules and Regulations 110.050.](#)

The use, or possession of any alcoholic beverage is prohibited on all University property, except in the President's residence and the Chancellors' residences, and the sale, use or possession may, by appropriate University approval be allowed in approved University Alumni Centers or Faculty Clubs or other designated facilities and for single events and reoccurring similar events in designated conference, meeting, or dining facilities provided by University food services, subject to all legal requirements.

If the organization is considering selling alcohol at an off campus event the organization should follow city and state law.

When considering if alcohol will be served, ask the following questions:

- What is the purpose of the event? Does it relate to my student organization?
- Who will attend the event, and why?
- What resources are being used for the event? Is our organization providing any funding, marketing, etc. for the event?
- How is the event being publicized or communicated, both to the general public/campus community and to my organization's members?
- Would a reasonable person associate this event with my organization? Would the media associate the event with my organization?

Potential Methods of Control

- Hire a caterer to sell/serve the alcohol. The caterer should be required to maintain liquor liability insurance in the event that someone is over served or a minor is served.
- If not using a caterer the organization should purchase liquor liability insurance to cover the event.
- Ensure one security person and one designated sober person per every 50 people. For on campus events contact campus police to provide security.
- Limit alcohol consumption to be within a beer garden with a five foot outer perimeter to prevent alcohol from being passed outside the garden.
- Check IDs and use bracelets to identify those over 21.
- Identify those under 21 with an "X" on the minor's hand in permanent marker.
- Serve non-alcoholic beverages and provide food or snacks.
- Limit the start and end time. For example, limit the event to four hours.
- Maintain control of all alcoholic beverages present.
- Do not allow impaired individuals to drive.
- Consider alternative forms of transportation: Designated drivers, local taxi services, public transportation.

To apply to have alcoholic beverages present at the organization's event, please contact MU Operations at (573) 882-8211 or visit <https://unions.missouri.edu/permits> for more information.

Inflatables

Also known as bounce houses, climbing walls, slides, dunk tanks, etc.

Inflatables carry a great deal of risk, especially if they are not maintained and supervised by reputable vendors. It is imperative for student organizations to take safety measures into consideration by ensuring:

- Organization's reserve (and are approved for) locations where there is ample space.
- Consider renting from vendors who are members of the Safe Inflatable Trainer's Organization (SIOTO).

Vendors and organizations should ensure safe practices for event attendees by:

- Ensuring the setup, operation, and tear down of inflatables is done by the vendor to reduce the student organization's liability. If the vendor agrees, the organization will want to strike any language in the contract making them responsible for the vendor's negligence.
- Having the special event emergency planning checklist on site in case announcements have to be made about inclement weather.
- Explaining the rules and risks involved in the activity.
- Contracting with a vendor who carries commercial general liability coverage of at least \$1 MIL/\$2 MIL and statutory workers' compensation coverage.
- Participant waivers signed at the event along with a system of identifying those who have signed waivers, such as wristbands.

NOTE: *Vendors who operate mechanical bulls or other amusement rides should provide documentation that they have passed the proper state inspections.*

Contracting

An agreement between speakers, performers, facility rentals, and catering services will ask the organization to put the agreement in writing as a contract. Legal language can be difficult to interpret so it is important to review the contract before the organization agrees to them by a signature.

Once signed, contracts are legally binding for all parties to the contract. Regardless of the format, most contracts are going to have standard components that are meant to protect each of the parties involved. Here's what you'll usually find:

- A description of the parties in the contract, the date of the contract and of the event, and a general overview of the goods or service being contracted.
- A statement of the contract duration clarifying how long the document will be valid.
- A specific description of each party's obligations and responsibilities as a result of the contract.
- Any relevant operative provisions, such as applicable warranties or exclusions. Often, this section will appear as a disclaimer or other limiting language that may give one party advantage over the other.
- A list of enforcement provisions to cover any "what if" situations, such as a party failing to fulfill its obligations, dispute resolution plans, unforeseen circumstances affecting the terms of the contract, etc.
- A closing section that indicates the agreement of both parties to the terms of the contract.
- You may see an indemnification clause that says one party will be compensated for any damage caused by another party. There may also be a hold harmless clause that states one party cannot sue the other party or hold it liable for losses.

NOTE: *It is **not recommended** that student organizations agree to indemnify or hold harmless another party. To do so would not be in the organization's best interest. If the other party does not agree to remove this language from their contract, then you may include the following preface to the original language: "To the extent permitted by the laws and constitution of the State of Missouri..."*

TIP: *The earlier the organization obtains the contract for review, negotiations and revisions the better!*

One of the most important things to remember is that student organizations are NOT employees or designated representatives of the University, meaning, the organization can't commit the University to a contractual agreement. Some third parties have a hard time understanding this, so ORG asks that the organization make it clear for them by including this statement somewhere in the contract: "(Name of Organization) is a recognized student organization at (name of University) and does not represent the University or contractually obligate the University to any agreement."

Venue/Event Insurance

A special event is usually defined as an event of short duration or an event that is not permanently ongoing. Such an event may last only one day, such as a concert, auto show or a class reunion and picnic, or an event may last a month or more such as a county fair or a Christmas tree sales lot. The defining factor is that a special event is not set in a permanent location and does not continue for an indefinite period of time such as a continuing operation or long term business. Venue Insurance is specifically designed to provide event liability insurance protection for all types of special events.

The organization, the special event holder, will most likely be required to provide proof of liability insurance to the facility/venue where the organization have decided to hold the special event. In addition

to providing proof (in the form of a piece of paper known as a Certificate of Insurance) to the facility/venue that the organization have secured a valid policy, the organization may also be required to add the facility/venue to this required liability policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability policy which the facility/venue requires the organization to purchase before it will be allowed to hold the special event.

The practice of a facility/venue requiring that they be named as an Additional Insured on a General Liability policy by all persons or entities renting or using the site is quite common. The required Additional Insured wording or language is generally contained within the Insurance Requirement section of the Facility Rental Agreement or Facility Use Agreement. The Curators of the University of Missouri General Liability coverage does **not** extend to student organizations.

The organization may contact a venue insurance carrier, such as HUB International, or a local broker for a quote for a specific event.

See also "[Insurance](#)".

Crisis Response

While student organizations are advised to plan their activities and events in such a way as to avert a crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan.

The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

As a student leader, it is important to understand that a crisis can happen. If this happens, know that you are not alone. Outreach to the staff in the Office of Student Engagement to assist you. It is important to be aware of your own feelings, perceptions, and issues so that you can monitor your ability to cope with the difficult situation.

General Crisis Response Plan

- Develop a crisis response strategy for the organization prior to the event or program.
- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and a crisis team who can take charge of a crisis situation.
- Review a crisis response plan on a regular basis and update the plan as needed.
- If medical attention is needed, attend to those needs before doing anything else.
- Contact 911 for on or off-campus emergencies. To contact [MUPD](#) with a non-emergency, call 573-882-7201.

Report crime on campus anonymously, complete a [Silent Witness Report](#) online.

Contact the appropriate authorities:

- Notify the Police Department.
- Notify the organization's advisor if she or he was not part of the activity.
- Notify all organization members in a meeting.

- Notify the Office of the Vice Chancellor for Student Affairs, 573-882-6776, in the event of a serious injury or death.
- In the case of a student's death, do not contact the family. This is best done by the appropriate authorities.

Statements about the incident

- Following the accident, empathize with victims/families and consider statements such as, "We sympathize for those affected by this. The situation is under investigation and more information will be shared when it is available."
- When more information does become available to the organization, the organization spokesperson should decide what information will be released.
- Consult with the organization advisor and/or national representative to discuss what things that should be discussed in a post-incident meeting.

Post-Incident

- Cooperate fully with those evaluating the incident.
- Gather as a group together as soon as possible. Lack of pertinent and accurate information can contribute to the critical nature of the situation. If necessary, University of Missouri [Counseling Center](#) staff are available to provide outreach support to individuals and the organization.
 - Please call the Counseling Center at 573-882-6601 or visit the 4th Floor of Strickland Hall to speak with one of the clinicians on call. The on-call counselor is happy to offer support in the moment and when appropriate to assist you in establishing ongoing mental health care.
 - After business hours, including weekends and holidays, telephone crisis assessment, consultation and support is available by contacting us at 573-882-6601. This service can provide immediate assistance by phone regarding a variety of crisis issues and can facilitate transition to MU Counseling Center daytime services.
- Covering up or ignoring information is never the recommended manner for handling a post-incident situation.
- Learn from the event, what could have been done to prevent it? Have a debrief review.

Fire Prevention and Awareness

A fire can occur anywhere, causing a catastrophic event and irreparable loss of human lives. Because of the potential danger, student organization members need to understand and be knowledgeable of some basic precautions that need to be taken to reduce the risk of fire.

When we think about fire, we usually think about fire happening at our place of residence. Unfortunately, fire can occur anywhere, including venues that student organizations use to host events, such as off-campus clubs, apartments, or houses. When a place for a social function is selected, there are some things to keep in mind:

- Does the location have sprinklers?
- What is the occupancy limit? Do not exceed this limit.
- Are decorations flammable? If so, get them fire-proofed or do not use them.
- Are the smoke detectors blocked or covered? Ensure that smoke detectors are in good working order and are not covered in any way.
- Do you know where to exit in the event of a fire? Remember the best way out may not be the way you entered.
- Consider posting "No Smoking" signs, especially if using a tent.

Columbia Fire Department

- Emergency Call: 911
- Non-emergency numbers:
 - Administration: 573-874-7391, 8 a.m. – 5 p.m. Central Time
 - Fax: 573-874-7446
 - TTY user: 573-874-7665
 - After 5 p.m. and weekends: 573-874-7450

Food

Follow the campus protocol regarding providing food for activities/events. All student organization events having food distribution are subject to approval by Student Affairs and the [University of Missouri Environmental Health and Safety](#) (EHS).

General Food Safety Practices

- All person(s) preparing the food are expected to follow reasonable food safety practices when preparing food for their events.
- All persons handling food should completely wash their hands (rub using soap and water for at least 20 seconds before rinsing thoroughly) before handling any food. Ingredients should be fresh and have been properly stored. While preparing food, use gloves whenever available.
- Do not attempt to cook food in equipment that is inadequate for the task. Make sure all equipment is clean and sanitary before using it.
- Have appropriate materials on hand to package the food. Small zip-lock type bags or plastic food wrap for individual portions is sufficient. Use the same cautions for preparing food when wrapping or packaging food.
- Do not sell any bake-sale food (perishable) more than 24 hours after it is prepared.
- Whenever food is served, hand sanitizer should be provided for participants and servers.
- Use thermometers to check oven and food temperatures to ensure adequate cooking and proper cooking temperatures.
- Do not let the temperature of the food stay in the "Danger Zone" longer than 30 minutes. Food temperatures should be higher than 140°F or lower than 41°F.

Participant/Student Prepared Foods

Participant/Student prepared foods that are required to be heated or cooled i.e. meat, poultry, fish or uncooked or partially cooked eggs (such as mayonnaise or custard, quiche, etc.) should only be sold or provided when approved means of heating or refrigeration are available.

Foods in "factory packaging" are permitted (e.g. Oreo packs); however, if the item requires heat or refrigeration then the organization must follow the steps listed above.

Allergen warnings should be posted by all foods with potential allergens. Allergens include, but are not limited to:

- | | |
|-----------|--|
| • Milk | • Tree nuts, (e.g., walnuts or pecans) |
| • Eggs | • Fish/Seafood |
| • Peanuts | • Shellfish |

- Wheat (this includes gluten)
- Soy

Signs should be displayed that say: *"Food is participant prepared and the organization does not make any warranties or guarantees as to quality or content."*

Hazing

[CCR 200.020 Rules of Procedures in Student or Student Organization Conduct Matters](#)

What is hazing? Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

- More than half of college students involved in clubs, teams, and organizations experience hazing.
- Nearly half (47%) of students have experienced hazing prior to coming to college.
- Alcohol consumption, humiliation, isolation, sleep-deprivation, and sex acts are hazing practices common across student groups.

Source: <http://www.stophazing.org/hazing-view/>

Hazing "Myths and Facts"

- *Myth #1: Hazing is primarily a problem for fraternities and sororities.*
Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs, and/or organizations.
- *Myth #2: Hazing is no more than foolish pranks that sometimes go awry.*
Fact: Hazing is an act of power and control over others—it is victimization. Hazing is premeditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.
- *Myth #3: As long as there's no malicious intent, a little hazing should be OK.*
Fact: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?
- *Myth #4: Hazing is an effective way to teach respect and develop discipline.*
Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.
- *Myth #5: If someone agrees to participate in an activity, it can't be considered hazing.*
Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

For additional resources for Fraternity and Sorority Life organizations, contact the [Office for Fraternity & Sorority Life staff](#). Learn more about hazing prevention at <https://hazingprevention.org/>. To report hazing in the organization contact the Coordinator for Student Organizations or complete an [Incident Report Form](#) online.

Internet Security and Online Social Networking

While all of the technologies in which we rely make our lives easier, they can also lead to a lot of trouble if they are not used with some care. Consider the following questions:

- What will a future employer find about you and the organization when they search the Internet?
- Will posting on social media such as Facebook, Instagram, Twitter, SnapChat, Yik Yak, Tumblr, and YouTube share anything about you or the organization that you would not want a potential employer to see?
- Does the organization have any sensitive information on paper or in computer files from previous members such as social security numbers or bank accounts? Consider who may have access to those files and change passwords as needed.
- Consider appointing a social media steward who will manage the group accounts. Duties may include approving posts prior to them being shared and posting updates for the group.

A lot of information is stored on or accessed with our computers and other devices. It is very important that you treat you and the members' personal information with extreme care. Also, if you are ever in a position which makes you aware of other people's private information, you need to know that the law requires you to do everything you can to protect that information.

For more information and practical tips on security essentials, please [contact an Organization Resource Group staff member](#).

Liability/Waivers

Student organizations, student leaders, and advisors aren't exempt from the courtroom. As an organization, it is understood that the organization will do everything in its power to prevent harm or injury from occurring to both the members and participants. If the organization does not take the time to train on safety, provide proper supervision for activities, maintain equipment that is being used, or warn others of danger, the organization could be found responsible for negligence, so please remember to take the duties seriously. When it comes to events, the organization can never be too careful.

There are many ways to protect the organization from liability, including the use of waiver forms. Waivers are just one part of a bigger risk management plan, and they don't do any good unless the organization educates participants on what they are signing and why they are signing it. A waiver is meant to help others understand the risks associated with an activity, and have a responsibility to make sure that these risks are communicated clearly and specifically.

For more information on Liability Waivers please [contact the Organization Resource Group \(ORG\)](#).

See also ["Levels of Risk"](#) and ["Venue/Event Insurance."](#)

Fundraising

Many student organizations decide to host fundraisers or drives for various goods to meet a specific need for an organization. Fundraising is defined to include all events and activities through which funds are collected by an organization. Fundraising, by definition, includes solicitation of donations or events and activities which produce no profits after expenses. There are a few things to do in advance:

- What is it that the organization truly needs? For a canned food drive, is there a particular type of food that they need? Be sure to ask those questions before the organization gets started so that the organization is doing the most good.
- Find out if other organizations are currently doing or have recently done a similar event.

- The Organization Resource Group (ORG) can assist with this information. Collaboration of efforts is more effective.
- Has the organization submitted the required forms and/or obtained the appropriate permits to sponsor the event? Possible permits may include a canning permit or permit to sell.
- Consider the financial implications that the event might have on the organization. For example, if the event does not make a profit but causes a financial loss.
- Do the organization need venue insurance if the event involves outside participants or use of an off campus facility?
- Consider state gambling laws for games involving chance.
- If raising funds for charity, consider posting a sign that explains net proceeds will be donated to the designated charity.
- Deposit funds from the event ASAP by following cash handling directions provided by the Office of Student Engagement.

See also [“Fundraising”](#).

Money/Cash Management

Student organizations raise and manage their own funds and are given the autonomy and responsibility to spend these funds as the organization sees fit within the confines of University policies and State and Federal law.

A healthy financial structure is an important factor in student organization success and sustainability. Solid fiscal management creates a framework that allows organizations to work proactively to accomplish their goals and serve their communities with financially sustainable events and programs.

The first step to building a healthy financial structure is to develop and maintain a budget. It is a good practice to have all executive board members work together to develop a budget in order to explore the full range of funding sources and projected expenses. Referencing budgets from previous years can be helpful when developing a current or projected budget for an organization.

When developing a budget, it is important to be both realistic and conservative. A well-organized budget has two components - income and expenses. Income may include fundraising revenue, grants, departmental funds, and any other planned revenue sources. Calculate projected income and, as a general rule, subtract 10% in case a funding source falls through.

Expenses include any funds the organization plans to spend throughout the course of the year. Project expenses for all planned events, regardless of size, and be sure to consider and include potential costs for supplies, promotional materials, ticketing, AV/media, custodial fees and licensing.

An organization will stay on track toward reaching its goals if it maintains a budget that accurately reflects income and expenses. It is fiscally responsible to make every attempt to stay within a set budget. Keep track of all expenditures, deposits, and other income and work to ensure financial transparency.

While most organizations elect a treasurer or other financial officer to manage financial matters, it is important that more than one person understands the financial operations of the organization. Make sure organization members, especially event organizers or program chairs who spend money, understand the organization's financial operations for events and initiatives. If more members understand revenue potential and expenditure constraints, they will be more willing to work within them.

It is not uncommon for budgets to change and shift throughout the year. If expenses not accounted for at the beginning of the year come up or are more expensive than anticipated, which does happen, organizations should work to reallocate available funds or seek out additional funding sources to cover costs.

Financial Best Practices

Separation of Duties

- Two officers should handle all key financial duties including signing all checks
- Always have two people count money at the beginning and end of every event

Budgeting

- Prepare budget at the beginning of the term
- Set realistic targets; budgeted income should equal or exceed expenses
- Document assumptions used to determine budgeted income and expenses
- Format should be consistent with financial reporting format
- Obtain approval of the final budget from organization leaders and board members

Financial Reporting

- List income and expenses by major category
- Format should be consistent with budget format
- Compare current year actual results to budget and prior year's actual results
- Prepare financial reports throughout the semester and share with organization leaders and board members

Cash Receipts

- Restrictively endorse checks "for deposit only, organization name" upon receipt
- Secure checks and cash in a locked area prior to deposit
- Make frequent deposits
- Maintain cash receipts log and record receipts in the checkbook
- Reconcile cash receipts log to bank statement each month

Paying Bills

- Establish a process to review and pay bills by check and don't pay with cash
- Review vendor invoices and receipts prior to payment
- Ensure that two officers sign all checks
- Maintain copies of vendor invoices and receipts after payment
- Record checks in the checkbook on a timely basis
- Reconcile all checks written to bank statement each month

Bank Reconciliation

- Reconcile bank balance to checkbook balance each month
- Document all reconciling items
- Resolve any errors
- Obtain officer and board approval for the reconciliation
- If using a P-Card, have all authorized users completed the necessary training provided by Supply Chain/Procurement?

See also [“Financial Responsibility”](#)

Officer Transition

Too often, organization leaders dedicate themselves to successfully leading their groups for an academic year and at the end of their terms, leave the positions without time spent making sure the incoming officers have the opportunity to be trained. When that happens, all the information regarding the previous year’s lessons learned are not passed on to the incoming officers, thus slowing down their progress.

Without taking the time to effectively transition incoming officers, organizations lose the opportunity to continue momentum gained in the previous year. Time that could be used moving the organizations forward and accomplishing new goals is spent catching up.

Tips to make an effective transition:

- Make sure all contracts, bills, and invoices have been submitted to the appropriate places. If any are in process at the time of transition, write a memo to the new officer noting what is complete/what needs to be done with them.
- Document any problems or disappointments the organization encountered as a part of the position and suggest ways of avoiding or correcting them. What did the organization try that did not work? Why did it not work? What problems or areas will require attention within the next year?
- Before the newly elected officers of the organization officially assume their responsibilities, it is wise for the old and new officers to get together for a transition meeting. Such a transition meeting provides continuity and continued growth for the organization while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year.
- Evaluate finances, communication, etc.
 - Were the finances adequate for the group and managed properly?
 - Were meetings run effectively? Was their frequency adequate?
 - Did the committee structure work?
 - Did we have scheduling conflicts with other groups or activities?
- Document key duties and maintain copies of budgets, financial reports, contracts, bank statements, checkbook, copies of paid invoices, etc.
- Assign and explain proper administrative abilities to new officers including social media accounts and Engage

Title IX

The University is committed to fostering a safe and supportive working and learning environment conducive to the academic pursuit and healthy personal development of all campus community members.

The University of Missouri does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The University affirms its commitment to providing equal opportunities by establishing the [Equal Employment/Educational Opportunity and Nondiscrimination Policy \(CRR 600.010\)](#). The University's nondiscrimination policies apply to any phase of its employment process, any phase of its admission and financial aid programs, and other aspects of its educational programs and activities.

Additionally, this policy and the existing Title IX policies apply to allegations of sexual misconduct or allegations of other forms of sex discrimination, as defined in [CRR 600.020](#), occurring within the University's educational programs and activities and instances occurring in other settings, including off-campus if there are effects of the conduct that interfere with or limit any person's ability to participate in or benefit from the University's educational programs and activities. Notices of nondiscrimination are posted on the websites and at other locations for the UM System and each of the campuses.

Prohibited sex discrimination includes:

- Sexual harassment
- Sexual misconduct
- Stalking on the basis of sex
- Dating/intimate partner violence
- Sexual Exploitation

Definitions of consent, dating/intimate partner violence, sexual misconduct and stalking are available in the [Sex Discrimination, Sexual Harassment and Sexual Misconduct in Education/Employment Policy \(CRR 600.020\)](#).

What to Do if You Learn that Someone Else has Experienced Sexual Misconduct

If you experience discrimination or retaliation, or if you are aware of any form of discrimination or retaliation, [please make a report](#). Reports help us track patterns and improve how we educate the campus and help prevent discrimination at MU.

All members of the university community as well as visitors and third parties can report incidents using one of the following methods:

- Online - <https://civilrights.missouri.edu/reporting-and-policies/>
- By Email - civilrights-titleix@missouri.edu
- By Phone - 573-882-3880

University Obligation for Responding to Complaints

If the University knows about possible sex/gender based discrimination or harassment, including sexual misconduct, it will promptly investigate to determine what occurred. If a complainant requests confidentiality or requests that an investigation not be pursued, the University will attempt to accommodate that request to the extent possible, but may need to investigate and take action in order to carry out its obligations to provide a safe and nondiscriminatory environment.

Separate equity resolution processes have been created for students or student organizations as accused, faculty as accused and staff as accused. The equity resolution process procedures can be viewed at [CRR 600.030](#) and includes information on interim remedies, procedural details for investigation, resolution and appeal, rights of the parties, including right to an advisor, and sanctions or remedial actions.

Regardless of which equity resolution process is utilized, the University will provide a fair, prompt and impartial process from the initial investigation to the final result. All investigations will be thorough, reliable and impartial and will include interviews with relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. In all equity resolution processes,

the standard of proof shall be “preponderance of the evidence” defined as whether evidence shows it is more likely than not that a policy violation occurred.

Mandated Reporters

A Mandated Reporter is any employee of the University who becomes aware of an act of sexual harassment (including sexual misconduct) or behavior which could be characterized as sexual harassment, when perpetrated against a faculty, staff, student or visitor of the University. Be aware that if you make a report of discrimination, harassment, or hazing to a University employee, they are mandated to report it and the conversation may not be considered confidential.

Title IX Coordinators

Each campus has a Title IX Administrator and/or Title IX Coordinator(s) whose duties include providing complainants with information, as appropriate, regarding existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the University and the community. The Title IX Coordinator will provide written notification to complainants regarding these resources, as appropriate, as well as information about how to request changes in academic, living, transportation or working situations or protective measures. Such resources and information are available to complainants regardless of whether or not a crime is reported to law enforcement or the complainant pursues formal campus action.

A report to the Title IX coordinator does not necessarily lead to a full investigation. Privacy of the parties is of top priority to the University. The Title IX Coordinator will take all reasonable steps to investigate and respond to the complaint consistent with the complainants request for confidentiality or request not to pursue an investigation. However, the University will make a safety assessment to determine if the accused or the accused’s actions present a safety risk to the community or any of its members. If it is likely that there is continuing risk as a result of the incident, then the University may have to proceed with an investigation even without the complainant’s consent.

If the reported Title IX Policy violation constitutes a reportable offense under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Title IX coordinator is required to report basic non-identifying information to the campus police department. Further, the University may have to provide a timely warning in a manner likely to reach all members of the campus community in order to safeguard students and campus employees.

University of Missouri Office of Institutional Equity - <https://equity.missouri.edu/>

Travel

Student organizations travel for many purposes: retreats, conferences, competitions, and for fun. Traveling can help an organization accomplish its goals and can serve an extremely valuable purpose. However, it is important to remember that travel is a high-risk activity. With proper risk management, the organization can reduce the risk the organization faces as a result of travel.

Things to consider:

- What kind of vehicle is being taken on the trip? Who owns it?
- Will the advisor participate? If not, who will be the chaperone/staff sponsor?
- What is the length of the trip? Do the organization have enough licensed drivers for the entirety of the trip?

- Do the organization need a waiver for the activity the organization members are participating in?
- Consider the potential financial impact an accident may have on the organization.

See also "[University of Missouri System Policy: Methods of Transportation and Allowances.](#)"

Risk and Insurance Management (RIM) recommendations:

- All drivers should have a valid driver's license
- All drivers and vehicles should be insured
- Drivers should rotate every two hours to avoid fatigue
- No person should be allowed to drive after consuming alcohol or drugs
- Limit capacity to 10 people in large capacity vans
- All passengers and operators should wear their seat belts
- Do not travel through the night

International Travel

Students traveling in association with the University should follow their campus protocol in enrolling in GeoBlue accident and sickness coverage.

ORG recommends the organization prepare by using websites such as GeoBlue or UHC Global, guides or local contacts to:

- Learn what to expect when adjusting to a new culture.
- Find out what the options are for getting and using money abroad.
- Figure out how to best communicate with the folks back home.
- Get ready for the local cuisine.
- Prepare for the ins and outs of travel and transportation — both to the destination and while the organization is there.
- Get tips on staying safe and developing street smarts.

Key Terms

Breach of Contract - *A legal cause of action in which a binding agreement or bargained-for exchange is not honored by one or more of the parties to the contract by non-performance or interference with the other party's performance*

Contract – *Voluntary arrangement between two or more parties that is enforceable by laws a binding legal agreement*

Indemnify – *compensate someone for harm or loss*

Liability – *The state of being responsible for something, especially by law*

Mandated Reporter - *any employee of the University who becomes aware of an act of sexual harassment (including sexual misconduct) or behavior which could be characterized as sexual harassment, when perpetrated against a faculty, staff, student or visitor of the University.*

Negligence - *Occurs when someone has a duty to another person, breaches that duty, and the other person suffers harm as a result.*

