



CLUBS & ORGS

Policy and Procedures Manual

Office of Student Involvement and Leadership

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The Office Student Involvement and Leadership Mission Statement

The Department of Student Involvement and Leadership believes student engagement is integral to one's university experience. Student Involvement and Leadership offers a variety of programs, services, and co-curricular experiences that enhance students' academic and personal development. We commit to helping every student find belonging and connection to the University while promoting student achievements and vibrant community relationships. The following statements form the philosophical foundations of the Department of Student Involvement and Leadership:

- Maintain a commitment to educate and cultivate the whole student through the development of meaningful life skills and personal achievement.
- Provide opportunities for personal growth, leadership development, and networking connections on campus and in the surrounding community.
- Encourage the free and open exchange of ideas in a context and environment of mutual respect.

Areas and Teams Important to All WSU Clubs and Organizations

- **Campus Recreation:** Located in the Wildcat Rec Center, the Campus Recreation department can help any student organization classified as a club sports and/or a club or organization seeking information about Campus Rec facilities, rentals, etc. For information about club sports contact *Morgan Fradley* at 801-626-6476, for information about facilities and rentals contact *Tammy Bates* at 801-626-6637.
- **WSUSA Clubs and Organizations Team:** Student leaders on the WSUSA Clubs and Organizations Team can assist any club with event planning, recruitment, marketing of events, etc. For more information on how to get in contact or get involved with the WSUSA Clubs and Organizations Team, contact *Heather Cimino* at 801-626-6824, heathercimino@weber.edu.
- **Leadership Development:** Students interested in further developing their leadership skills and experience can get involved in various leadership programs offered at Weber State University through the Department of Student Involvement and Leadership. For more information on leadership workshops, discussions, conferences, and classes, contact *Sheldon Cheshire* at 801-626-6349, scheshire@weber.edu.
- **Office of the Vice President of Student Access and Success (SAS):** The Vice President of Student Access and Success and their dedicated staff continue to support the growth and success of student organizations at Weber State University. For more information on the Division of Student Access and Success at Weber State University, visit <https://www.weber.edu/student-access-success>.
- **Scheduling and Room Reservations:** Recognized student organizations have the privilege of reserving space within the Shepherd Union Building for meetings, practices, workshops, social events, tabling, or conferences. For information on room availability, or to reserve space for a future event, contact Scheduling, Events, and Conference Services at 801-626-7285, unionscheduling@weber.edu. Additionally, Scheduling,

Events, and Conference Services offer the ability to check availability and reserve rooms through their online EMS system (<https://weber.edu/ConferenceServices/EMS.html>).

- **Sodexo and Dining Services:** Student organizations frequently host club meetings, socials, and activities in which they want to offer food and beverages to their attendees. Weber State University has a strict catering contract with Sodexo who provides all dining services on campus. Therefore, any food or beverages served at student organization events needs to be coordinated and/or approved through Sodexo. Please see the following additional guidelines regarding off-campus food and purchasing requirements with Sodexo:
 - Clubs and organizations are allowed to bring off-campus food (including beverages) to meetings or events if the food purchased totals less than \$200, including multiple purchases and/or different vendors*. Meetings/Events where the food purchased totals more than \$200 must be purchased through Sodexo or approved by Sodexo at least two weeks in advance of the event date. If the total for off-campus food exceeds \$200, a [Food Exemption form](#) must be submitted at least two weeks in advance of the event date and must be approved by Sodexo before the food is purchased.

**The \$200 off-campus food limit includes any food related items that will also be needed, including plates, napkins, utensils, etc. Sodexo will only provide these items if the food for the meeting/event has been purchased through Sodexo.*
 - If food (including beverages) is donated to your club or organization for your meeting/event and the purchase price would have totaled less than \$200, approval is not required. However, if the purchase price of the donation exceeds \$200 then the [Food Exemption form](#) must be submitted at least two weeks in advance of the event date and must be approved by Sodexo before accepting the food donation.
 - For a complete menu listing and/or to place an order for a future event visit [Sodexo's website](#), or call Sodexo's Catering Director, *Jason Sample* at 801-626-8025.

Formation and Registration of Student Organizations

Definition of Student Club or Organization

A club or organization is made-up of students who work together to accomplish a shared mission and vision as well as have shared values and goals for their group. Clubs/Organizations are advised by at least one on-campus advisor who is either faculty or staff on campus. Student clubs and organizations work together on on-going initiatives throughout the entire academic year, rather than working on one specific event for the entire year (this type of group would be considered a planning committee and not a student club or organization). Currently, the words "club" and "organization" in a student group's name are used synonymously, it is essentially a name preference by the group.

Student Organization Recognition at WSU

Section 6-22 of the Policies and Procedures Manual of Weber State University highlights the Student Code for all individuals attending WSU; it states,

"A. Weber State University believes in student participation in the government of the institution. As constituents of the University community, students are encouraged individually and collectively to express their views concerning policy to the administration. The WSUSA constitution establishes the governing bodies for students of the University by a delegation of authority through the President of the University. B. Student organizations may be established within the University for any lawful purpose. All organizations must register with the WSUSA.

Approval of official club recognition is granted by the Vice President of Student Access and Success through the Coordinator of Clubs and Organizations in the Office of Student Involvement and Leadership. To be recognized and to retain official recognition, student organizations must meet certain requirements. Student groups complying with the conditions stated below shall enjoy the privileges associated with the organizational category they fall under.

C&O Organizational Structure

- All recognized student clubs and organizations are divided into three categories - Sponsored, Affiliated, and Registered (*NOTE: This new structure does not recognize what other institutions may consider "higher level" student clubs and organizations (or administrative units); at Weber State these groups of student leaders do not fall under the umbrella of "Clubs & Organizations". Examples: WSUSA Leaders, Admissions Ambassadors, Emerging Leaders, Mentors, CCEL Student Team, etc.*).
 - Sponsored - These groups are formed through a department/area on campus (outside of SIL) and receive additional support, including financial support, from their sponsored department/area. Sponsored groups are required to follow certain provisions as *representatives/entities* (e.g. HB 261). Events hosted by these groups, at times, may be open to the larger campus community. The composition and activities of these organizations *contribute* to the mission and culture of the university.
 - Affiliated - Reserved specifically for Fraternity and Sorority Life (FSL) and Club Sports. These groups have affiliation with a specific department on campus, but due to the specific nature of the organization, they are not considered an official entity of the university and therefore their actions do *not* represent the university. They may host events limited to their own membership or that are open to the larger campus community. The composition and activities of the organization are *consistent* with the mission and culture of the university.
 - Registered - These groups exist on their own without any connection to a department/area on campus (outside of their connection to clubs/orgs through SIL). Registered groups, while existing on campus, are *not* considered an official entity of the university and are therefore *not* representatives of the university. They primarily host events limited to their own membership and may also have a

close connection to a community organization in the area. These groups and students must still comply with all applicable university policies, including inclusion of all in group membership. The composition and activities of the organization are *consistent* with the mission and culture of the university.

- [Unofficial Fourth Category] Not Active/Not Recognized - Groups that do not officially register through the formal University process. These groups are not recognized by the University in any capacity and are not afforded any privileges as a student group on campus.
- Within each category there are subcategories to assist in further organizing student clubs and organizations:
 - Affiliated:
 - Club Sport
 - Fraternity & Sorority Life (FSL)
 - Registered:
 - Student Life & Special Interest
 - Sponsored or Registered (depending on the club/organization):
 - Academic
 - Cultural
 - Honor Society
 - Service

Learn more about the C&O organizational structure [here](#).

How to Start a New Student Organization at WSU

The Department of Student Involvement and Leadership (SIL) has established the following process to start a new club or organization at Weber State:

1. Determine that your club is not a duplication of another club that already exists on campus.
 - a. When naming your club/organization please do not put "Weber State" at the front of the name, instead put it at the end (e.g., The Hammock Club at Weber State). All social media accounts and handles for the club should also follow this same naming format.
2. Establish a roster of at least five club members for registered groups or eight club members for sponsored or affiliated groups.
3. Determine who will serve as the club advisor. Advisors must be employees of Weber State University (faculty or staff).
 - a. See section below (*Role of Advisors*) for additional guidelines on secondary, non-Weber State advisors.
4. Write the club's constitution. A sample constitution can be found here:
<https://tinyurl.com/2b7c467w>.
5. Complete the online Club Registration Form for the current academic year:
<http://www.weber.edu/co/registration.html>.

6. Once the registration form has been received, SIL will review the request for approval. Please note, SIL staff may request additional information or a meeting with students to discuss the organization mission, purpose, and/or anticipated activities. In order to proceed with the application review process, a response to any requests of this nature must be received within one month. Applications are reviewed for unique mission and purpose that are consistent with the mission and philosophy of Weber State University, in accordance with the University Policies and Procedures Manual, as well as the Student Code of Conduct.

*NOTE: Students interested in starting a club sport should contact *Morgan Fradley* with Campus Recreation at 801-626-6476 or morganfradley@weber.edu to complete the club sports registration process. In addition, club sports should review the Club Sports Handbook found here: <http://weber.edu/recclubs/handbook.html>.

Membership Requirements

Any current student at Weber State University who meets academic requirements (by maintaining at least a 2.0 GPA) is eligible to participate in student clubs and organizations. A minimum of 4/5 of the membership of all Weber State clubs and organizations must be composed of current WSU students. Additionally, it is encouraged that all officers voted into positions within Weber State's student clubs and organizations be students and that this guideline is written into each club's constitution and/or bylaws.

Weber State does not discriminate on the basis of race, color, national origin, pregnancy, genetics, age, disability, religion, sex, sexual orientation, gender identity/expression, veteran, active military status, and other classifications protected by law in its programs and activities. All Weber State clubs and organizations should practice inclusive membership recruitment, and no current WSU student should feel as though they have been discriminated against based on [protected classifications](#) when trying to join a club or organization. However, some clubs or organizations may have additional membership requirements (such as GPA). It is always best to check directly with the club or organization when researching groups to join. Please contact *Heather Cimino*, the Coordinator of Clubs and Organizations, and the [Office of Equal Opportunity](#), if you ever witness discrimination within any Weber State club or organization at 801-626-6824 or heathercimino@weber.edu. Additionally, each organization is responsible for articulating the requirements for eligibility to serve as a member of the leadership of an organization, especially in clubs and organizations where leadership members are provided financial support (e.g., stipends, tuition waivers, reimbursements, other compensation)

Constitution & Bylaws of Student Organizations

Every recognized student organization at Weber State University is required to file a current copy of its constitution and bylaws with the Department of Student Involvement and Leadership. Constitutions may be carried over from year to year as long as the advisor and current president/student leader of the organization confirm that the constitution on file still accurately represents and describes the organization, its mission, purpose, structure, and limits. The constitution must provide a foundation upon which the organization operates, thus being the cornerstone for building an effective group and giving members, both present and

prospective, a better understanding of the organization's functions. Above all, the constitution should be tailored specifically to the needs of the organization, and must at minimum include the organization's name, purpose, membership requirements, and officer standards. A sample constitution can be found here: <https://tinyurl.com/2b7c467w>.

The constitution should contain statements concerning enduring aspects of the organization. Items that are subject to frequent revision should be included in the by-laws. Bylaws are secondary principles that govern the internal affairs of the organization, essentially serving as an expansion of the articles or sections of the constitution. Student organizations are not required to have bylaws, but they are helpful in fully describing the procedures for the organization to conduct business effectively and efficiently. For instance, information about the various committees or sub-areas of your organization, procedures and goals for meetings, budget procedures, and amendment procedures for the constitution are all pertinent information specific to bylaws.

Remember, a club's constitution and bylaws exist to articulate the purpose of the organization and spell out the procedures that allow the organization to function effectively. Some typical best practices regarding voting procedures written in constitutions include requiring either a 2/3 vote of the membership or a simple majority for the vote to pass; however, some constitutions may specify when different voting percentages are needed (majority vs. 2/3 vs. 3/4, etc.). Once developed, the constitution and bylaws should be reviewed often. The needs of the organization will change over time, and it is important that the constitution and bylaws are kept up to date to reflect the current state of affairs.

Every new member of the organization should receive a copy of the governing documents of the organization. This helps to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough review of the constitution and bylaws should be part of officer training and transition. All advisors must also have a copy of the constitution and bylaws. For additional information or a personal consultation about an organization's constitution and bylaws, please contact *Heather Cimino*, the Coordinator of Clubs and Organizations (heathercimino@weber.edu) within the Department of Student Involvement and Leadership.

Recruiting an Advisor

Before approaching a potential advisor, please keep in mind the following guidelines:

- Find someone who will have the time to devote to your organization.
- Find someone who will take the role willingly and seriously.
- Find someone who has the knowledge or skills related to the mission and purpose of your organization.
- This individual must be a full-time staff or faculty member who works at Weber State University.
- Make sure that the potential advisor has a clear understanding of the organization's mission, activities, and your expectations of his/her/their duties and time commitment.
- Allow the person a reasonable length of time to consider his/her/their decision.

NOTE: Sponsored organizations may have an advisor assigned to them by the host department.

Role of Advisors

The role of an on-campus advisor is to support and guide the organization, empowering student leaders to make fair, intelligent, and reasonable decisions based on the information and guiding boundaries at their disposal. The Department of Student Involvement and Leadership encourages open and honest communication between a club advisor, the leadership of the student organization, and its members. SIL encourages student leaders to be open to suggestions and criticism that their advisor may provide, as their knowledge and experience will help in exploring solutions and implementing organizational procedures. Discussion of expectations for the advisor, organization leadership, and members should be open and honest. Club leadership should set up regular meeting times to discuss the organization's activities, events, and decisions. Advisors should have access to the most up-to-date guiding documents and policies for the student organization (i.e. the constitution, and other operation manuals if applicable). Advisors will be provided with their own training opportunities through SIL to gain knowledge about the rules related to student organizations and university policies and procedures.

The key is to work collaboratively with your advisor to help ensure your events and activities are not only safe and in compliance with university rules and policies, but are ultimately a huge success.

Secondary Advisors: In the event that a club/organization would like a community member, non-Weber State employee to serve in an advisory role, the club/org would need to work directly with SIL and the C&O Coordinator to receive approval. Approval is given on a case-by-case basis.

There is a formal process the club/org and potential secondary advisor would need to go through in order to receive approval which includes:

1. The club/org formally notifying the C&O Coordinator of the desire to add a secondary advisor.
2. Confirmation from the club/org's official Weber State advisor that they are OK with adding the secondary advisor.
3. Completion of *Secondary Advisor Confirmation Form* from the potential secondary advisor, confirming their desire to fill this role as well as gathering needed information to make an informed decision regarding approval.
4. Background check and official approval from HR that a potential secondary advisor can fill this role.

Any club/organization looking to add a secondary advisor can contact the Coordinator of Clubs and Organizations, Heather Cimino (heathercimino@weber.edu) to begin this process.

Expectations of Advisors

In an effort to help provide basic guidelines and ensure consistency across campus, the Department of Student Involvement and Leadership provides basic expectations for all clubs/organizations. These expectations include:

1. Advisors must work collaboratively with students, sharing responsibility for the organization and its events. Student leaders are reminded to be open to suggestions and criticisms advisors may provide, and the knowledge and experience advisors bring that will help in exploring solutions and implementing organizational procedures.
2. Advisors and club leadership must discuss expectations for each other openly, and set up regular meeting times to discuss the organization's activities, events, and decisions.
3. Advisors are expected to attend as many [Advisor Meetings](#) as allowed with their schedule to stay connected and knowledgeable about student rules related to student organizations, and all other university policies and procedures, current events, upcoming deadlines, etc.
4. Advisors should have access to the guiding documents and policies for the student organization (i.e. the constitution). Advisors should always have an updated copy of the club constitution and bylaws at all times.
5. Advisors are expected to know the nature of the club/organization funding and budget.

Responsibilities and Expectations of Student Organizations

Responsibilities of Student Organizations at WSU

The privileges of becoming a recognized student organization in any category (registered, affiliated, or sponsored) at Weber State University are not extended without careful consideration. Once recognized, an organization may associate with Weber State University; therefore, the events and activities presented by the organization should accurately reflect the mission and purpose of the university, as well as the rules and standards of the institution according to the [WSU Policies and Procedures Manual](#) (including the [WSU Student Code](#)). The recognition process requires action by both student leaders of the organizations and the Student Involvement and Leadership Office. As such, this process creates a mutually beneficial relationship between student organizations and SIL.

There are four main goals of the recognition process:

1. To establish an on-going relationship with newly established clubs and organizations, new student leaders, and newly appointed advisors.
2. To provide resource information to clubs and organizations, student leaders, and advisors.
3. To make clubs and organizations, student leaders, and advisors aware of policies, procedures, rules, responsibilities, and enhanced expectations of student leaders, student organizations, and advisors.
4. To gather as much information as possible from student clubs and organizations within a reasonable timeframe.

Expectations of Student Organizations at WSU

To retain official recognition in the appropriate category (registered, affiliated, sponsored), clubs and organizations must annually meet certain, basic expectations set for all clubs and organizations.

These expectations include:

1. Applying for reactivation annually online through the SIL website:
<https://www.weber.edu/co/reactivate.html>.
2. Adhering to all municipal, state, and federal laws, the University's Policies and Procedures Manual (including the WSU Student Code), and all other university policies and procedures.
3. Ensuring fiscal responsibility of any funding given to the club through university channels.
4. Remaining in good standing with the university, including full compliance with any conditions, stipulations, or restrictions placed upon organizational recognition.
5. Keeping SIL informed of changes to organizational leadership or governing documents in a timely fashion.
6. Demonstrating respect for the university community and other student clubs and organizations.
7. Operating in a manner consistent with the mission and goals of the university and the governing documents of the organization.
8. Consulting with the appropriate university departments, offices, or representatives when planning large, unusual, or potentially complex events.
9. Ensuring continuity in leadership from year-to-year by training newly elected/selected student leaders and maintaining good records of important organizational activities and decisions.
10. Establishing and communicating appropriate advisor expectations.

Violation of any of this will result in suspension of the club or organization.

Student Organization Finances

Depending on the club/organization's category (sponsored, affiliated, or registered) will determine how club finances are handled. Sponsored and affiliated organizations can have an assigned university index code and funds can be transferred to this index when funding requests are approved. Registered organizations will not have an assigned university index code and all funding approved for these groups will be spent directly from the WSUSA C&O Team's budget. If approved funding is not completely spent for the intended purpose, these groups forfeit the remainder, and the money is put back into the funding request budget. If a registered club/org receives dues, donations, or hosts a fundraiser, those funds will be deposited into an index account under SIL and spending will be tracked by the C&O Coordinator until all the funds have been spent.

Sponsored & Affiliated Clubs/Organizations**Index (Cost) Code:**

- A club's on-campus account number is called an index or cost code. This is a university issued account number used to identify and track sponsored and affiliated clubs' funds.

Deposits and Account Balance:

- To make a deposit of club funds (dues, etc.), take the funds (cash, check, etc.) to the Cashier's Office on the second floor of the Student Service Building (SC 209). Give the cashier your index/cost code and your detail code. (NOTE: This process should NOT be used for donations/gifts from fundraising efforts or donors. Please see the "Off-Campus Fundraising Guidelines" section of this manual to read about the process for getting donations checks deposited into your club account). The cashier will give a receipt showing the deposit made. Keep the receipt for your club records.
- To find the balance in a club account, organization presidents and advisors can contact the Coordinator of Clubs and Organizations, *Heather Cimino* at heathercimino@weber.edu.
 - *Negative Account Balance:* Sponsored and affiliated clubs/organizations are required to maintain fiscal responsibility for their on-campus bank account. Money should not be spent, either on-campus or off-campus, unless the club's account can cover the total cost of the purchase. If a club/organization has an account in a deficit, the group will automatically be placed on probation and all club/organization activity will be suspended until the deficit is repaid.

Utilizing Club Funds:

- *On-Campus Purchases:* When a sponsored or affiliated club/organization would like to use the funds available in their cost code, provide the club cost code to the department providing the goods or service. For example, the Copy Center accepts cost code numbers when clubs/organizations are printing posters, invitations, fliers. Dining Services also accepts cost codes for food and beverages at a club event or meeting.
- *Off-Campus Purchases:*
 - *Requisitions:* A requisition is a request filed by a department or club to the Purchasing Department of WSU for purchases over \$500. All requisitions must be submitted before the actual purchase is made. When submitting a requisition, 3-5 days should be allotted for processing. The requisitions can be submitted by your advisor, department secretary, or support personnel in the Department of Student Involvement and Leadership. Requisitions are required for services (i.e. speaker, entertainment).

- o **Purchase Cards:** A club advisor can request a p-card for their club to use in order to make off-campus purchases by clicking on the "Purchase Card Request" app in e-weber. Once a card has been issued, the club advisor and club leaders will discuss proper usage of the club p-card.* Club leaders will discuss all departmental policies and procedures surrounding purchase cards with their club advisor. When purchases are made using a p-card, students need to remember to declare their purchase as "tax exempt" from the very beginning of the transaction. At times, businesses will ask for a proof of the tax exempt status and require the University's tax exempt number. A tax exempt certificate can be found [here](#) and can be printed out and used at the time of purchase.
- o **Paw Place:** This online purchasing portal can be found in eWeber simply by searching for "Paw Place" in the "Search for Portal Apps..." box. It is highly recommended all C&O advisors seek out Paw Place training to understand how Paw Place and the services provided can be used for club purposes (if it is needed and department approved). For more information on Paw Place training contact [Purchasing and Support Services](#).
- **Petty Cash Reimbursement:** Reimbursements (of \$200 or less) are issued through Paw Place and can either be processed by the advisor's department administrator or by *Suzy Flint* in the SIL Office (sflint@weber.edu). To issue a reimbursement, Suzy will need the original purchase receipt, the student's W number, and address.

Registered Clubs/Organizations

Utilizing Club Funds:

- **On and Off Campus Purchases:** When a registered club/organization would like to use funds that have been given to them (through the Funding Request Form, dues, donations, fundraising, etc.), contact the C&O Coordinator, Heather Cimino (heathercimino@weber.edu) to make arrangements for completing the purchase.
- **Petty Cash Reimbursement:** Reimbursements (of \$200 or less) are issued through Paw Place and can be processed by *Suzy Flint* in the SIL Office (sflint@weber.edu). To issue a reimbursement Suzy will need the original purchase receipt, the student's W number, and address.

Club Funding Opportunities

Each academic year the WSUSA Clubs and Organizations branch provides funding opportunities to all recognized clubs and organizations on campus. These funding opportunities may vary year-to-year, but adequate notification and advertising will take place to allow all clubs and organizations to be aware of the opportunities to receive funding. For additional information, or

if you have specific questions about club funding, please email *Heather Cimino*, the Coordinator of Clubs and Organizations (heathercimino@weber.edu).

On-Campus Fundraising Guidelines

Fully recognized clubs and organizations can host small events on campus to raise money for their club/org through the sale of a good and/or service (e.g., bake sale, rummage sale, virtual reality experience or other experience students pay to participate in). There are three options for clubs/orgs to utilize when collecting money for this type of fundraiser:

1. **Giving Link:** A giving link is an online portal where donations can be accepted to help fund the club/organization and/or the cause the group is raising money for (similar to GoFundMe or Venmo). The great thing about setting up a giving link is that the club gets to keep 100% of the donation, Weber State does not take any percentage.
 - o *Sponsored and Affiliated Clubs/Orgs* – Can set-up a "giving link" that is tied to the organization's index account and the funds are deposited directly to the club's on-campus account. The first step in setting up a giving link is to complete the request form found here: advancement.weber.edu/clubfundraising.
 - o *Registered Clubs/Orgs* – A general giving link will be provided under SIL for registered groups to use. The funds raised will be tracked by the C&O Coordinator to determine when and how the money raised is spent by each registered org.
2. **Cash Donations:** If a club/org is only accepting cash payments and would like to have cash on-hand to make change as individuals pay for the good/service, the club can work with SIL and the Cashier's Office to request a cash box. NOTE: The club will need to provide proof that they already have enough allocated to them, either through the balance in their index account (sponsored/affiliated) or through the tracking of funds by the C&O Coordinator (registered), to cover the amount being taken out for the cash box.
 - o **Cash handling best practices:**
 1. It is always best practice to provide a receipt for every cash transaction. Clubs should make sure to provide each customer with a copy of the receipt and keep a copy for the club's records as well. Acquiring a receipt booklet that can be filled out on the spot is the best approach. The Cashier's Office does not provide a receipt booklet to clubs that check-out a cash box.
 2. Another best practice when clubs are handling money is to always have two members with the money at all times. Doing this helps to ensure that money does not go missing or get stolen/misplaced.
3. **Payments Through Cashier's Office:** The final option for clubs to utilize when hosting small, on-campus fundraisers is to have people pay directly at the Cashier's Office. The money is then deposited into either the club's account directly (sponsored or affiliated) or the general club account under SIL (registered) and the person will be given a receipt showing payment. That receipt can then be turned in at the table where the fundraiser is being hosted to be traded for the item or experience they paid for. The nice thing about this option is that the club does not handle any cash directly; which avoids the possibility of money going missing, getting stolen, etc.

Off-Campus Fundraising Guidelines

The following fundraising guidelines should be followed by all WSU clubs and organizations. According to the WSU Policy and Procedure Manual ([PPM 2-1](#), [PPM 2-2](#)), fundraising efforts towards the private sector must be coordinated through the WSU Office of University Development. In order to comply with University policy regarding the solicitation of funds to support a project or program, student organizations and clubs should adhere to the following guidelines:

- Any individual or group that wishes to approach prospective donors to contribute to a group activity must first submit a description of purpose of the fundraising and a list of potential donors to the Development Office for approval.
- The Development Office will review the fundraising project and the prospective donor list for approval. Lists may be edited to eliminate those individuals, businesses, and organizations that are currently in a giving program or are being cultivated for a significant gift.
- The protection of individuals, foundations and businesses from repeated solicitation is critical so that University fundraising efforts are not compromised by requests to support special interest activities.
- It is appropriate for fundraising activities to be directed toward new sources of funding, whether from individuals or businesses, so a broader base of donors may be solicited and involved in contributions to the group.
- Past experiences have indicated that very few names are purged from prospect lists. The Development Office has often been able to add names and prospects to such lists, in addition to providing advice and counsel regarding the solicitation of donation the Development Office may also wish to provide counsel regarding written solicitations or correspondence generated under the University's name and on official letterhead. Clearance of written correspondence prevents misunderstandings regarding the use of, procurement of, and benefit to donors of gifts given.
- All solicitations should clearly identify each group as a club sport or organization. If the solicitation is from a club sport it should disclaim association with Weber State University Intercollegiate Athletics. This is to prevent donor confusion and preclude WSU Athletics from receiving donations, which might be in violation of NCAA rules.

Funds raised or donations/gifts received must be delivered to the Office of University Development within 3 days of receiving the funds. SIL will work with the Development Office to properly deposit the check/donation the club receives into the appropriate account. Wayne Purcell (uenipurcell1@weber.edu) is the contact in the Development Office for student clubs and orgs. Please have the donor make the donation/gift check out to Weber State University and note where the gift should go in a memo line. The Development Office sends receipts and acknowledges all gifts to the university. Without such receipts, the IRS may not properly acknowledge gifts as charitable contributions. Any and all questions may be directed to the Development Office, including any questions arising from donors, by calling 801-626-7628 and asking for an available Development Officer.

Kissing Booths and Auctions

Hosting fundraising events that involve kissing booths, date auctions, personal service auctions, or other events where the safety and wellness of each student is jeopardized will not be

supported by the Office of Student Involvement and Leadership and is prohibited by all student clubs and organizations at Weber State University.

Student Fundraising Steps for Success

- First describe the purpose for which you are raising funds.
 - Projects must benefit the organization or club as a whole and further the purpose of the university.
 - An individual student may not fundraise for their own benefit, for example, an individual student may not ask a donor to make a gift to the university to fund that student's tuition or to pay for study abroad.
- Next, create a list of prospective donors and share with the Development Office.
 - Prepare a list of businesses, individuals, and organizations that you plan to solicit for funds.
- Be professional in your request for funding.
 - Submit your proposal for funding on WSU letterhead provided by your faculty/staff advisor.
 - Provide appropriate contact information on your proposal.
 - List the WSU faculty, advisors, or staff associated with your project and their contact information.
- Identify and explain your project well.
 - Share how it will be a benefit to your education and others.
 - Explain how their support of your project can and will benefit them.
- Ask for a specific amount in your request.
 - All funding requests above \$1,000 should be individually approved by the Development Office prior to sending the request to the prospective donor.

Activities of Recognized Student Organizations at WSU

Basic Rules and Guidelines for Club and Organization Events and Activities

1. Student clubs and organizations will inform their advisor about events they are planning.
2. No student organization will enter into a contract for a program, performance, speaker, etc. for an event without consulting their organization advisor and the Weber State Purchasing Department. If a club needs assistance with completing requisitions for outside performers, contact the Office of Student Involvement and Leadership. Registered organizations will always need to do this.
3. The university prohibits the use of any of its symbols, insignias, or other identifying marks in any political endorsements, campaigns, or elections. Additionally, clubs should not endorse specific political candidates and cannot bring candidates on campus.
4. The university reserves the right to cancel any event it deems likely to cause an interruption in the daily activities and function of the university.
5. No organization may use the institution's name without the expressed authorization of the institution, except to identify the organization's affiliation.

6. Student organizations must seek advance approval to use university marks on commercial products or service promotions through WSU's Marketing and Communications Office, 801-626-7359.

Pre-Event Planning and Risk Management

The goal of proactive risk management is to ensure student organizations plan and host events where everyone involved has a safe and fun experience. Risk management is the process of advising organizations of the potential and perceived risks involved in their activities, as well as supervising organization activities, and taking corrective actions and proactive steps to minimize accidental injury and/or loss. The staff members in the Department of Student Involvement and Leadership are willing to assist any student organization with reviewing their event ideas and plans in advance, while also offering an event planning guide to ensure the activity is executed properly. Requests and appointments for event consultations and reviews should be made with *Heather Cimino*, the Coordinator of Clubs and Organizations (heathercimino@weber.edu) at least 3 weeks prior to the scheduled day of the event in order to ensure a complete review.

The following is a list of the proper pre-event planning steps:

1. List all activities and aspects of your event.
2. Identify the risks associated with each activity or aspect. Consider each of the following:
 - a. Physical Risks (injury, death, travel, food-related illnesses, etc.)
 - b. Reputation Risks (the reputation of the organizations officers or members, the reputation of the organization as a whole).
 - c. Emotional Risks (sensitive subject matter, potential controversy, reactions from the community and from those attending the event, emotions of club members, etc.).
 - d. Financial Risks (cost, proper budgeting and transferring of funds, etc.).
 - e. Facilities Risks (safety of the facilities and venues for your event, maintenance and clean-up requirements, etc.).
3. Assess each risk for probability of occurrence and seriousness of consequences.
4. Make decisions about how to manage each risk identified in Step 2. You can accept, modify, transfer, and/or eliminate each risk based on its assessment in Step 3.
5. Share your plans and risk management actions with others involved in planning the event, and execute your event according to those decisions.
6. Assess success of your event after its completion. Document your process and evaluation information for future officers/student leaders of the organization.

Contracts

No club, organization, member, officer, coach, or advisor may enter into any agreement on behalf of Weber State University or under which University funds will be used. Any agreement purporting to bind or obligate Weber State University, or the club/organization/member/officer/coach/advisor acting on behalf of Weber State University, must be signed by the appropriate University authority under [PPM 5-4d](#). Individuals who enter into a contract without proper authority shall be personally liable and may be subject to disciplinary action.

Public Movie Showings Licensing & Copyright

It is prohibited by law for any group on campus to publicly show a movie without first purchasing licensing rights. For more details, review these [Copyright Guidelines](#). A copy of the licensing approval must be provided to Student Involvement and Leadership one week prior to the showing of the movie.

Food at Student Organization Meetings and Events

The preparation and distribution of food products on the Ogden campus of Weber State University is the responsibility of the company or companies (i.e. Sodexo) that the institution contracted with to provide its manual and vending food services. This company(s) shall have exclusive right to provide all commercial food services at Weber State University, except under certain conditions as specified in the following paragraphs.

Weber State University has contracted dining services with Sodexo that provides all catering, concessions, dining, and cash food sales on campus. As a result of this contract, no food or beverage may be served on campus unless Sodexo provides it or it is approved through a request made with a [Food Exemption form](#). If an organization wants to provide their own food or have another caterer prepare and bring in food and beverages for an upcoming event, a [Food Exemption form](#) must be submitted to Scheduling, Events, and Conference Services and the Director of Catering Services at least 2 weeks prior to the event. Sodexo also retains the right of first refusal to any requests and orders and may, under certain circumstances, refer the individual or group to a list of approved caterers to be used in special cases.

Below is a breakdown of specific off-campus food options that a club or organization may have and the policies and procedures that must be followed:

- **Potluck Events:** “Potlucks” or similar parties for student organizations are authorized if all the following conditions are met:
 - Food products are provided and/or prepared by employees or students from personal, rather than commercial, resources.
 - Weber State University kitchen or food handling facilities are not utilized.
 - No food products are sold, either directly or indirectly, such as an admission charge or “donation” at events where such food is served.
 - Events are closed to only members of the specific club/organization and not open to the campus community and/or students-at-large.
- **Minor Refreshments for Student Organization Events:** Clubs and organizations are allowed to bring off-campus food (including beverages) to meetings or events as long as all of the following conditions are met:
 - The food purchased totals less than \$200, including multiple purchases and/or different vendors. NOTE: The \$200 off-campus food limit includes any food related items that will also be needed, including plates, napkins, utensils, etc. Sodexo will only provide these items if the food for the meeting/event has been purchased through Sodexo.

- o If the total for off-campus food exceeds \$200 a [Food Exemption form](#) must be submitted at least two weeks in advance of the event date and must be approved by Sodexo before the food is purchased.
- o If food (including beverages) is donated to your club or organization for your meeting/event and the purchase price would have totaled less than \$200, approval is not required. However, if the purchase price of the donation exceeds \$200 then the [Food Exemption form](#) must be submitted at least two weeks in advance of the event date and must be approved by Sodexo before accepting the food donation.

Alcohol and Drugs at Student Organization Events

Under Utah law, no alcoholic beverages can be served on, or brought to, campus. Persons in violation of this will be asked to leave and may be referred to the Dean of Students. The following excerpt from the Policies and Procedures Manual of Weber State University ([PPM 6-10](#)) clearly articulates the restrictions of alcohol and drugs on campus and/or associated with student organizations:

POLICY:

Weber State University prohibits:

- a) Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug;
 - b) Sale, possession, manufacture, distribution, or consumption of alcoholic beverages on the university campus;
 - c) Unauthorized or illegal sale, possession, manufacture, distribution or consumption of alcoholic beverages at any off campus university-sponsored function or event.
- Exceptions: Use of alcohol and controlled substances is permitted on Weber State University campus only in accordance with [PPM 5-25d, Restricted Purchases and Special Procurements](#), and [PPM 3-30b, Alcoholic Beverage Policy \(All Employees\)](#), in the Weber State University Policy and Procedures Manual.

Weber State University supports an Alcohol and Drug Education/Prevention Program designed to reduce (and/or eliminate) alcohol and drug abuse in the university community.

Disruptive Activity

The personal conduct of each student at Weber State University is taken very seriously by the university. The Student Code in the Weber State Policy and Procedure Manual ([PPM 6-22](#)) provides general categories of misconduct for which students may be subjected to as a student of the University. Please refer to [PPM 6-22](#) for more information on the Student Code and disruptive activity violations. Student clubs and organizations are prohibited from conducting disruptive activity as defined in [PPM 6-22](#) on the Weber State University campuses.

Publicity and Communication***Freedom of Expression:***

In fulfilling its multiple missions as an institution of higher learning, Weber State University encourages the free exchange of ideas. The university will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Weber State University maintains the right to regulate reasonable time, place, and manner restrictions concerning acts of expression and decent. Ideas or expressions put forth in expressive activities are not necessarily the views of Weber State University, its officers, administrators, or leaders, unless otherwise noted.

The properties of the university are designated as traditional public forums, designated public forums, limited public forums, or non-public forums. Student organizations can access all of these areas except non-public forums for their expressive activity. Examples of non-public forums include classrooms, residence hall rooms, faculty and staff offices, medical treatment facilities, libraries, computer laboratories, and all other academic or administrative buildings. Availability of space for student organizations use may also be limited by distance requirements, crowd placement restrictions, and security concerns.

The following are a list of guidelines for expressive activity of student organizations on campus:

1. Disruptive Activity: Obstruction, disruption, or interference with classes, research, administrative functions or other university activities is not permitted. Likewise, infringement on the rights of others is prohibited.
2. Reasonable Access: It is important to provide reasonable access to, and exit from, any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
3. Picketing: Picketing in an orderly manner outside of university buildings may be permitted. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside campus buildings.
4. Literature: Literature may be distributed in traditional and designated free speech areas. Such activities should not become disruptive nor should they impede access.
5. Symbolic Protest: Displaying a sign, gesturing, wearing symbolic clothing, or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience's view or prevent the audience from being able to pay attention.
6. Noise: Making sustained or repeated noise in a manner that substantially interferes with a speaker's ability to communicate his/her message is not permitted. Noise levels should not interfere with classes, meetings, or activities in progress or the privacy of residence hall students.
7. Force or Violence: Any attempt to prevent a university activity or other lawful assembly by the threat or use of force or violence is not permissible.
8. Damage to Property: Any damage to university or personal property in the course of, or as a result of, an expressive activity is prohibited. Care should be taken to ensure that university and personal property is not damaged or destroyed. This includes the campus lawns, shrubs, and trees.

9. Guiding Boundaries: All individuals participating in expressive activities are expected to comply with state and federal law, and the Weber State University [Student Code of Conduct](#). Failure to do so may result in immediate removal from the campus and any other appropriate action by university officials and/or University Police.

Posting Materials on Campus:

At Weber State University, only recognized student organizations, university offices, and governmental or educational agencies are allowed to utilize bulletin boards, kiosks, marquees, television screens, or other designated posting areas for posting purposes. Personal, one-of-a-kind notices from students, faculty, or staff are limited to authorized areas such as bulletin boards (some of which may require departmental approval to use). If your student organization is sponsoring an outside group or agency, copies of written agreements pertaining to the event must be provided. Sponsorship implies participation in the organization, promotion, scheduling, and production of the event by members of the sponsoring organization. The general posting guidelines according to the Policies and Procedures Manual of Weber State University can be found in [PPM 7-10](#).

Marketing Resources Available to Student Organizations:

A-Frames: The Student Involvement and Leadership Office has A-Frames available for recognized student organizations to use. These frames are perfect for large posters or visual displays that the organization wants to feature in the main lobby area of the Shepherd Union Building. Once the event has finished it is the responsibility of the student organization to return the A-Frame to SIL. For more information contact *Suzy Flint* at 801-626-7287.

Banner Printer: Clubs and organizations can request to have banners and A-frame posters printed for their events through the Office of Student Involvement & Leadership. After receiving one banner and two posters for free during a semester the department may charge the club/org for additional prints. To have a poster or banner printed contact *Heather Cimino*, the Coordinator of Clubs and Organizations at heathercimino@weber.edu.

Shepherd Union Bridge: Student organizations that have created large banners to advertise their events in advance can (at appropriate and available times) request that their banner be hung from the bridge in the Shepherd Union Building. Student organizations are required to receive approval from Scheduling, Events, and Conference Services prior to having their banner hung from the bridge. Once approval is received, the staff of Scheduling, Events, and Conference Services will ensure that the banner is hung and removed for the student organization. To place a request please call 801-626-8732.

Shepherd Union Television Screens: If a student organization would like to have their upcoming event marketed on the television screens in the Shepherd Union Building, they must first ensure that their poster is in .pdf format. This is the only document format able to be displayed on these screens. Once completed, the student organization

should forward the .pdf document, along with a detailed description of the event, dates the .pdf should be on the screens, and contact information for the event to the Coordinator of Clubs and Organizations, *Heather Cimino* at heathercimino@weber.edu.

Other Rules, Policies, and Resources for Student Clubs and Organizations

Hazing Prevention Policy

Definition of Hazing

Committing any act, occurring on or off the Weber State University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization or athletic team whose members are or include students at an educational institution. A person commits an offense if the person engages in hazing, encourages another to engage in hazing, knowingly permits hazing to occur, or has knowledge of hazing and fails to reports said knowledge to an appropriate official of the university. It should be noted that it is not a defense to prosecution of an offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Hazing at Weber State is Prohibited

All members of the University community must be provided the opportunity to function to the best of their individual abilities. One activity that is an inhibiting factor in creating this type of environment, and which is taken very seriously at Weber State University, is the practice of hazing. Although hazing has concentrated itself in the social Greek community, other recognized student organizations are not untouched by this unacceptable practice. Therefore, this policy shall apply to all recognized student organizations.

Weber State University does not condone or tolerate any acts of hazing, harassment or humiliation, any act which interferes with scholastic activities, which are not consistent with fraternal law, state, or federal law, or University regulations, policies and procedures, or are expressly forbidden. Student organizations found responsible for any infractions are subject to severe disciplinary action.

Hazing will be determined as an activity of the organization when one or more of the following occurs:

1. The organization was aware of the impending action, evidence of which might be a vote having been taken by the organization, regardless of the outcome.
2. The action originated or took place on property owned, controlled, or being used by the organization.
3. One or more officers were aware of the planned activity and did nothing to stop it from happening.
4. Organization members or officers knew of the incident and refused to supply the University with any information regarding the incident.

Hazing activities and situations include, but are not limited to the following:

1. Pre-pledging, illegal pledging, or underground activities.
2. Acts of mental and physical abuse including, but not limited to paddling, slapping, kicking, pushing, yelling, biting, duck-walking, belittling, calisthenics, excessive exercise under pressure, beating or physical abuse of any kind, and the consumption of so-called "Greek Foods."
3. Dietary restrictions of any kind that a member is obligated to follow in order to be accepted by the organization.
4. Sleep deprivation activities that deprive prospective members of the opportunity for sufficient sleep.
5. Activities that subject members or prospective members to public nuisance, spectacle, or buffoonery.
6. Encouraging or forcing the use of alcohol and/or drugs in an activity of the organization.
7. Stroking or physically touching in an indecent or inappropriate, and unwelcomed manner.
8. Morally degrading or humiliating activities which prospective members are required to perform that cause extreme embarrassment or which are contrary to the individual's moral values or religious beliefs.
9. Any request or action that results in the misuse or mismanagement of a prospective member's personal property, i.e. clothing, car, jewelry, money, etc.
10. Any activity in violation of any Utah laws, university policies, fraternal laws, or federal law.

Both individuals and organizations are subjected to harsh legal and university penalties for engaging in hazing, soliciting, or encouraging hazing practices, or knowingly or recklessly permitting hazing to occur. Please note that hazing may have occurred regardless of whether or not the intent was to harm an individual, and regardless of whether or not the student agrees to the activity.

Organization Initiation

While hazing is not allowed, the Department of Student Involvement and Leadership recognizes and appreciates the value of formal and informal initiation processes for new members of student organizations. There are numerous creative ways to orient new members in challenging and positive manners, without engaging in hazing practices. To envision alternative practices for your organization, consider the ultimate goals of your orientation or initiation activity. The following are some examples of goals and relevant activities.

- **Unity:** Have the members of your organization work together on a community service project, or engage in team-building activities like visiting a ropes course. Focus on achieving group cohesion and communication.
- **Problem-Solving Skills:** Have new members and old members collaborate and brainstorm areas of improvement for the organization and plan solutions or objectives for the upcoming year.
- **Mentorship:** Develop a peer mentor program within your organization.

- Friendship: Plan special events for the entire organization to gather and get to know each other. Have a membership discussion where old and new members are able to share what the organization means to them or has done for them.
- Organizational History: Invite an older member to speak about the foundation, special traditions, and prominent former members of the organization.
- Knowledge: Have leaders of affiliated organizations speak about the governance, expectations, and goals of the overall system.

Hazing is sometimes defended as a way to teach respect, develop discipline, and strengthen bonds between members. Consider that respect must be EARNED- not taught. Victims of hazing offenses rarely report having respect for those that caused them harm. Even if “nothing goes wrong,” hazing is a form of victimization that will breed mistrust, apathy, and alienation instead of discipline or friendship. Instead, you should focus on developing orientation or initiation processes that are welcoming, goal-oriented, safe, and affirming to a new member.

Discrimination, Harassment, and Other Forms of Misconduct

As previously stated, Weber State does not discriminate on the basis of race, color, national origin, pregnancy, genetics, age (over 40), disability, religion, sex, sexual orientation, gender identity/expression, veteran, active military status, and other classifications protected by law in its programs and activities. All Weber State clubs and organizations are advised to practice inclusive membership recruitment and no current WSU student should feel as though they have been discriminated against based on the [protected classifications](#) when trying to join a club or organization.

According to the Weber State University, PPM, 6-22, 3.11, harassment is unwelcome written, verbal, or physical conduct (including virtual conduct) directed toward an individual that based on the intensity and/or repetitiveness of the conduct would cause a reasonable individual to suffer (and that actually causes an individual to suffer) physical harm or substantial emotional harm, and thereby substantially interferes with and materially disrupts: the work of the university or the ability of another person to participate in the University's programs or activities. Harassment does not include Constitutionally protected activity. Discriminatory harassment based on protected categories is defined and adjudicated in accordance with PPM 3-32, Discrimination, Harassment, and Sexual Misconduct (including Title IX).

In the event that a club/member feel that they have witnessed any form of misconduct please contact *Heather Cimino*, the Coordinator of Clubs and Organizations at 801-626-6824 or heathercimino@weber.edu.

Violation of Policies and the Investigation Process

The Department of Student Involvement & Leadership and the Dean of Students Office views student organization discipline as an educational process. When an organization disregards a regulation or policy of the state or the university, the focus of the process turns to education; uncovering the reason for the violation, demonstrating why behavior is inconsistent with the expectations of the university, and aiding the student organization in coming to the realization that certain rules and regulations are necessary for the existence of the university community.

When the Director of Student Involvement and Leadership and/or the Coordinator of Clubs and Organizations and/or the Dean of Students Office receive information that an organization has allegedly violated any rule/policy, they reserve the right to take steps necessary to investigate the alleged violation, including notifying higher administrators at the University, interviewing organization members, and other fact finding/information gathering steps. This may include taking interim measures to protect the safety and wellbeing of students. During the investigation/fact finding, the accused organization shall be presumed innocent until proven that a violation has occurred. The outcome of the investigation/fact finding will determine what, if any, sanctions will be placed on the organization as a result of the policy violation.

NOTE: Hazing violations concerning fraternities and sororities fall under Fraternity & Sorority Life Council (FSLC) and will be directly reported to the FSL Council Advisor (Coordinator of Clubs & Organizations), the SIL Director, and the Dean of Students Office.

Liability Issues

Negligence

It is important to understand what things a court of law will look for in order to establish liability on the part of an individual or an organization. With this general knowledge, student organization leaders can create a framework by which they can attempt to proactively plan their events and problem-solve as the need arises. Generally, students and their organizations can be held liable by a court of law for two kinds of liability: “contract” and “tort.” A contract is a binding agreement between two parties in which each gives something in return for something else. NOTE: Contract liability is discussed further in the Event Planning section of this manual. A tort is a civil wrong in which someone either intentionally or negligently causes harm to another person, and the most common kind of tort is negligence (breach of duty owed to another person).

Members of student organizations may owe duties in many instances. For example, you may have a duty to train members about safety and their responsibilities during events. If you do so poorly and someone is injured as a result, that person may sue the organization for negligence. Another example could be harm done to a person as a result of the organization breaching its duty to follow state laws, such as hazing or serving alcohol to a minor. Sometimes, members assume personal liability as part of student organization events, such as driving other members to an organizational event in their own personal vehicles.

It is important to understand basic concepts of liability for your student organization and plan accordingly. The key is to exercise reasonable care to prevent any harm that might be foreseeable as a result of your activities or events. The more you do to keep your members and participants physically and mentally safe, the less likely you are to be found in a breach of your duty.

Waiver and Release Forms

It is important that participants are warned of the dangers inherent in an activity and that they sign a document stating they understand this danger and assume the responsibility for themselves. [A waiver or release form](#) is a legal document and should be presented as such.

Every member/participant must read and sign a waiver/release at the time they join or pay dues and then again before any event that has any element of risks associated with it. In some cases, you may be required to have members sign waivers (when you travel away from the university, when you participate collectively in physical activities, etc.).

In addition to signing the waiver/release form, you should go over with participants the possible dangers they may encounter while engaging in the activity. Be as comprehensive as possible based on the normal dangers associated with the activity. Participants should be aware of what is involved in the activity and then can choose to assume the responsibility of engaging in the activity for themselves.

Rather than clubs and organizations designing a waiver, the Office of Student Involvement and Leadership in conjunction with the University Risk Management office will provide the most current waiver/release that can be modified to meet the activity's needs. Clubs and organizations must update the waiver/release with the appropriate information for the activity including:

- Description of the event, location, date, and time
- Include risks that will be associated with the event/activity
- If the participant is a minor, he/she/they will require an [Informed Consent Form](#) which will require a parent or guardian signature.
- Return waiver forms for the specified amount of time following the event (normally the statute of limitations for any potential future litigation for student organizations will be 2 years).

Finally, don't let a waiver form be the only mitigation for the physical risks associated with your events. Having someone sign a release form does not mean that you don't still owe him/her/they a duty to exercise all reasonable care in ensuring safety of all participants.

Traveling as a Student Organization

The first step for a club or organization to get approval to travel in an official capacity must be to complete the [WSU Student Group Travel Proposal](#) (after clicking on the link scroll down to find the "2024 Club Travel" link). This form must be submitted via email at least two weeks before the first date of travel to heathercimino@weber.edu. For next steps, please refer to the [Club Travel Checklist](#).

Vehicle Related Travel Documents

- o Clubs and organizations that would like to rent a university vehicle from the University can review the [Vehicle Fleet Information](#).
- o Completing the [Driver Certification](#) is required for all students who plan to drive a vehicle as part of their club/organization travel.

Other Travel Documents

- o [Clery Student Travel Notification Form](#)
- o [Field Trips Statement of Understanding/Release](#)
- o [Field Trip Participants Roster](#)

- o [Statement of Understanding](#)
- o [Behavior Agreement](#)

All questions and concerns can be directed to Eric Hunter, Director of Study Abroad (erichunter2@weber.edu) or Heather Cimino, Assistant Director of SIL and C&O Coordinator (heathercimino@weber.edu).

Weber State University values all students and the health and well-being of any student as they travel away from the university or take part in an activity that is sponsored by the university, funded by the university, undertaken using a university vehicle, or undertaken under the scope of the organization. For all in-state and out-of-state travel and student organization field trips, all procedures outlined in the WSU [Policies and Procedures Manual, 4-10](#) apply.