

Guidelines for Registered Student Organizations

Revised July 1, 2024



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Student Involvement and Leadership Center Overview

SILC's Mission Statement

The Student Involvement and Leadership Center (SILC) provides impactful co-curricular experiences through educational, social, and community-building programs and events. We engage in each student's identity development by providing mentorship, resources, and involvement opportunities in order for students to be empowered to engage in their individual communities.

What is SILC?

The Student Involvement and Leadership Center (SILC) is the campus department that oversees all campus student organizations, Student Senate, and many of the leadership programs across campus. SILC serves as a central resource to help guide all student organizations and student leaders through their time being involved at KU.

Student Activity Fee Notice

Every semester, students pay a portion of their enrollment fees to support the Student Activity Fee. The campus activity fee is distributed between campus entities to support their missions in providing for the KU community.

SILC receives a portion of the Student Activity Fee annually to support its programs and mission. A full breakdown of Student Activity Fee allocation can be found via the [Student Senate Budget Book](#).

Information related to the Student Activity Fee can be found in [Section IV: Senate Activity Fee](#) of the Code of Student Rights and Responsibilities.

SILC Professional Staff

SILC maintains several full-time salaried professional staff members in the department that manage and support various aspects of SILC's programs. The SILC staff directory and bio pages can be found on the [SILC Staff webpage](#). SILC's professional staff positions are as follows:

Director | Assistant Director | Student Engagement Coordinator | Student Leadership Coordinator

SILC Peer Outreach Team (SPOT)

SILC employs several part-time student employees to help facilitate our departmental goals and programs. Known as our SILC Peer Outreach Team (SPOT), our SPOT members engage with students – current and prospective – who are looking to get involved, start an organization, or need help managing their student organization via [consultations](#). In addition to Involvement and Organization Consultations, our SPOTs also conduct [presentations](#) over a variety of topics, including Constitutions & Bylaws, Organization Finances, and Risk and Conflict Management, among others. You may also see a SPOT at SILC's front desk or at a table across campus!

The SPOT team can be reached via email at silcfront@ku.edu or by calling 785-864-1968.

What SILC Oversees

SILC oversees a wide array of areas with the Student Affairs division. Our main areas include:

Rock Chalk Central, Student Organization Administration & Support

SILC is the main campus department that oversees all student organizations. SILC manages all aspects of student organization administration, including student organization registration, event approvals, Rock Chalk Central, and organization training, among others. SILC also provides support to student leaders via consultations, presentations, outreach, and training sessions, as well as communication via newsletters, email, and phone calls.

SILC Involvement Fair @ UnionFest and WinterFest

SILC's Involvement Fair during UnionFest in August is the largest involvement event at KU. One of our signature events, incoming students have the opportunity to interact with over 150+ student organizations and campus departments to learn more about what KU has to offer and how to get involved. SILC also hosts WinterFest, which is a smaller-scale version of the Involvement Fair @ UnionFest and features 100+ organizations and departments.

Student Senate

SILC provides professional staff support for the [KU Student Senate](#), which is the official student body government of KU. Student Senate is the primary advocate for students on campus with 110 senators and 11 executive staff members that work together to allocate approximately \$22 million in student fees in ways that best serve students. It also represents the KU student voice within University, State, and National Governance, working to address and develop policy in students' best interests.

Pepsi Funding

As a campus sponsored by Pepsi, KU is in the unique position to be able to award its stakeholders with both product and monetary funding that comes directly from Pepsi. [Pepsi Product and Funding](#) is housed under SILC, with funds and product distributed via the Pepsi Committee.

Rock Chalk Recognition Awards

SILC distributes annually its Rock Chalk Recognition (RCR) Awards to recognize the contributions of student organizations and their leaders to the KU campus and Lawrence community. RCR Awards are given to entire organizations, individual organization members, and organization advisors based upon their efforts to better the community, outstanding leadership, and other criteria. RCR Awards are awarded every spring and must be used during the next academic year.

For more information on the Student Involvement and Leadership Center, please visit silc.ku.edu to learn more.

Organization Administration

Guidelines, Policy, and Legal

Compliance Clause

All Registered Student Organizations agree to abide by the following Compliance Clause as a condition of registration with SILC:

“All Registered Student Organizations agree to abide by and comply with all University of Kansas policies and procedures, all local, state, and federal laws, and the Guidelines for Registered Student Organizations handbook. Failure to comply with these policies and procedures may result in a variety of disciplinary actions ranging from formal warnings to suspension or a loss of registration. Organizations that lose their registration status must re-apply for registration as a New Student Organization.”

Legal Recognition

All RSOs registered with SILC are registered as a separate legal entity from the University of Kansas. While RSOs are approved and overseen by a university department, the RSO itself is separate and does not constitute itself as a university department or as a legally bound unit of the University. RSOs are not permitted to speak on behalf of the University, utilize the logos of the University of Kansas outside of [University guidelines](#), or use the University of Kansas name in a manner inconsistent with the guidelines set forth in the [KU Policy Library](#). As a separate legal entity, organizations are responsible for their own behavior, policies, finances, and legal issues, and assistance and/or intervention by the University will be granted on a case-by-case basis only. Additionally, no endorsement will be given by the University of an organization in an organization’s posts, websites, social media, or other mediums; organizations may not claim endorsement by the University, even if a University department shares an organization material to help promote the organization’s activities. The University does not regulate external organization websites; in the event that an organization utilizes a website outside of Rock Chalk Central, the organization must note that KU does not endorse or associate with the content posted on that website.

Guiding Documents

In order to assist student leaders with organization administration, the following guiding documents are in place to make all information related to policies, rules, regulations, and best practices readily available in as few places as possible. These guiding documents are:

1. Guidelines for Registered Student Organizations
 - a. This document strives to put as much important information for organization leaders as possible into one central location. Any information not located in the Guidelines for

Registered Student Organizations can likely be found in one of the other guiding documents.

2. [KU Policy Library](#)
 - a. The KU Policy Library serves as the central location for all of KU's rules, regulations, and policies relating to academic and student conduct, as well as university operation. It is the repository for all policies and policy-related documents at the University of Kansas.
3. [Code of Student Rights & Responsibilities](#)
 - a. The Code of Student Rights and Responsibilities (or "the Code" as it is more often referred to) outlines the rights of students and many of the standards of conduct (responsibilities) and values honored by the University of Kansas community. The Code is bi-annually reviewed by the Rights Committee of the University's Student Senate. The community standards set forth in The Code of Student Rights and Responsibilities contribute to the best environment for students to live and learn. The enforcement of community standards allows KU to maintain and strengthen the ethical climate on campus and to promote the academic integrity of the University.
4. [Student Involvement and Leadership Center website](#)
 - a. SILC's website serves as the home of all information student organization related. It includes information related to organization administration, funding guidelines, and resources, among others.

Non-Discrimination

As a premier learning and research institution, the University of Kansas must continuously address issues of diversity and multiculturalism. Every member of the university community is expected to engage in action that leads towards the development of a more democratic and inclusive community. Proactive efforts towards increasing diversity and the elimination of discrimination are necessary in our university.

KU's commitment to creating an inclusive and inviting campus for all students, employees, and community members serves as a critical component of all student organizations and activities. In order to retain recognition with the Student Involvement and Leadership Center, all RSOs at the University of Kansas must include the following non-discrimination clause in their constitution and hold members/membership accountable to it:

“The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities.”

The university's nondiscrimination policy extends to employment practices, conditions of employment, personnel actions and all other educational programs and activities of the university and its affiliates. It also extends to any retaliatory actions by an individual and associates that may arise as a result of a discrimination complaint.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Director of the Office of Civil Rights and Title IX, civilrights@ku.edu, Room 1082, Dole Human Development Center, 1000 Sunnyside Avenue, Lawrence, KS 66045, 785-864-6414.

For more information, please visit the [Civil Rights & Title IX section](#) of this handbook.

Enforcement

All policies, guidelines, procedures, and laws are enforceable by their governing body, including the State of Kansas, the University of Kansas and its departments, the Student Involvement and Leadership Center, and the KU Police Department, among others. Organizations that are involved in a potential act of misconduct regarding a violation of any policies, guidelines, procedures, and laws may be required to meet with the Office of Student Conduct and Community Standards, Office of Civil Rights & Title IX, and/or other offices. Organizations and activities found to be in violation of these stipulations may face disciplinary action, including suspension and expulsion from the University.

Purpose of Student Organizations

Student organizations exist to give students and community members an outlet to express themselves through various forms of interests and activities. Student organizations also serve as a platform for students to pursue their passions and interests while concurrently developing leadership and teamwork skills. Student organizations have been proven to help students increase their academic achievement levels, create lasting friendships, feel more connected to their peers, and establish a sense of belonging at their school and in the community. For these reasons, KU actively promotes involvement in multiple organizations and activities that align with the interests of each student.

Student-Centered, Driven, and Led

Student organizations help students build the skills they need to succeed outside of college, thus making sure students feel empowered to lead and manage their own organizations is critical. All student organizations will be student-centered, student-driven, and student-led. In other words, all organizations at KU should be built with a focus around students and their needs, should be driven to meet that purpose, and should be led and operated by student leaders with guidance from an experienced staff or faculty member that understands the purpose and needs of the organization.

Unique Purpose Among Peer Organizations

All student organizations will have a unique purpose when compared to similar organizations registered with SILC. While similar and overlapping organizations can exist within KU's realm of

student organizations, there should not be two organizations with the exact same purpose. Uniqueness of an organization's purpose is at the discretion of SILC.

Creating a Lasting Organization

Organizations that are registered with SILC should be designed to last. Organizations being created or revived for the purpose of class credit, marketing and/or selling products for a business or class, or designed to last for one academic year or less is strictly prohibited. Organizations that SILC determines are not meant to be a lasting organization will be denied registration.

Enhancement of the Student Experience and Expression

Organizations should be designed to enhance the experience of KU's student population. All organizations must fit into one or more of the different [categories of organizations](#) and should help students foster their academics, social life, leadership, hobbies/interests, and/or community work. Organizations will allow their members the freedom to express themselves in ways that are reflective of the organization's purpose and mission.

Working with Outside Entities

Student organizations often collaborate with outside entities, like local businesses, to create opportunities for their members to develop skills and gain real-world experience. When working with outside entities, both the organization and outside entity must keep in mind the [student-centered, student-driven, and student-led principle](#). Control of a student organization by any outside entity is prohibited. **Organizations are not allowed to register themselves on behalf of a business, front their operations on behalf of a business, or utilize their benefits of being registered to benefit a business.** Organizations partnering with related businesses are not allowed to solicit sales to students on behalf of the business, advertise the business' for-profit products, or use the benefits the organization is awarded from KU after registration with SILC to serve the business without participation by the organization (i.e. using free room reservations to book a room for a business and allow the business to operate an event from the room for free without participation from organization members in hosting the event).

Classification and Categorization of Organizations

Organizations are categorized to make it easier for students to find organizations of interest. Organizations are first assigned to a branch for administration and oversight purposes depending on the organization's purpose and are then assigned to a category that is searchable to make it easy for those browsing Rock Chalk Central to locate organizations of interest.

Different Branches of Organizations

1. Student Organizations- This branch of organizations is directly overseen by SILC and consists of approximately 85% of all registered organizations. These include organizations such as academic-focused, hobbies, and special interests, among others.

2. [Sorority and Fraternity Life](#)- This branch is directly overseen by the Office of Sorority and Fraternity Life and is indirectly supported by SILC. This encompasses all groups that are associated with either the Interfraternity Council (IFC), Panhellenic Association (PHA), Multicultural Greek Council (MGC), or National Panhellenic Council (NPHC).
3. [Sport Clubs](#)- This branch is directly overseen by Recreation Services and is indirectly supported by SILC. This encompasses all sport and recreation-based clubs and organizations.
4. Department/Campus Life- All university-staffed and operated departments fall into this branch. SILC only supports these units with Rock Chalk Central questions and helping to administer organizations that are sponsored by their academic or functional area. These units are permanently fixed on Rock Chalk Central and do not need to complete registration annually.

Different Categories of Organizations

- Academic & Professional: Academic organizations focus on education, research, and scholarship in a particular field of study. Professional organizations focus on the advancement of the careers of professionals in a field of study.
- Arts & Culture: Organizations that promote the arts and cultural heritage of a particular community. These organizations can include museums, art galleries, theaters, cultural centers, music, geographic culture, and other means that showcase cultural expressions.
- Campus Department: Groups representing a KU-operated department that are focused on specific areas of interest. These organizations can include academic departments, student services departments, administrative offices, and other groups that support the functioning of the campus community.
- Campus Governance: Groups within the university that are responsible for decision-making and policy-setting on campus. These organizations can include student government associations, faculty senates, and administrative committees that work to ensure effective management.
- Graduate Interests: Organizations that are focused on the needs and interests of graduate students. These organizations can provide opportunities for academic and professional development, social networking, graduate-level research, and advocacy for graduate student rights and issues.
- Honorary: Groups that recognize and celebrate academic excellence and achievements in a particular field of study. These organizations typically require a high level of academic achievement and provide opportunities for members to engage in academic development, community service, and leadership activities.
- Housing & Residence Life: Organizations that are focused on managing student housing and related services on campus. These organizations typically oversee residential life programs,

coordinate residence hall operations, and provide support and resources for students living on campus, including residence hall councils and corporation boards.

- Identity/Multicultural: Organizations that are focused on promoting diversity, equity, and inclusion within the campus community. These organizations can include clubs and associations that represents different racial, ethnic, and cultural groups.
- Political: Organizations that are focused on promoting political awareness, activism, and engagement among students. These organizations can include partisan and nonpartisan groups that represent different political ideologies and provide opportunities for students to participate in political campaigns and debates.
- Religious/Spiritual: Organizations that are focused on providing spiritual and religious resources and support for students. These organizations can include campus ministries, religious clubs, and other groups that offer opportunities for worship, fellowship, and spiritual exploration.
- Service/Philanthropy: Organizations that are focused on community service and philanthropic efforts. These organizations can include clubs, associations, and other groups that organize volunteer projects, fundraising events, and other activities that support local and global communities.
- Social Change/Advocacy: Organizations that are focused on promoting social justice and equity through advocacy and activism. These organizations include clubs that work to address issues such as human rights, environmental justice, and other social and political causes.
- Sorority & Fraternity Life: Organizations that are focused on creating a sense of community, brotherhood/sisterhood, and shared values among members. These organizations include Greek-letter names that provide social, academic, and leadership opportunities for members.
- Special Interests: Organizations focused on specific hobbies, interests, and activities. These organizations can include clubs that represent interests such as gaming, art, music, and other recreational activities.
- Sports Clubs/Recreation: These are organizations that are focused on promoting physical activity, wellness, and healthy lifestyles. These organizations can include clubs that represent different sports, outdoor recreation, and provide opportunities for members to participate in events and tournaments.

Requirements and Benefits of all Student Organizations

All RSOs at the University of Kansas receive many benefits after registering with SILC. Organizations that meet the requirements for registration will be officially registered with SILC on Rock Chalk Central and are eligible to receive the benefits that come with registration.

Benefits of Being Registered

Organizations must be registered with SILC in order to receive University-granted benefits.

Fortunately, there are plenty of benefits for registering, meaning that your organization should always

make completing annual registration a priority. Below are many of the benefits organizations get for registering with SILC:

1. [Event Services](#)- RSOs can reserve rooms and spaces in KU-owned and operated buildings and grounds for events they are hosting. Many rooms are available for free to registered organizations, as well as certain services associated with those rooms. RSOs also receive significant discounts on catering for events via Catering & Event Services.
2. [Funding](#)- RSOs are eligible to receive funding for events, meetings, and various other things from the University via Student Senate, Pepsi, and Rock Chalk Recognition Awards.
3. [Campus events](#)- RSOs are eligible to participate in university events such as the Involvement Fair @ UnionFest, WinterFest, and other campus events that invite student organizations.
4. [Rock Chalk Central page](#)- RSOs get their own website via a page on Rock Chalk Central. This space can be used to advertise organization events, recruit members, store documents and photos/videos, and administrate forms and elections, among others.
5. [Campus mailbox and storage space](#)- RSOs can apply for both a mailbox and storage space in Suite 400 of the Kansas Union. Mail can be delivered to the Union and organizations will be notified of its arrival. Storage space comes in the form of storage drawers and shelves.
6. [Use of University logos](#)- RSOs have the option to use the Jayhawk and KU logos on their website and items **so long as they do so according to the KU Visual Identity Guidelines**. Visit the Marketing and Imagery section to learn more.
7. [Tabling](#)- RSOs are allowed to table across campus both at campus events and on their own. This process is tied to space reservations and requires the same approval as those.

Basic Requirements for Registration

All student organizations, both registered and prospective organizations seeking to be registered, must meet several requirements in order to be eligible for registration consideration with SILC:

1. [Organization Membership Count](#)- All RSOs must have a minimum of four total people on their Rock Chalk Central account for registration, constituting a minimum of three students and one faculty or staff advisor.
2. [Officers](#)- RSOs must have a minimum of three officers constituting a president, vice president, and a treasurer or equivalent positions. Organizations are not limited to these positions.
3. [Advisor](#)- All RSOs must have a primary advisor that is a faculty or staff member of the University of Kansas that meets the requirements to be an advisor as listed herein.
4. [Unique and Lasting Purpose](#)- Organizations should have a purpose that is different and unique to that organization from other active organizations. Organizations should be designed to last.
5. [Constitution](#)- All RSOs must have a constitution that meets the guidelines set by SILC, and the constitution must be approved annually during the registration period.

6. [Completion of annual re-registration](#)- All organizations must complete the annual registration process assigned by SILC each summer prior to the academic year. This process contains multiple requirements that must be completed for an organization to be successfully re-registered for the academic year. Organizations must have a [Rock Chalk Central page](#) that is up to date with current information including the organization's purpose, roster, contact information, and officers, among others. This can be updated either via the registration process or can be done manually.
 - a. Note: If you are applying for status as a [New Student Organization](#), your organization will not yet have a page on Rock Chalk Central. You will create one during this process.

All RSOs must meet these guidelines to be registered with SILC for the academic year. Each of these basic requirements has further guidelines that organizations must meet for that requirement to be fulfilled and the registration request approved.

Organization Registration

Purpose and Deadlines of Registration

Organization registration is a critical component of managing student organizations. Registration serves as a way to keep student organizations active and up to date every year. Through this process, organizations renew their standing as an official organization with SILC by updating their roster, refreshing their constitution, and keeping organization information up to date.

Pathway to Registration

Completing the registration process on Rock Chalk Central is how organizations gain recognition with SILC and receive university benefits. There are several [basic requirements for registration](#) that all organizations need to meet, the last of which is completing the registration process on Rock Chalk Central. SILC staff will message organizations throughout the review process to let them know the status of the organization's registration request. Once SILC has approved an organization's registration, the organization is successfully registered for the academic year, which lasts from July 1st-June 30th.

Registration Process and Calendar

All organizations in the Student Organizations, Sorority and Fraternity Life, and Sport Clubs [branches](#) are required to register every academic year. Registration will last a maximum of one year. Registration opens annually on July 1st and closes on the Friday of the first full week of September during the initial deadline. Organizations that were registered during the previous academic year and remain active on Rock Chalk Central will have a limbo period until the initial deadline in which their [benefits](#) will remain intact. Organizations that have not had their registration approved by the initial deadline will be frozen and will lose their benefits. Organizations that are frozen will have until February 1 to complete the registration process and be unfrozen; organizations that complete registration between the September and February deadlines will receive full benefits until registration status expires.

Registration status from the previous academic year will expire on June 30th of every year, at which point all active organizations become unregistered, enter the limbo period, and begin the registration process again.

Re-registration for Current Organizations

Organizations that were active during the previous academic year will go through re-registration. Re-registration is different from registration as it is essentially renewing a previous registration for another year rather than creating a brand-new registration from scratch. Re-registrations will automatically pull the information that was most recently on the organization's page and allow the submitter to edit it before it is submitted for review by SILC. The primary components of a re-registration include updating the organization's roster, executive leadership, and constitution. Any officer or the organization's advisor can complete the registration process by following the instructions in the [Registration How-To](#) document. Any technical help needed to physically complete the process on Rock Chalk Central can be found via the [Engage Help Center](#).

Registration for New Student Organizations

Organizations that did not exist during the previous academic year will go through registration. Registration is different from re-registration as it is creating a brand-new organization from scratch rather than simply reactivating a previous organization for another year. Since registrations are created from scratch, the person creating the new organization must input all requested information during the registration request instead of having it auto-filled from previous information. Once the submitter has filled out all fields and confirmed the registration request, it is submitted for review by SILC. The primary components of a registration include inviting users to join the organization's roster, outlining the executive leadership, establishing the purpose and goals of the organization, and developing a constitution that meets SILC's requirements and effectively establishes the new student organization. Any officer or the organization's advisor (if an [eligible advisor](#) has been found) can complete the registration process by following the instructions in the [Registration How-To](#) document. Any technical help needed to physically complete the process on Rock Chalk Central can be found via the [Engage Help Center](#).

Organizations being registered for the first time must meet the [basic requirements for registration](#). Additionally, those completing a new registration must keep in mind the [purpose of student organizations](#). For the reasons listed in this section, no registration request will be approved for a business fronting as an organization.

Reviving a Previously Registered Student Organization

Revival of old organizations that were once active at KU is allowed and encouraged. Students are encouraged to inquire about the possibility of reviving an old organization or to see if an organization was previously registered at KU. If a registration request is submitted for a new organization when a similar organization previously existed, SILC reserves the right to deny a New Student Organization

registration request in favor of reviving the old inactive organization. SILC will notify the submitter of a registration request if this is the case and will provide the submitter with instructions and support of how to re-register the old inactive organization.

Registration Resources

The registration process can be tricky for those unfamiliar with how to complete it. For this reason, SILC has a [Registration Resources](#) folder available to student organizations to aid in the process. This folder includes documents that guide organizations through the registration requirements, steps needed, and what information should be provided- both for existing and new organizations. Be sure to utilize the information before and during the registration process to ensure your organization successfully registers on the first attempt.

Organization Membership and Advising

RSOs must maintain certain numbers and positions of membership within the organization. Below are the thresholds that must be met for each:

Membership Guidelines

Organizations must maintain a minimum of four people on their roster at any given time. These four people must be the organization's president, vice president, treasurer, and faculty/staff advisor. All members must be a KU stakeholder, either as an enrolled student or an employee.

Organizations may have as many general members as they wish provided the above roster minimum condition has been met. The roles of general members in the organization should be outlined in the organization's constitution if any roles are to be had. All general members must be in good standing with the University of Kansas, must be a currently enrolled student at the University, and must meet all general membership requirements introduced by the organization in its constitution so long as those requirements meet the guidelines set forth by the Student Involvement and Leadership Center.

Removal of Members

Organizations may remove any member of the organization from the organization if the member violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking membership in the organization and reasons that a member may be removed from the organization must be outlined in the organization's constitution. Reasons that an organization member may be removed must be reasonable as they relate to the organization's purpose and operations.

If a potential violation has occurred and either the member in question wishes to challenge the membership revocation or the organization has issues removing a member, the case may be brought before the [Office of Student Conduct and Community Standards](#) for review.

Membership Restriction

Organizations must be open to all KU students that are currently enrolled with the option to be open to faculty and staff members that are not the organization's [advisor](#). Membership in an organization may be restricted to: those in a specific degree program, holding specific interests, a minimum GPA requirement, and/or a minimum number of credit hours as a standard to join and maintain membership. Organizations may not, however, restrict membership on the basis of a protected identity in [KU's non-discrimination clause](#). Organizations may market themselves as an organization based upon a specific gender (i.e. Women's Association) or an identity (Asian Student Association) in order to entice membership from those specific groups of people, but potential members cannot be excluded from the organization simply because an organization wishes to restrict a protected identity.

Organization Officers

Organizations must maintain an executive board consisting of a minimum of a president, vice president, and treasurer. These positions do not have to be called as such (i.e. Director instead of President or Vice President of Finance), but organizations must maintain an equivalent position that performs roughly the same duties that the listed positions commonly oversee. Organizations may create as many officer-level positions as desired so long as the required positions are held. Officers may hold multiple non-required positions or one required position and other non-required positions, however **an individual may not hold more than one of the president, vice president, or treasurer positions**. Officers must be enrolled in a minimum of six credit hours per semester and maintain a minimum 2.5 cumulative GPA to be eligible to serve as an officer.

Roles of Officer Positions

All officer-level positions, whether required or not, must be listed in the organization's constitution and on its Rock Chalk Central page. All officer positions must include the official name of the position and a detailed description as to the roles and responsibilities that officer is required to uphold.

If an organization has multiple presidents or directors, there must be an executive president or director that serves as the primary contact for the organization on Rock Chalk Central. If there are multiple vice presidents, there does not need to be an executive vice president; there must, however, be a transition plan in place for a vice president to carry out the duties of the president if the president is unable or ineligible to do so for any reason.

Traditional responsibilities of the required positions include:

- President:
 - Set organization's goals and create a plan or schedule
 - Plan meetings for the officer team and organization members
 - Act as point of contact for the organization's advisor and external organizations
 - Respond to external and internal inquiries
 - Re-register the organization with SILC

- Vice-President
 - Assist in executing the organization's goals
 - Coordinate meeting dates, times, and locations
 - Communicate with the organization's members
 - Aid in the recruitment of new members
 - Fulfill the President's duties in their absence
- Treasurer
 - Manage the organization's budget and cashflows
 - Apply for funding opportunities, including Student Senate funding
 - Manage the organization's bank account or SOFAS account

Officer Transition

Officers should transition every year. Organizations must include instructions in their constitution for how officer transition will occur as well as how often each position will be filled. Information about officer transition can be found under [Leadership Transition](#).

Removal of Officers

Organizations may remove any executive officer of the organization from their leadership position if the officer violates their role(s) and responsibilities as listed in the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for revoking an officer's leadership position in the organization and reasons that an officer may be removed from their position must be outlined in the organization's constitution. Reasons that an organization officer may be removed must be reasonable as they relate to the organization's purpose and operations. Organizations are allowed to remove an officer from their position but allow the former officer to retain their general membership in the organization. Officers removed from their executive position may also have their membership in the organization revoked provided the officer also meets the requirements for [removing a general member](#) of the organization. When an officer is removed or resigns their position, the organization should begin the steps for an [officer transition](#).

If a potential violation has occurred and either the officer in question wishes to challenge the leadership revocation or the organization has issues demoting an officer, the case may be brought before the [Office of Student Conduct and Community Standards](#) for review.

Organization Advisors

All organizations must select a current benefits-eligible KU faculty or staff member to serve as an advisor for the organization. Advisors must maintain an active role at the University either through teaching or in a non-academic staff role. Advisors are only eligible to serve in an official advisory capacity if they currently work for KU and qualify as a .75 FTE (3/4 appointment) or higher employee. Graduate Assistants are also eligible to serve as an organization advisor provided they are currently

enrolled and have a .50 FTE assistantship. **Undergraduate and non-Graduate Assistant students are not allowed to serve as an organization advisor.**

Role of the Advisor

Organization advisors may be as hands-on or hands-off as they wish with organization activities; it is up to the organization's student members to determine what the role of the advisor is. Advisors are expected to actively engage with and be a guide for the organization(s) they are advising. Advisors should be in consistent contact with the executive board and vice versa about the organization's operations. No matter how involved the advisor is with the organization's day-to-day operations, advisors must keep in mind and abide by the [student-centered, driven, and led principle](#). Advisors are prohibited from controlling an organization; instead, advisors should let the student leaders operate their organization and should provide guidance to the officers.

A detailed description of the advisor's duties must be listed in the organization's constitution. Common duties may include: advising organization members on the duties of the executive leadership; answering questions from members; assisting the organization in applying for funding; helping run organization meetings; and serving as a liaison between the organization and an affiliated campus program/department (if there is one), among others.

Additionally, advisors must approve of an organization's registration by giving it a [thumbs-up approval](#) on Rock Chalk Central. A thumbs-up from the listed advisor is required before the registration will be approved by SILC. The thumbs-up serves as an indicator from the advisor that they are the current advisor, have read through and are satisfied with the submitted registration, agree to SILC's requirements before the organization is registered, and understand the expectations of serving as an organization advisor. Advisors will receive an email from Rock Chalk Central when a registration is available for their review. SILC will send reminder emails to advisors that have not completed the approval process within several days of the initial submission of the registration request.

Advisor Appointment

Unlike officers, advisors do not need to have specified term limits; whereas officers transition every year, advisors typically only transition when an advisor retires, resigns their advisory position, or is removed from the organization. Organizations may require advisor term limits if they wish but do not have to. Organizations must include instructions in their constitution for how the position of advisor will be appointed; the most common ways this is done is through the election of a new advisor by the membership or the executive board appointing a new advisor. When an advisor is needed, the organization should begin the steps of [appointing a new advisor](#).

Advisor Resignation and Retirement

Advisors are allowed to leave their position at any time through either resignation or retirement. When an advisor resigns or retires from their position, the organization must work swiftly to fill the position. Organizations will have a grace period in which to find a new advisor, but the position must be filled by

the next [registration period](#). Organizations struggling to find a replacement advisor should contact the Student Involvement and Leadership Center for help. Information about advisor appointment and transition can be found under [Leadership Transition](#).

Advisor Removal

An organization's executive board is responsible for making sure that an advisor is fulfilling their duties as described by the organization's constitution. Should an organization determine that its advisor is not fulfilling their duties as listed in the organization's constitution, the organization may begin the process to remove the advisor. Organizations may remove the advisor of the organization if the advisor violates the organization's constitution, University policy, or any law, provided there is evidence that a violation of any of these has occurred. The process for removing an advisor from their position in the organization and reasons that an advisor may be removed from the organization must be outlined in the organization's constitution. Reasons that an advisor may be removed must be reasonable as they relate to the organization's purpose and operations.

Should an organization wish to remove an advisor from the organization but find that the advisor is unwilling to cooperate with the organization in the removal process, organization officers may reach out to the Student Involvement and Leadership Center for assistance and to review the situation. SILC reserves the right to remove an advisor from an organization if determined it is necessary to do so to protect the organization, its members, the organization's reputation, and/or the University. When an advisor is removed, the organization must begin the steps of [appointing a new advisor](#).

Emeritus Status

Emeritus is a title given to former employees who have contributed to the University and wish to stay active in the academic community. Traditionally, this status is granted after retirement, however, it does not mean that the former employee has effectively relinquished all of their academic duties. Emeritus retirees frequently continue to teach, conduct research, or advise current employees.

A faculty or staff member who is recognized as an Emeritus may be the primary advisor for an organization; however, the Emeritus employees can only be an organization's primary advisor if they still actively teach at the University. Full-time or part-time Emeritus status falls under this category. If the advisor is an Emeritus but does not retain an active teaching role (i.e. they have Emeritus status but are fully retired and are recognized only in the status and not as a current employee) then the organization must find a new primary advisor who meets the [qualifications for being an organization advisor](#). Emeritus employees who only conduct research without the addition of teaching may not serve as an organization's primary advisor.

Co-advisors

Organizations are allowed to have multiple advisors through a process called co-advising. Organizations may utilize this process to have multiple advisors through KU or with a community advisor.

Organizations wishing to have co-advisors must designate one advisor as the organization's primary

advisor on Rock Chalk Central so that SILC has a KU employee listed as a primary contact should one be needed; the primary advisor must meet the guidelines to serve as an [organization advisor](#).

Co-advisors may be another KU employee, Emeritus employee, or a community member affiliated with a national or community organization. Co-advisors may not be current students unless they are a Graduate Assistant with a KU department.

Religious Advisors

Organizations that are classified as a religious organization are allowed to have a Religious Advisor in place of a traditional advisor. Organizations meeting the requirements to classify as a [Religious Organization](#) may have an advisor that is not a KU employee provided they are affiliated with a local religious or cultural entity. Non-KU employees serving as a Religious Advisor must be a registered member of the [KU Religious Advisors \(KURA\)](#) organization. KU employees that serve as an advisor for a religious organization do not need to register themselves with KURA provided they meet the [requirements to serve as an advisor](#), however they are still encouraged to do so to have their organization(s) represented among the ranks of KU's religious and cultural community. KU employees serving as the advisor for a religious organization must meet the requirements to serve as the advisor for an organization unless they are a member of the KURA which exempts them from those requirements.

Constitutions

As part of the annual registration process, organizations must submit a constitution that outlines how the organization will operate and conduct its business.

Purpose

Constitutions serve as the foundation of every student organization. Organization constitutions create the purpose of an organization, list all of the rules and regulations that the organization's executive leadership and members must follow, outline the organization's processes for operating, and establish bylaws that guide the principles behind the organization. Constitutions help to solve problems that may arise, such as how to transition leadership, votes required for elections, membership guidelines, and provide guidance on many more areas of operation.

Section Requirements

Constitutions need to have several sections and requirements located within the body of the constitution. These requirements may change at the discretion of SILC, and the full list of constitution requirements can be found via the [Registration Resources](#) folder. Required components of a constitution are:

1. Name- Establishes the official name of the organization.
2. Purpose- The identity of the organization and the goal of its existence.
3. Non-Discrimination Policy- KU's non-discrimination policy that organizations abide by

4. Membership Guidelines- Description of the requirements to join the organization and what is expected of the organization's members.
5. Executive Leadership- Establishes all officer-level positions, the requirements to hold each position, and the responsibilities/duties of the officer.
6. Role and removal of the Advisor- Establishes the role that the advisor/advisory board has in overseeing the organization as well as the reasons for and process of removing an advisor.
7. Methods and Process for Removing Executive Officers- Process for how officers of the organization may have their leadership position in the organization revoked via impeachment.
8. Methods and Process for Removing Members- Process for how members of the organization may have their membership in the organization revoked.
9. Voting Processes- The process for how general votes are conducted, the percentage needed for a successful vote, and when/how approved votes are implemented.
10. Elections and Transitions- Establishes the method of transition for organization officers, including how officers are elected/appointed, policies and requirements to do so, how officers communicate responsibilities (transition binder, meetings with incoming officers, etc.) and the frequency at which transitions occur.

Exceptions for Nationally Affiliated Organizations

While many organizations are unique to KU, several organizations are an affiliate of a national chapter. Organizations may affiliate with a national organization, however, the constitution that is submitted must meet SILC's [section requirements](#). All requirements set by SILC must be met and these take precedence over requirements of a national organization. Organizations with national constitutions must update the language of the national constitution to make it reflective of KU's campus.

Additional Components

Organizations may add additional components to their constitution outside of the [section requirements](#). Additional components may not contradict or overrule University policy, SILC guidelines, or local, state, and/or federal law. During the constitution review portion of the registration process, SILC will vet constitutions in their entirety, including additional components, to make sure they are compliant with constitution section requirements. Common components that are added to constitutions are:

- Service hour requirement
- Organization annual events
- Unrequired officer positions
- GPA requirements
- Meeting participation requirement
- Campus resources for members

Amendments and Changes

Constitutions may be amended during the middle of the academic year after an organization's constitution has already been approved for the current registration period. Any changes and

amendments must follow the organization's policy for amending the constitution, and all amendments must be approved by SILC once the constitution is approved for the current registration period.

Constitution Resources

Organizations undergoing a constitution creation or revision process may reach out to SILC to request help with creating and/or editing a constitution. The following resources are available to assist organization leaders in constitution creation and editing:

- [Registration Resources](#) folder- This folder contains the following registration articles in one place to help organizations complete the registration process:
 - Constitution Checklist- This checklist contains two documents: Constitution Requirements, which lists all the things that a constitution needs and can include, and the Constitution Template, which is an example template that shows what a good constitution can look like and can be used to draft a constitution from scratch.
 - Registration How-To- This document outlines all steps of the registration process and instructs organizations how complete registration successfully on the organization's first submission.
 - Guidelines for Registered Student Organizations- Read through this document in its entirety to have all the information you need for a successful year!
- Consultations- Organizations that need extra help in creating and/or editing their constitution can set up an [Organization Consultation](#) with SILC.

Registration and Administration for Sport Clubs, Sorority and Fraternity Life, Religious Organizations, and Employee Organizations

Organizations classified as a Sport Club, Sorority and Fraternity Life, and Religious Organizations have additional regulations that govern them since they are primarily administered by a different department than SILC. **All organizations, regardless of classification, must complete the annual [registration process](#) overseen by SILC in order to maintain registration status.** For organizations specified above, there are additional steps and things to note regarding registration for those organizations:

Sport Club Registration and Administration

[Sport Clubs at KU](#) are directly overseen by the Recreation Services staff. Sport Clubs must register annually with both SILC and Rec Services. Registration with SILC can be achieved by completing SILC's [general registration process](#) which occurs each summer; Sport Club registration with Rec Services will happen as a separate process and occurs in a timeline established by Rec Services. Registration with SILC approves the organization as an official organization while registration with Rec Services establishes the organization as an official Sport Club and an organization eligible to receive benefits as a Sport Club. Clubs must be approved as a recreation organization by SILC before full

Sport Club status can be achieved; once a recreation organization has existed for a minimum of one year, it may apply for full status as a Sport Club member with Rec Services to receive the benefits of being an official Sport Club. Official Sport Clubs must appoint a representative to represent the organization as a member of the Sport Club Council.

In addition to abiding by the Guidelines for Registered Student Organizations (this handbook), Sport Clubs must also abide by the Sport Clubs handbook as well as all Rec Services policies pertaining to Sport Clubs; a copy of this handbook can be obtained by contacting sclubs@ku.edu.

Sorority and Fraternity Life Registration and Administration

Sororities and fraternities are directly overseen by the [Office of Sorority and Fraternity Life](#). Sororities and fraternities complete their registration directly with SILC and are subject to SILC's [basic requirements for registration](#). In addition to meeting SILC's requirements for registration, the Office of Sorority and Fraternity Life may have additional requirements that each sorority and fraternity need to meet to complete registration; these requirements will be communicated by SFL staff before, during, and after the registration process. Each sorority and fraternity will serve as a member of one of four councils: the Interfraternity Council (IFC), the Panhellenic Association (PHA), the Multicultural Greek Council (MGC), or the National Pan-Hellenic Council (NPHC). Organizations will appoint an executive officer to serve as a representative on their respective council's board.

Sororities and fraternities must abide by the Guidelines for Registered Student Organizations (this handbook) as well as all policies and expectations established by Sorority and Fraternity Life. Questions regarding SILC policy can be answered by contacting silcfront@ku.edu; questions about Sorority and Fraternity Life policy can be answered at kusfl@ku.edu.

Religious Organizations Registration and Administration

Organizations that gather with the purpose of expressing religious freedom are protected by Kansas state law. Organizations may self-classify themselves as a religious organization so long as the purpose of the organization is to express religious freedom as it is defined within the [Kansas State Constitution](#). Organizations self-identifying as a religious organization are exempt from including the [University of Kansas Non-Discrimination Policy](#) within the organization's constitution, however the organization and its members must follow laws and regulations related to non-discrimination policy outside of religious consideration.

Religious organizations must register with SILC annually following the [registration process](#). Religious organizations must meet the same requirements for registration that other student organizations must meet with the exception of the non-discrimination policy and with specific exceptions to the advisor regulations.

Religious organizations have specific guidelines for their advisors that different from those of non-religious organizations. Please read [Religious Advisors](#) for more information.

KURA

[KU Religious Advisors \(KURA\)](#) is an organization comprised of many advisors from KU's large assortment of religious organizations. Comprised of members from several denominations of religions and cultural backgrounds, KURA provides a framework within which the professional religious advisors of registered religious organizations may fulfill their common purposes and serve and support the University. Advisors of religious organizations are encouraged to join KURA to have their organization represented and their opinions heard.

Members of KURA receive the following benefits:

- Use of KU staff identification card to those non-faculty/staff advisors eligible for professional recognition. This provides "Affiliate Status" with the University.
- Inclusion in the University's electronic directory and opportunity to use a university email address.
- Use of the Computing Center.
- Use of Campus Libraries.
- Use of recreation facilities within the University guidelines.
- Inclusion on the University's administrative mailing list.
- Opportunity to participate in Student Success Staff Development Seminars.
- Eligible to serve as the advisor for a religious-cultural identifying student organization.
- Opportunity to purchase a Red Zone campus parking permit.

Employee-Only Organizations

Employees of the University of Kansas are allowed to create organizations designated for employees-only provided the organization meets all requirements for registration outside of the requirement that organizations be open to all students. Employee-only organizations must identify their primary category and one of the organization categories as "KU Faculty/Staff Organization" so that viewers of Rock Chalk Central can clearly see that the organization is employee-only. All "KU Faculty/Staff Organizations" will be reviewed and approved by SILC on a case-by-case basis.

Affiliation with a KU Entity

Organizations may be sponsored by a KU department or academic unit. Organizations that typically fall under this sponsorship are business- and- engineering-related organizations. Organizations sponsored by a campus entity are eligible for benefits granted by the sponsor, typically in the form of funding for events and activities and resources to promote the organization's mission.

Registration

Organizations sponsored by a campus entity must complete SILC's annual [registration process](#) to remain as an organization and receive the benefits of being registered. Sponsored organizations may also be required to register with their sponsor, though this process is managed by the department or

academic unit. Sponsoring entities are responsible for keeping a roster of the organizations affiliated with the entity; SILC does not keep this information.

Funding

Sponsored organizations may receive funding from their sponsor outside of the traditional [forms of funding](#) for student organizations. Stipulations for the usage of these funds will be established and marketed by the department or academic unit.

Advising

Sponsored organizations must have a primary advisor like non-sponsored organizations. Sponsors may appoint a KU employee to serve as the advisor for a specific sponsored organization; occasionally departments or academic units will appoint one employee of the sponsor to serve as the advisor for all organizations they sponsor. All advisors, whether appointed by a sponsor or selected by the organization, must meet the [requirements](#) to serve as an organization advisor.

Rock Chalk Central Management

What is Rock Chalk Central?

Rock Chalk Central is the home of student involvement at KU. Rock Chalk Central is a database managed by SILC that houses all student organization webpages, management functions, and events. All registered student organizations and departments appear on Rock Chalk Central after completing the annual [registration process](#). Everyone with a Single Sign On (SSO) ID for KU has access to browse Rock Chalk Central. Students looking to get involved and find their flock may request to join organizations through their pages on Rock Chalk Central.

How to Use Rock Chalk Central

Rock Chalk Central is a very complex system with many features for browsing and managing student organizations. For help with utilizing Rock Chalk Central, please schedule an Organization Consultation with SILC or visit the [Engage Help Center](#).

Organization Page

All organizations that have completed registration for the current registration period are granted a page on Rock Chalk Central. Each page includes the name of the organization, updated roster and officer list, contact information, purpose and goals, constitution, and photos of the organization. Each page has a unique URL that organizations can provide prospective members with. Those wishing to join an organization can request to join from the organization's main page.

RCC Features

Rock Chalk Central includes many features for organization management. Several of the most important features included are:

- Registration
- Roster management

- Document storage
- Elections
- Forms
- Photo storage
- Webpage
- Event management
- Service hours tracking
- News bulletins

Corq App

Rock Chalk Central has a mobile companion- introducing the Corq App! Corq allows organizations to take Rock Chalk Central on the go. With Corq, users can view all of KU's organizations, see upcoming events, and connect with organization leaders. While Corq is not a replacement for the web version of Rock Chalk Central, it serves as a complementary piece to help students find events and opportunities on the go.

Engage Help Center

Rock Chalk Central has a dedicated website for helping figure out how to use the website and address any issues that may arise. Visit the [Engage Help Center](#) for more information about using and operating Rock Chalk Central!

Financial Management

Financial management is one of the most important facets of organization management, and it is also one of the biggest areas of risk. Understanding the following aspects of organizational financial management will help organizations at KU better position themselves for success.

Funding

Receiving funding from a KU entity is one of the best ways for organizations to generate income for their activities. There are four primary funding sources available to KU registered organizations:

Student Senate Funding

Student Senate is the primary advocate for students on campus. Serving as the student-elected student government for undergraduate and graduate students, Student Senate is able to allocate approximately \$22 million in [Senate funding](#) to student organizations and departments on an annual basis. Any organization that has completed registration and meets the requirements for Senate funding may apply for the following types of funding:

- General/Event- \$100 for printing, promos, office supplies, and food from KU Dining
- Line-item- GE funding requested 1 year in advance
- DEI- events that foster an inclusive/multicultural environment for students
- Educational Opportunity- scholarships administered by a University dept, unit, or org
- Sports- specifically designated to serve sporting activities
- Block- open to entities that have applied 3+ years in a row

Guidelines for funding/types are subject to change based on Student Senate proceedings. Please contact senatetreas@ku.edu with any questions related to Senate funding.

Pepsi Program

As an official campus partner with Pepsi, KU is in a unique position to offer stakeholders Pepsi product and funding. As part of the agreement between the University of Kansas and Pepsi, two separate programs are available for University activities. Program Funding is designated each year for financial support of University programs and Pepsi Product Requests are available as a form of support for University programs. Requests for Product or Funding are only considered during the academic year.

The Pepsi Program has strict guidelines and deadlines that need to be met in order to receive funding or product from Pepsi. Please read information on [Pepsi Product and Funding](#) for information on guidelines, deadlines, and timelines for requesting product and funding. Please contact pepsi@ku.edu with any questions related to the Pepsi Program.

Rock Chalk Recognition Award Funding

[Rock Chalk Recognition Awards](#) is a recognition program curated by SILC to recognize the impact that KU's student organizations have on our community. Organizations and individuals can be nominated across a total of five categories with two types of prizes available:

- Student Leader Award- The Student Leader category aims to recognize the work of any exemplary student leader at KU.
- New Student Organization Award- The New Student Organization category aims to recognize registered student organizations that have been in existence for 2 years or less that have shown growth in its membership, successful programming, and deliberate outreach to the entire KU community.
- Student Organization Award- The Student Organization category aims to recognize outstanding student organizations for their adaptability and accomplishments throughout the past year.
- Student Organization Advisor Award- The Student Organization Advisor category aims to recognize a faculty or staff member who has displayed an exemplary level of dedication and commitment to an organization they serve as an advisor.
- Digital Media Creativity Award- The Digital Media Creativity category aims to recognize the innovation of students throughout this past year.

Organizations that receive an award will receive up to \$250 to put towards hosting an event for their organization and/or print materials with Jayhawk Ink. Rock Chalk Recognition Awards are awarded annually in April and must be used in the following academic year. Awards have certain guidelines and restrictions that must be met in order to be eligible. Please contact silcfront@ku.edu with any questions related to the Rock Chalk Recognition Awards program.

Entity Funding

Student organizations that are sponsored by a KU department or academic unit are eligible to be funded directly by their associated KU entity. There are no limits to the amount of funding an organization can receive via Entity Funding. Please read [Affiliation with a KU Entity](#) for more info.

SOFAS

The Student Organization Financial Accounting System (SOFAS) is KU's homegrown payment processing system. Designed primarily to offer student organizations the ability to manage their financials, registered organizations can create a SOFAS account to store their money in instead of or in conjunction with utilizing a traditional bank. SOFAS operates one physical location located in the basement of Carruth-O'Leary Hall.

SOFAS operates on a deposit and reimbursement only platform, meaning that organizations can deposit however frequently they would like but payments may only be made in the form of a reimbursement as debit cards are not available for these accounts. SOFAS accounts must be reactivated annually and the list of users with authorization to access the account must be updated at the time of reactivation.

SOFAS has a handbook that outlines its policies and procedures, as well as other documents important for SOFAS account administrators; these can be found on the [KU Procurement- SOFAS](#) website. Please contact sofas@ku.edu with any questions regarding SOFAS or to apply for an account.

Bank Accounts

Student organizations that wish to have a debit card and/or a check book are encouraged to apply for a traditional bank account instead of using SOFAS. Traditional bank accounts are preferential to SOFAS for some organizations as they offer debit and/or credit cards and checkbooks, neither of which is offered by SOFAS. Traditional banks also offer multiple locations, which may make them more accessible to organizations. Despite the benefits, bank accounts can be less convenient for organizations as bank accounts may charge sign-up fees, are ineligible for LaunchKU funds, and KU cannot intervene if the organization goes defunct or misplaces banking information.

Central Bank is the official banking partner of the University of Kansas. Central Bank has many locations across Lawrence and the Midwest, making it ideal for organizations looking to set up a traditional banking account. There is also a location in the Kansas Union, making it the ideal choice for student organizations!

EIN Information

An Employer Identification Number (EIN), also known as a Tax ID, is essentially a Social Security Number for a business. EINs are used by organizations that wish to set up bank accounts, apply for tax exemption, and do a wide variety of other financial-related tasks. While organizations are not required

to have an EIN, it can be extremely beneficial for an organization to apply for an EIN so that the organization can be prepared for financial matters

An EIN is vital for creating a bank account as it puts an organization at risk instead of an individual member. Organizations should never use an individual's SSN to create a bank account for the organization as that individual is at risk should something happen to the account. Using an EIN helps to alleviate the risk associated with running an organizational bank account.

EINs are administered by the IRS. Organizations can [apply for an EIN](#) online. Please note: SILC cannot answer any questions associated with an EIN.

Tax Exemption Information

Non-profit organizations can [apply for tax exemption](#) with the State of Kansas. If approved, organizations will receive a Tax Exemption ID Number with which they can provide businesses to purchase items without paying sales tax. Purchased items must qualify as an item that can be purchased without sales tax and must be used for business purposes. Organization leaders should review [tax exemption guidelines](#) to understand the policies associated with tax exemption.

Tax Exemption ID Numbers are issued by the State of Kansas. Please note: SILC cannot answer any questions related to tax exemption application, usage, or guidelines.

Fundraising

Fundraisers held by student organizations do not need university approval to do so. Organizations hosting fundraisers should follow [fundraising best practices](#) and should also follow University policy when doing so. Important things to note when fundraising are:

- Fundraisers may not be disruptive to University business such as classes or staff members.
- [Branding rules](#) remain in effect during fundraisers.
- Pepsi or Coke products may not be sold as these violate the University's agreement with Pepsi.
- Any form of gambling is not allowed.
- Fundraisers may not sell an item or service that directly competes with a University function as determined by the Student Affairs division.

LaunchKU

Those interested in raising funds in support of a registered student organization are encouraged to submit a [LaunchKU](#) project idea for consideration. LaunchKU is KU Endowment's homegrown crowdfunding platform. LaunchKU is a great way to market fundraisers to KU donors and stakeholders. Organizations must have a [SOFAS](#) or KU Endowment account to utilize Launch KU. All fundraisers must meet [LaunchKU Guidelines](#). Organizations can [apply to launch a project](#) online.

Dues Collection

Organizations are allowed to collect dues from members to fund the organization's operations. Some organizations, such as [Sport Clubs](#) and [Sororities and Fraternities](#), may be required by their oversight office to collect dues. Organizations collecting dues should set a reasonable limit that funds the organization but does not take advantage of members. It is highly recommended that organizations use a dues collection agency like [LegFi](#) or [Cheddar Up](#) to manage this process. Social payment platforms such as Venmo and PayPal may be used, however organization leaders should take extra precautions to make sure that dues are paid to the correct account and that payment collectors are held accountable for all incoming funds.

Financial Management Best Practices

Organizations should follow the following practices to make sure all aspects of their finances are well-managed:

1. Separate asset management (financials and things) so that more than one person is responsible for the organization's assets.
2. Keep track of passwords and account information for all financial tools.
3. Conduct frequent audits to keep track of where money and items are at.
4. Budget for expenses for the upcoming year.
5. Educate yourself on processes for different financial matters before your organization undertakes them.

Please be sure to research financial best practices online to educate your organization on ways to successfully manage your organization's financial matters.

Event Management

Organizations host all kinds of events, from recruitment events to fundraisers and charity events. Learn about the important information to make your event successful here.

Catering and Event Services

[Catering and Event Services](#) is KU's team that manages all large-scale events on campus. CES is able to provide [catering](#) to a wide variety of events with a wide array of menu options. If you are hosting a large event with technology needs, CES will make sure that technology is available and ready to use. CES also ensures events are set up in the proper configuration beforehand and that items such as cocktail tables and display easels are available to use. CES has [separate policies and pricing](#) for events based on event type and needs, so be sure to read through them before booking an event. Events are created through a self-service tool know as EMS- check out [Space Reservations](#) to learn more.

Posting Events to RCC and the University Calendar

For maximum exposure, events should be posted to both Rock Chalk Central and the [University Events Calendar](#) if possible. Organizations that are registered are able to [post events to Rock Chalk](#)

[Central](#) via an approval process with SILC; events submitted to Rock Chalk Central will be given the option to be included in SILC's weekly newsletter. Registered organizations may also [submit an event](#) to the KU Events Calendar which will show up embedded on certain KU webpages. Events including alcohol and/or prohibited substances will be denied from being posted on the Rock Chalk Central calendar.

Space Reservations

Reserving a space has several procedures depending on the space required. The following offices are responsible for the following reservable areas:

- [KU Memorial Unions](#)- Kansas Union, Burge Union, DeBruce Center, Danforth Chapel, Jayhawk Boulevard Info Booth
 - Union-controlled spaces are reserved through a self-service platform known as [EMS](#). Users must request an account; once an account is granted, RSOs are able to reserve spaces on their own.
- [University Registrar](#)- Academic buildings
 - Registrar-controlled spaces are reserved through a self-service platform known as [25Live](#). These spaces are subject to availability outside of classes and academic events.
- [Student Involvement and Leadership Center](#)- Wescoe Beach (student organizations), Kansas Union Wheat Room
 - SILC-controlled spaces are reserved through the [Event Registration form](#). This form is a registration only, meaning that submitters will only be contacted if the request is NOT approved. Once a space has been reserved, please carry out the event unless you hear otherwise 24 hours or more before your event.
- [KU Public Affairs](#)- Wescoe Beach (non-student organizations and campus departments), Watson Library lawn, Stauffer-Flint lawn
 - Public Affairs-controlled spaces are reserved through the [Event Registration form](#). This form is a registration only, meaning that submitters will only be contacted if the request is NOT approved. Once a space has been reserved, please carry out the event unless you hear otherwise 24 hours or more before your event.
- [KU Housing](#)- Residential buildings
 - Housing-controlled spaces are reserved by contacting KU Housing directly.
- [Recreation Services](#)- Ambler Recreation Center, Shenk Sports Complex, Central District Turf Field, sand volleyball courts, tennis courts.
 - Rec Services-controlled spaces are reserved through the [RS Facility Reservation Request Form](#). Facilities must be reserved a minimum of 14 days in advance.

A full list of reservable spaces and the contacts for those spaces can be found via the [Office of Event Management and Protocol](#). Policies are subject to change and are applicable at all spaces.

Alcohol

Alcohol is permitted at certain events that meet certain hosting conditions. Alcohol must be requested in advance via the [Alcoholic Beverage Request Form](#). Organizations utilizing KU Catering and Event Services may request alcohol through their catering request. All alcohol on campus is subject to the [Alcohol Service at Events Policy](#).

Amplified Sound

As an academic institution and residential community, KU's primary focus is on promoting academics and learning. Disturbing noise and/or amplified sound in or around campus buildings or residence facilities that infringes on the rights of other residents or members of the University community is a violation of event procedures. Sound is considered amplified when the output is produced or made louder by any electric, electronic, mechanical or motor-powered means.

All amplified sound on campus must have the approval of the University administration via a permit. Amplified sound policies are subject to change. Visit the [Office of Event Management and Protocol- Amplified Sound](#) page for the full amplified sound policy.

Animals on Campus

Animals are allowed on campus in certain situations only. Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Emotional Support Animals (ESA) are only permitted in areas operated by KU Housing and are not permitted in other areas of the University.

Organizations wishing to bring Therapy Dogs to campus to promote wellness and mental health may do so in coordination with Watkins Health Services. Therapy Dogs may only be brought to campus after WHS has been consulted.

Other types of animals may be permitted on a case-by-case basis as approved by the Office of Event Management and Protocol. Permission must be granted by Event Management and Protocol officials before animals may be brought to campus. Those bringing any type of animal on campus must abide by the entire [Animals on Campus protocol](#) and agree to abide by the following guidelines:

- Awareness of weather (heat and/or cold) to be respectful of the animals. If the weather changes, keep in mind, animals are not allowed in buildings.
- Transport animals to/from campus in a controlled environment (leashes, kennels, etc.). Delivery vehicles are not allowed to park on campus sidewalks, display areas, etc.
- Animals must have current vaccination documents.
- Trained handlers must accompany animals.
- Provide hand sanitizer for individuals handling animals.
- Provide plastic bags, paper towels, sanitizer for area clean-up.

L-Food

The [University Food Policy](#) requires that any food, snacks, or beverages sold or given away on the Lawrence campus in all University facilities and for all University sponsored events (including fund-raisers) must be prepared by and/or obtained from KU Dining Services (the University's state licensed, inspected food facilities) unless an exception is granted. This includes food distributed at student organization general meetings and events held on campus.

All food not prepared by KU Dining, regardless of purpose or event type, must be approved and accompanied by a [University Food Policy Exception Form](#). In addition to the University Food Policy, all events containing food and beverage must follow the [Food/Beverage Protocol](#) outlined by Event Management and Protocol; events catering items via a Food Policy Exception must also follow the [University Food Policy Exception Guidelines](#).

Costs Incurred

When hosting an event, there may be associated costs that the hosting organization will incur that need to be accounted for. Common examples of incurred costs include technology, catering, vendors, portable restrooms (if held in a location without), security, and entertainment, among others. Organizations should communicate all associated costs for an event with all involved parties and budget necessary funds to pay for said costs.

Storage Space and Mailboxes

A major benefit of registering an organization is the opportunity to receive both storage space and a mailbox on campus. Organizations must be registered and in good standing with SILC to use either benefit.

Storage Space Overview

SILC offers [storage drawers and shelves](#) to registered organizations that have items they are unable to store. Organizations may apply for one or both depending on the needs of the organization. Space is limited and is granted on a first-come, first-serve basis to organizations that are registered.

General Storage Space Guidelines

General Guidelines for Holding and Managing a Storage Space

- Agreements will be reviewed each school year. Organizations may need to reapply for storage space annually.
- SILC is not responsible for damage done or loss of student organization materials due to Union infrastructure and other storage room users. Storing materials here is at the risk of the organization.
- SILC will contact organizations storing supplies at the beginning of each school year to have them reapply for the space, and failure to respond or remain in communication with SILC regarding storage may result in termination of use and removal of items.

- The responsibility of communicating with and receiving communication from SILC is passed on to new officers when transitions occur. It is the responsibility of outgoing officers to ensure the new officers are aware of their organizations use of this space and the requirements for using it.

Guidelines for All Storage Spaces

- Only members listed on the student organization's roster are eligible to access storage spaces to receive organization materials.
- All materials or boxes of materials must be clearly labeled with the organization's name, either in the design or with masking tape provided by SILC.
- Stored items must not be easily replaceable (forks, plates, etc.). All items stored must be unique to their organization and used semi-frequently for organization-related matters.
- Stored items must be legal to own, non-flammable, and must meet the parameters for approved items on campus by the Code of Student Rights and Responsibilities.
- Archive files are prohibited from being stored in SILC-granted storage spaces.
- Organization members must adequately maintain the items their organization is storing, as well as provide upkeep to the storage space as necessary. Should any damage occur to a space, an organization member must alert a member of SILC staff.
- Organization members will treat storage spaces and the items of other organizations with respect. Members will refrain from touching the items of other organizations and will not intentionally damage any property, either that of organizations or of the University.

Failure to abide by these guidelines may result in eviction of the organization's items from SILC-managed storage spaces and potential restriction from using these spaces in the future.

Storage Drawers

Storage drawers are the smallest storage option that SILC has available for student organizations.

Organizations that are approved for a storage drawer must be able to fit all of their items in a space that is 19" L x 33" W x 9.5" H.

Guidelines for Storage Drawers

- Organizations can have a max of one drawer space per organization.
- Student organization storage drawers are available any hours the union is open.
- Organizations that are approved for a storage drawer must be able to fit all of their items in a space that is 19" L x 33" W x 9.5" H.

Storage Shelves

Storage shelves are the largest storage option that SILC has available for student organizations.

Organizations that are approved for storage closet space(s) must be able to fit all of their items,

including containers, in a space with the following dimensions, of which an organization can have two of: 18" L X 36" W x 13.5" H.

Guidelines for Closet Storage Spaces:

- Organizations will be granted space in one closet only.
- All organizations may have a max of two shelves per organization across all storage racks.
- All items must be self-contained or located in a container if they are loose.
- Items that are too large to be in a container (i.e., drum, cornhole boards, etc.) will be assessed and approved/denied on a case-by-case basis.
- All items, including containers, must be able to fit in a space with the following dimensions, of which an organization can have two of: 18" L X 36" W x 13.5" H
- Student Organization Closet Space is available Monday through Friday, 9am-5pm while the office is open. SILC will not be available on weekends or university holidays to grant you access to your supplies. Please coordinate pick up and return of supplies for weekend events within the open office hours.

Mailbox Overview

Organizations may use the SILC front desk as a PO Box for mail. Organizations using this service must be registered, incoming mail must be addressed to the organization, and the organization's roster must be up to date so that SILC can contact the correct person(s) when mail is received. SILC will email officers whenever mail is received on behalf of an organization. Organization officers are responsible for picking up mail once notified of its arrival. To pick up mail, an officer must request mail at the SILC front desk in Suite 400 of the Kansas Union; requested mail will be picked up from the mail room by a SILC staff member and given to the officer.

Mail should be sent to the following address:

[Organization Name]

Student Involvement and Leadership Center

Kansas Union Suite 400

1301 Jayhawk Boulevard

Lawrence, KS 66045

Leadership Transition

When It Occurs

It is up to individual organizations to decide when their leadership will transition. Traditionally, organizations will follow one of three timelines:

1. Elections held in April, new leadership transitions in May
2. Elections held in January, new leadership transitions in February
3. Elections held in May, new leadership transitions in August

While these are the most popular transition timelines, organizations are free to transition leadership whenever works best to meet the organization's needs. Organizations should discuss with their advisor when is the right time to elect and transition new leadership.

Officer Elections

The process for electing new officers and committee members must be outlined in the organization's constitution, including when elections occur, positions that are elected, how the vote is collected and decided (ex: RCC Elections, 51% of vote required to win), when the transition process will begin, and when elected officials will begin their positions. Rock Chalk Central includes an elections feature that is helpful in managing the elections process, however, organizations are not required to use this feature if there is another method the organization wishes to utilize.

Appointment of an Advisor

Organizations may choose to either elect or appoint a new advisor. The process for choosing a new advisor must be outlined in the organization's constitution. The advisor appointment process may be the same as for officer-level positions or it may differ depending on what organizations decide. Advisors – whether elected or appointed – must meet the [requirements](#) to serve as an advisor. Advisors need only transition when the current advisor either resigns, retires, or is removed from their position.

Transition Binders

Organizations should create transition binders for incoming leaders. These binders should include things such as account passwords, position responsibilities, important dates and timelines, and important contacts, among other things.

Transition Types

There are three types of transitions:

1. Self-Transition- The newly elected officer reads through a transition binder and organization materials on their own.
2. Individual Transition- The outgoing officer goes over transition materials with the incoming officer, provides advice, and answers any questions.
3. Group Transitions- The outgoing executive board meets as a group with the incoming group of officers to go over transition materials that are important for the entire group to know.

Organizations are encouraged to include all three types of transitions into their transition process.

Officer Transition Workshop

SILC offers an [Elections & Transitions Workshop](#) that can help organizations manage their transition process. This workshop includes information on how to go about training new officers and steps to take after elections have concluded. Sign up for the Elections & Transitions workshop!

Solicitation and Tabling

Organizations wish to solicit or table across campus are allowed to do so within the parameters of KU solicitation and tabling policy. There are strict guidelines in place for solicitation and tabling that organization leaders need to be aware of:

Policy and Guidelines

The following guidelines apply to all solicitation and tabling opportunities:

- Space used for solicitation and tabling must be reserved in advance.
- Rental fees are to be paid in advance.
- Sound amplification is not permitted as it disrupts classes and university staff.
- A member of the sponsoring organization must be present at the table at all times. Table volunteers/solicitors must remain behind the table.
- Spaces must be cleaned afterwards, and all materials must be removed from the table(s) at the end of each day.
- The Unions reserve the right to decline access to registered student/campus organizations and/or departments that facilitate sales, solicitation or promotional activities that are in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
- The activity may not include expression that is obscene, defamatory, or constitutes “fighting words”, threats of physical harm or imminent lawless action, to the extent not entitled to protection as expression.
- The activity must be lawful and may not violate or conflict with Union and University policies or local, state and federal laws.
- All sale activities will be reviewed and approved by the appropriate Union department(s) to assure that the sales activities are not in conflict with Union mission, and/or are detrimental to Union sales, services and/or business partners.
- When the University’s logos are used, use must adhere to the [KU Visual Identity Guidelines](#).

This is not a comprehensive list of solicitation and tabling policies, but rather serves as a starting point of guidelines for organizations wishing to solicit and table. For complete guidelines and regulations regarding solicitation and tabling, please read the [Guidelines for Information or Solicitation Policy](#).

How to Schedule Tabling- Unions, Jayhawk Boulevard, and Academic Buildings

Reserving tables across campus requires knowledge of several administrative platforms. Tables in the Kansas or Burge Union and in the DeBruce Center must be reserved through EMS. Tables in Academic Buildings must be reserved via 25Live. Tables on Jayhawk Boulevard or Wescoe Beach must

be reserved via the [Jayhawk Boulevard Tabling Request Form](#). For more information on reserving spaces across campus, please visit [Space Reservations](#).

Marketing and Imagery

Posting of Flyers, Materials, and Signs on Campus

The University has established bulletin boards across campus for the purpose of posting materials such as flyers, posters, handbills, and similar materials. Posting materials must be confined to designated bulletin boards to prevent littering and administrative costs associated with maintenance, upkeep, and campus beautification goals.

Posting in areas other than designated bulletin boards is prohibited. Prohibited areas include, but are not limited to, walls, doors, chairs, utility poles, bus stops, newspaper distribution boxes, vehicle windshields, trash cans, or other surfaces.

Flyers, posters, handbills, and other similar materials must be posted on a designated University bulletin board, as outlined below:

- Classroom Bulletin Boards- Classroom bulletin boards are located within classrooms, and their use is restricted to instructional information, as defined by the instructors who use that classroom. These boards may not be used by other groups or individuals for other purposes, and unauthorized materials may be removed immediately. Examples of instructional information may include course syllabi, assignments, information about lectures or events related to the course, or other relevant course materials posted by the instructors.
- Unit/Department Bulletin Boards- Unit/Department bulletin boards are assigned to specific university units or departments (e.g., the Office of First-Year Experience, the Chemistry Department). These bulletin boards are often located near the physical office of the unit or department to which the bulletin board is assigned. Use of Unit/Department bulletin boards is restricted to the assigned unit or department and may not be used by other groups or individuals for other purposes. Examples of materials that units and departments may post on their boards may include notices about classes, departmental meetings, scholarship, study, employment opportunities, lectures, exhibits, or performances.
- General Use Bulletin Boards- General Use bulletin boards may be used by the entire KU community, though they are intended primarily for students. These boards can be used to post information on any non-commercial topic, including but not limited to campus events, student groups, job opportunities, current events and news, political causes, opinions, etc.

Additionally, the following considerations apply to all bulletin board categories:

- Materials for organizations must be clearly labeled with the organization's name and logo.
- Organizations must remove posted materials from bulletin boards within two business days of the end of the event being advertised.

- Commercial materials are not permitted.
- Individuals may not post two of the same materials on the same bulletin board.
- Individuals should be respectful of existing materials on the bulletin board and not alter, remove, or post over other materials.
- Unauthorized materials may be removed.

More information regarding posting of materials on campus can be found [here](#).

Jayhawk and KU Logo Usage Rules

Organizations may not use the Jayhawk or KU logos in logos for their organizations. However, the Jayhawk or KU logos may be used as an organization's profile picture on Rock Chalk Central provided that they are not altered in any way. All use of the KU marks – the logo, signature logo, and Jayhawk – must follow the [KU Visual Identity Guidelines](#). See the [KU Brand Center](#) website for details. For more information about KU's trademarked logo usage rules, please visit the [University Signature, Logo, and Jayhawk](#) webpage.

In order to use any KU-trademarked logo, image, or phrase on materials (such as t-shirts, hoodies, blankets, etc.), organizations must follow the brand standards and KU Visual Identity Guidelines. All promotional materials featuring KU licensed trademarks or the university name must be purchased through an approved vendor, who will submit any item artwork to the University for approval. Organizations are welcome to use KU marks on their promotional materials as long as their use adheres to the KU Visual Identity Guidelines. Please contact marketing@ku.edu with questions.

SILC Newsletter

SILC sends out our Rock Chalk Central Newsletter every Wednesday morning. Our newsletter is sent out to thousands of KU students and is the best way to inform students and community members about upcoming events. All organizations registered with SILC can submit an event to SILC's newsletter. Events can be submitted by creating an event on Rock Chalk Central and opting into the newsletter. The graphic size required for Rock Chalk Central events can be somewhat limiting, so there is a place to include the graphic you would prefer to be included in the newsletter. Events including alcohol and/or prohibited substances will be denied from being posted in the SILC newsletter.

If your organization would like to include information in our newsletter unrelated to an event (e.g., member recruitment information), please email silcfront@ku.edu.

Chalking on Campus

Sidewalk chalking is permitted for members of the University community on paved, uncovered campus sidewalks. Only water-soluble, dry-stick sidewalk chalk is allowed. Postings and chalking may not violate applicable laws or policies regulating or related to unprotected speech, including but not

limited to true threats, incitement to imminent violence, fighting words, and unlawful targeted harassment.

Aerosol spray chalk, paint, and all other products that do not wash away in the rain are prohibited. Chalking is prohibited on any surface other than paved, uncovered campus sidewalks, including but not limited to stairways, curbs, covered sidewalks, brick surfaces, buildings, windows, benches, planters, trash containers, pillars, flag poles, and other vertical surfaces. Chalking that is commercial in nature (i.e., advertising a business or product) is also prohibited.

All chalking is subject to routine removal by Operations staff in the interest of campus beautification and cleanliness.

Learn more about [sidewalk chalking](#).

Utilizing Social Media

In addition to keeping your organization's Rock Chalk Central page up to date, we recommend maintaining a social media presence so potential new members can stay connected and get an idea of what your organization is all about. Instagram is currently the most effective social media tool. Follow @KU_SILC and make sure to tag us in posts or stories you want us to share to our audience. Email silcfront@ku.edu if your organization would like to be promoted on the SILC account.

Follow other KU organizations and departments with a similar audience to your organization. If you actively support their posts (e.g., liking, commenting, and sharing), they are more than likely to return the favor.

Best Practices for Marketing an Organization

Strategy

Consider building a strategy that outlines your organization's social media goals, audience, voice, platforms and management processes before making your first post. Will you use social media to communicate with potential new members or will you focus on reaching current members? Do you want to promote events or spread a particular message? Who will manage the accounts and what is the process for transitioning ownership as students graduate?

Accuracy

- Be consistent with your handle and brand logo across social media platforms
- List the time, date, and location of an event in the caption of every post pertaining to that event
- Canva is a great resource for ensuring brand consistency in your marketing materials
- Check your facts, spelling, and grammar before posting

Did you list the time, date, and location of your event correctly? Is the statistic you're sharing verified?

Activity

- Focus on being active on just one or two networks instead of spreading yourself too thin
- Choose the platforms that will most effectively help you reach your goals and target audience
- Try to post a set number of times per day or week
- Instagram, Twitter, Facebook, etc.
- Third-party platforms like Hootsuite, Sendible, and Buffer can also help with content scheduling and engagement
- Use calls to action - all content type should lead to an action for your audience!

Interaction

- Schedule posts for peak activity times among students, between 12:00-4:00pm
- Tag people and utilize stories to encourage engagement
- Tag offices to get reposted and spread the reach of your organization even further
- Don't forget to comment on, like, and share other campus events to foster good relationships with those offices!
- Include your organization's contact information in your social media profiles
- Have a process in place to ensure you are responding to messages, mentions and comments as quickly as possible.

Travel

Organizations frequently travel, especially those that are nationally affiliated or are professionally based and travel for competition or conferences. KU has policy related to travel that all organization leaders need to be aware when traveling for organization-affiliated business.

Travel Requests

All organization members traveling for organization- and- University-related business must complete a travel request prior to the beginning of travel. Travel requests must be completed at least 14 days in advance for domestic travel and 30 days in advance for international travel; travel solely within the state of Kansas does not require a travel request.

Travel requests can be completed in one of two ways: 1. Make a guest booking via Concur (only accessible by KU employees, advisors can setup travel for a small number of travelers), or 2. Complete the [Travel Request Form](#) and having a Shared Service Center representative process it.

Students classified as student employees for a campus employment position can book their own Travel Request via Concur. View [Concur Instructions](#) for information on how to create a Travel Request.

Funding for Travel

Organizations can secure funding for travel in various ways. Organizations will commonly accrue funding via [fundraising](#) events specifically designed for the travel to be had and by collecting [organization dues](#) and budgeting a percentage of said dues to allocate for travel. Organization members

may also fund their own costs if they are affordable, and the student is willing to do so. Funding may also be available for travel via Student Senate if the organization meets requirements for it, however funding is not guaranteed and may not be provided during every funding cycle.

Best practices

To have a safe and enjoyable travel experience, here are travel tips and best practices that organizations should follow:

- Complete a travel request- Completing a travel request keeps a log of all University-related travel and helps University officials know where organization members are and who to contact should an issue arise.
- File an itinerary- Creating and submitting a travel itinerary to organization members not traveling and to SILC helps further safety by knowing the whereabouts of traveling members and making sure travelers know where to be at all times.
- Bring multiple forms of ID- Bringing multiple forms of ID, such as a driver's license and a passport, will help solve any issues that may arise at the airport or with government officials.

Education

It is important for organization leaders to make sure all executive officers and organization members are educated about the policies that impact them and have a good understanding of how the organization is run and how to do so. Here are several resources to make sure that all members of an organization are educated:

SILC Consultations and Workshops

SILC offers consultations and workshops for student leaders looking for more information across a wide slate of organization-related topics. [Organization Consultations](#) with SPOT can help officers learn more about managing the organization's Rock Chalk Central page, editing the constitution, and transitioning leadership, along with many more subjects. [SILC Workshops](#) are presentations designed to help give student leaders a more detailed and in-depth guide to many different things, including organization finance, using the Corq app, Risk and Conflict Management, and so much more. Our offerings are always changing, and topics are available upon request.

Student Org Training Day

Student Org Training Day is perhaps the single most important educational opportunity available to student organization leaders. Held every fall in the middle of September and near the end of every January, SOTD is 2-to-3-hour gathering of student organization leaders to discuss campus policy and procedures related to running a student organization. A presentation is given by members of the SILC staff related to many of the topics that are relevant to running a student organization with time for questions at the end. Be on the lookout at the beginning of each semester for information related to SOTD!

Training Archives

Missed SOTD or one of SILC's workshop offerings? SILC's [training archives](#) are a great way to catch up on all that you missed! Our archives house video recordings of all of our training offerings, ranging from SOTD to Ethical Decision Making and much more! Check them out!

Student Conduct Training

The Office of Student Conduct and Community Standards offers a wide array of [prevention and educational training programs](#) designed to help student organization leaders more aware and alert of common issues surrounding student organization. These trainings range from risk management to hazing recognition and beyond.

EverFi

[EverFi](#) is a digital training platform that offers thousands of interactive video trainings for a wide array of audiences. EverFi is commonly used by student organizations to educate members about alcohol and hazing prevention, but they offer additional training over topics such as diversity training, financial education, health & wellness, and more.

Risk Management

Basics of Risk Management

Understanding Risk Management

Risk management is the identification, evaluation, limitation, and prioritization of risk via planning and implementation to prevent undesired consequences to one or more people or organizations. There is inherent risk present in every aspect of everyday activity, especially in student organizations and student activities. Risk management is essential to help limit the amount of risk and potential dangers that are present.

It is impossible to completely eliminate risk from an activity or an organization. The goal of risk management is not to entirely remove risk but rather to reduce and mitigate as much of it as possible.

Types of Risk

There are five types of risk that affect everyday activities:

1. Physical- Bodily injury that can occur to a member/participant
Ex: Broken bones; hospitalization; scraped knees; physical altercations; hazing
2. Reputational- Incidents that can result in negative publicity for student organizations
Ex: Hazing; appointing a controversial advisor; hosting poorly run events
3. Emotional- Feelings of marginalization, discrimination, and/or trauma due to the content or nature of an organization/event
Ex: Hazing; appointing a controversial advisor; hosting poorly run events
4. Financial- Financial transactions, both public and private, that impact the financial stability of the organization or individual involved with the event
Ex: Embezzlement; overpaying a vendor; mismanagement of dues
5. Facilities- Damage caused to the venue or environment used by an organization and the dangers associated with the venue
Ex: Damage to property; weather; poor upkeep

Each of these types of risk is present in all organizations and activities and can severely hinder an organization and its members should the risk not be mitigated effectively.

Levels of Risk

While there are five types of risk, there are also three possible levels of risk that each type may escalate to, and that organization leaders and event planners should keep in mind:

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

When planning an event and carrying out organizational duties and activities, it is important to identify what types of risk may occur as a result of the activity, and then assess what level of risk those types may present due to the actions that are occurring. This is part of a process called Risk Assessment.

Risk Assessment

Risk Assessment is the process of vetting organizations, events, and activities for risk and creating a plan to manage that risk. Organization leaders can utilize the Risk Assessment Process to evaluate and plan for their events:

1. **Identify** types of risk that may occur/are occurring with each activity/scenario
2. **Evaluate** the seriousness of the risk by considering the probability that it occurs and the impact it may have
3. **Plan** for potential risks by laying out the options to address said risk and mitigate it
4. **Limit** the effect of the risk(s) by implementing your plan to reduce the negative effect or probability of said risk
5. **Prioritize** mitigating risk by acknowledging the threat of risk and actively working to keep it at bay in future events/operations
 - Discuss the strengths/weaknesses of your plan and continually adapt it to meet the parameters of future events/group operations
 - Be proactive, not reactive!

Responsibility for Risk

It is important to understand who is responsible for risk in any given situation. All parties involved – organization, individuals, vendors, etc. – all have some liability of risk whenever something happens. Generally speaking, waivers are a way to remove most liability from a host organization should injury occur to a participant. When utilizing contracts with vendors, contractual language should make sure that all risk is placed on the vendor.

Because an organization hosting an event is liable for a large portion of risk through the majority of events, organization leaders should understand their options to manage risk. Steps that an organization should take *before* an event are:

- **Risk Acceptance**- recognize the risk of an event and choose to proceed with caution.
- **Risk Modification**- make changes to an event to reduce risk.
- **Risk Transfer**- shift part or all the liability to another party by not holding sole responsibility for the event. This includes waivers for participants and contractual agreements with vendors and other hosts.
- **Risk Elimination**- remove as much of the risk associated with an event as possible.

Separate Legal Entity

RSOs are a [separate legal entity](#) from the University of Kansas. When organizations host events or an incident occurs within an organization's operations, the University of Kansas cannot be held responsible. Organizations and their leaders hold the liability for risk in their operations and are responsible for assessing, mitigating, and responding to risk.

Common Areas of Risk

While risk is present in all areas of organization operations, there are several aspects that exponentially increase the potential level of risk that can occur. Organization leaders have a responsibility to understand the following common areas of risk:

Alcohol and Drugs

Alcohol is one of the most prevalent forms of risk inside of student organizations. Alcohol is known to cause cognitive impairment, poor judgement, mood shifts, inability to focus, high blood pressure, as well as many other concerning factors. Increased alcohol consumption can result in severe consequences such as slurred speech, vision impairment, brain damage, and even death. Illicit drugs and substances can cause many of the same affects.

The University of Kansas prohibits the unlawful possession, use, manufacture, purchase, or distribution of alcohol or drugs, or any attempt thereof, by students or by employees on its property or as part of its activities. The consumption of alcoholic liquor on the campus of the University of Kansas is prohibited by State statute except under special circumstances provided by law. Any alcoholic liquor service must conform to the policies of the Kansas Board of Regents and the University of Kansas and must be approved by the chancellor.

The University is committed to a program to prevent the illegal or irresponsible use of drugs and alcohol by students and employees. Any student or employee found to be using, possessing, manufacturing, or distributing controlled substances or alcohol, or whose behavior evidences being under the influence of alcohol or controlled substances, in violation of the law on University property

or at University events shall be subject to disciplinary action in accordance with policies of the State of Kansas, the Board of Regents, and the University of Kansas.

Organizations should take precautionary measures to root out alcohol and drugs from the organization's events and organizational leaders should educate their members about alcohol prevention and hold members of their organization accountable for their usage of alcohol and illicit drugs. Additionally, all organization leaders and members should make themselves knowledgeable about KU's [Organizational Amnesty Policy](#) to make sure they are aware of steps to take should an incident involving alcohol and/or drugs arise within their organization(s).

The University of Kansas' [Alcohol & Drug Policy](#) outlines the University's official regulations regarding alcohol and drug usage. Resources for alcohol and substance abuse are available via the [SAMHSA National Helpline](#).

Hazing

Hazing is an unfortunate part of global culture that poses a large and detrimental risk to organizations across the globe. Hazing has historically existed in organizations such as fraternities, sororities, athletic clubs/teams, and band. Hazing also exists across all student organizations in addition to the aforementioned ones. The University of Kansas seeks to provide information, support, and alternatives to these activities to members of these groups.

Hazing is defined at KU under the **Code of Student Rights and Responsibilities Section VI, A, 9** as:

“Students are expected to show positive regard for each other and for the community. Behavior that violates the core value of Respect includes but is not limited to: Hazing-Engaging in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. **Apathy or acquiescence in the presence of hazing is not neutral;** both are violations of this rule.”

Alcohol consumption, humiliation, isolation, sleep-deprivation, and sex acts are hazing practices common across student groups.

Organizations should take precautionary measures to root out hazing in the organization's culture and organizational leaders should educate their members about hazing prevention and hold members of their organization accountable for their actions.

Information about how to spot signs of hazing, as well as debunked myths related to hazing, can be found under the [Things to Note when Joining an Organization](#) and [How Can You Prevent Hazing at KU](#) webpages. Hazing statistics can be found on the [Prevent Hazing at KU](#) webpage.

Hazing is an inexcusable act and will not be tolerated in any form. If you know of any hazing occurring at the University of Kansas, please report it using [KU's Hazing Report Form](#).

Contracting Services

Organizations frequently use outside vendors for events. Hiring vendors such as food trucks, bands, and security are common examples. Organizations should never sign a contract alleviating a vendor of any liability related to the event. Vendors should be held responsible for all aspects of the services you are hiring them for. All contracts proposed to organizations by vendors should be reviewed by a member of [Legal Services for Students](#) *before* they are signed.

Travel

Travel poses a lot of risk for organizations. Members can get hurt, plans can change, and goods and services can pose a financial loss, among other things. When traveling for organization-related business, organizations should follow all [travel guidelines](#), specifically completing a travel request, so that University officials have information on file should an incident occur while traveling. Additionally, organizations should consider purchasing travel insurance to cover the costs associated with an incident occurring on a trip, such as injury, flight cancellation, and damage to rental vehicles, among others.

Money and Asset Management

Financial and asset management is an extremely important area of organizational operation that poses tremendous risk. Organizations should make sure they know who has access to money, bank accounts, payment platforms, and fundraising materials and that frequent internal audits are conducted. No one person from an organization should be responsible for all financial matters; concurrently, custody of assets should be split among several people, meaning that more than one person should be responsible for holding onto/having access to materials (i.e. t-shirts, card readers, promotional materials, props, audio equipment, etc.). Visit [Financial Management Best Practices](#) for information on protecting your organization's money and assets.

Proactive Risk Management

It is important for organizations to be *proactive* about managing risk rather than *reactive* to it. Organizations that are proactive about managing and mitigating risk are far more successful at avoiding

instances of occurred risk than those that ignore or discredit the amount of risk present in organization programs and activities.

What is Proactive Risk Management?

Proactive risk management is the process of recognizing and preparing for risk *before* it happens. Proactive risk management means that those responsible for the well-being of an organization and its members put an emphasis on understanding risk, recognizing factors associated with it, educating others about the potential for risk, and plan for it so that, should an incident occur, the response is swift.

What differentiates a proactive risk management approach from a reactive approach is the way risks are assessed, reported, and mitigated. It involves carefully analyzing a situation or assessing processes to determine the potential risks, identifying drivers of risks to understand the root cause, assessing probability and impact to prioritize risks and accordingly preparing a contingency plan.

[MetricStream](#) provides in-depth analysis about proactive risk management and how to implement it.

Promoting Proactive Risk Management

Promoting proactive risk management can make a huge impact in an organization's emergency preparedness should an incident occur. Below are steps that organization leaders can take to make sure their organization is proactively managing risk:

1. [Understand the process for managing risk](#) and learn how the process for managing risk makes an impact and utilize it before every event or function.
2. Consistently analyze the [responsibility for risk](#) and practice spreading liability for an event through multiple channels to limit the liability of one organization.
3. Identify [common areas for risk](#) that may be present in your organization and work to root them out. Make sure members are prepared for risk factors by educating them on proper procedure to handle an incident and provide resources to do so.
4. Create contingency plans to address situations should certain things happen to your organization. Make sure all members of the organization are aware of the contingency plans in place and how to implement them if needed.
5. Preach the importance of being prepared for risk to members and help educate them on why it is better to be anticipate and be prepared for risk and not have an incident arise than not plan for it and have to scramble should an incident occur.

Organizational Amnesty

The Office of Student Conduct and Community Standards offers Organizational Amnesty to encourage reporting and reduce barriers for registered organizations should an incident occur.

In accordance with the University of Kansas student amnesty policy, registered organizations seeking immediate medical assistance on behalf of persons experiencing drug- or alcohol-related emergencies

will not be sanctioned for violations of University drug- or alcohol-related policies related to the incident of medical need. Additionally, the student(s) receiving medical assistance will not be sanctioned for violations of these policies following their first incident requiring medical attention. Repeat incidents of a student and/or registered organization requiring medical assistance under this amnesty policy may be subject to disciplinary action under university policies.

Registered organizations aware of violations of the Code of Student Rights and Responsibilities or other University policies will not be sanctioned for the incident if the organization's executive officers proactively report the incident to Student Conduct and Community Standards. **This includes suspected hazing, harm to persons, and alcohol and drug violations.**

Information related to SCCS' guidelines can be found under [Organizational Amnesty](#) on their website. Additionally, the full Organizational Amnesty policy can be found in the KU Policy Library under [Amnesty](#).

Crisis Response

In the unfortunate event that an incident should occur, organizations should follow the following steps to report and manage the incident:

1. Don't panic- remain calm and in control
2. Alert EMS if necessary- do this before notifying others. Get help if needed!
3. Notify your advisor- contact your faculty/staff advisor to let them know of a situation.
4. Control the situation- keep others calm, stop others from taking pictures, and don't be afraid to take charge of the situation!
5. Assess the fallout of the situation- consider the following questions:
 - What types of risk are at play?
 - What is an appropriate response?
 - Who needs to know?
6. Manage the fallout- Contact the appropriate parties. Have smart, concise responses ready to go. Don't further instigate the situation. Work with campus resources to resolve the situation
7. Report the situation to SCCS- visit studentconduct.ku.edu. File an incident report within three days of the incident. Apply for organization amnesty if it applies to the specific situation at hand.

Title IX

KU's Office of Civil Rights and Title IX helps to promote safety and well-being for all members of the KU community. Title IX is a federal civil rights law that prohibits sex-based discrimination in any

school or other education program that receives federal money. It was passed as part of the Education Amendments of 1972 and states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

While most are familiar with Title IX in the context of athletics programs, Title IX also prohibits sex-based discrimination that results from sexual misconduct (including sexual harassment), sexual violence (including sexual assault and domestic/dating/intimate partner violence) and stalking.

Title IX requires institutions of higher education to employ a Title IX Coordinator tasked with ensuring compliance and coordinating the investigative process. In addition, schools are required to have a published complaint resolution process that explains to a student, employee or third-party how to report an allegation of harassment or discrimination, list campus and community-based support resources for the parties involved in the investigation process, offer support measures for the parties involved in the investigation process, and explain possible disciplinary procedures.

Organization leaders should be cognizant of Title IX regulations and work to identify potential violations of Title IX statutes in their organization. Organization leaders are encouraged to file a complaint should they experience or witness sex-based discrimination and should also encourage members to be aware of Title IX protections to limit risk to organization members and promote well-being within the organization and the KU community. Additionally, organization leaders should be aware that all University employees with few exceptions ([Mandatory Reporter Policy](#)) are mandatory reports and are required to inform the Title IX Coordinator if they are made aware of potential Title IX violations that they learn of in their employment capacity.

Issues related to Title IX sexual discrimination can be reported via the [Office of Civil Rights and Title IX Reporting Form](#). Information related to Title IX can be found under the [What is Title IX](#) webpage. For information on the Title IX reporting process, please visit the [Civil Rights & Title IX Reporting and Enforcement Process](#) section.

Conduct and Judicial Information

Organizations and individuals are bound to follow policies of both academic and non-academic misconduct. Organizations with a potential violation of either policy may be required to meet with the campus offices that oversee judicial processes related to these policies. Student organizations are primarily concerned with matters of non-academic misconduct, although academic misconduct situations may arise with student organization.

Non-academic Misconduct Policy

Non-academic misconduct includes all violations of the [Code of Student Rights and Responsibilities](#) or other University policy that are unrelated to academics, classwork, and research, among others. The University of Kansas' non-academic student conduct process is not intended to be adversarial in nature and is substantially less formal than a court of law. The majority of cases can, and should be, handled informally. The purpose of the student conduct procedures is to resolve conflict situations that involve violations of the Code of Student Rights and Responsibilities or other University policy and educate and prepare students for responsible citizenship.

The procedures for handling of student non-academic misconduct can be found in the KU Policy Library under [Student Non-Academic Conduct Procedures](#).

Student Conduct and Community Standards Office

The [Office of Student Conduct and Community Standards](#) addresses incidents of non-academic misconduct on campus and educates students about the Code of Student Rights and Responsibilities. Violations of this Code and University policy are adjudicated by SCCS. SCCS also offers Prevention Education Programs to educate students about their rights and responsibilities and to help them make good decisions during their academic and professional careers.

Potential issues of non-academic misconduct can be reported via SCCS' [Incident Reporting Form](#).

Failure to Abide by the Compliance Clause

Organizations and/or organization leaders that fail to abide by the [Organization Compliance Clause](#) will be referred to the Office of Student Conduct and Community Standards for case review. Pending review and a judicial conduct process, organizations may face repercussions imposed by the University, including loss of registration benefits, suspension, and up to expulsion.

Civil Rights & Title IX Reporting and Enforcement Process

The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression, and genetic information in the university's programs and activities. Retaliation is also prohibited by university policy.

Outreach will be sent the potential complainants (victims) for reports that the Office of Civil Rights and Title IX receives if contact information is provided for that person. Complaints regarding violations of these types will be vetted through a [five-step process](#) conducted by the Office of Civil Rights & Title IX.

The following persons have been designated to handle inquiries regarding the nondiscrimination policies and are the Title IX coordinators for their respective campuses: Associate Vice Chancellor for the Office of Civil Rights and Title IX, civilrights@ku.edu, Room 1082, Dole Human Development Center, 1000 Sunnyside Avenue, Lawrence, KS 66045, 785-864-6414, 711 TTY Reports of possible Civil Rights violations can also be submitted via the [Office of Civil Rights and Title IX Reporting Form](#). This reporting form also allows for anonymous reports, though we request that you provide as much information as possible so the Office of Civil Rights and Title IX can move forward in addressing any and all potential civil rights violations.

Campus Resources

Importance of Campus Resources

KU has a wide array of resources across its campuses that are designed to make life – both in school and at home – easier and more manageable. These resources are available to all students and many of them are free for students to use. Campus resources are an incredible asset for students to take advantage of. Check them out below!

List of Campus Resources

Below is a list of campus resources that offer a wide variety of services to assist students, student organizations, employees, and community members:

[Academic Learning Center \(ALC\)](#)

- The ALC provides students with Tutoring Services at KU. Students may request a tutor in disciplines that include Math, Chemistry, Biology, Physics, and Languages.

[Ambler Recreation Services](#)

- Recreation Services oversees the Recreation Center on campus. Those looking to dive deeper into fitness, non-sponsored sports, and recreational activities can contact the Recreation Services department to inquire more about how these services help improve health and belonging. Recreation Services also oversees all registered Sport Clubs at KU.

[Campus Cupboard](#)

- Campus Cupboard seeks to end food insecurity on campus by improving student access to healthy food and food resources with collaborations among KU departments and community agencies. Today, the Campus Cupboard remains a student-led initiative that operates in coordination with Just Food and KU Student Affairs to address food insecurity on KU's campus. Students and community members may register for an account with the cupboard and receive various types of food once a week.

[Center for Sexuality and Gender Diversity \(SGD\)](#)

- SGD works to build a community and coalition of queer and trans students, faculty, and staff that challenges, supports, and celebrates each other. We do this through programs and events, educational trainings and presentations, and advocating for policies and practices which promote success for queer and trans students at the University of Kansas.

[Civil Rights & Title IX \(OCRTIX\)](#)

- Works to keep KU free from discrimination, harassment, sexual misconduct, sexual violence, and retaliation. Handles these cases involving students and employees and also strives to promote equality on campus.

Counseling and Psychological Services (CAPS)

- CAPS Personal Counseling Services can help students with issues related to adjusting to college and other psychological, interpersonal, and family problems. Individual sessions, group sessions and psychiatric services are available.

Emergency Aid Network

- Emergency funds at the University of Kansas are grants provided to students who are experiencing an unexpected or unforeseen expense due to circumstances beyond their control. Emergency funds are intended to assist a student in addressing an immediate, unexpected financial hardship which might otherwise prevent them from continued participation as a KU student

Emily Taylor Center for Women & Gender Equity (ETC)

- Emily Taylor Center for Women & Gender Equity seeks to engage and empower students to act in ways that promote intersectional feminist change and challenge patriarchal norms. Creates programs to empower women in various ways, including women retreats, self-defense workshops, and women's history, among others.

Event Management and Protocol Office (EMP)

- The Office of Event Management and Protocol is the KU authority presiding over all campus events and event procedures. Any largescale and/or complex event should be hosted in consultation with EMP.

Health Education Resource Office (HERO)

- The Health Education Resource Office (HERO) is a source for KU community wellness through partnerships that support innovative approaches toward optimal health while maximizing academic and professional success. Hosts signature programs such as Pause4Pups, free HIV testing, and resource fairs.

International Student Services (ISS)

- Provides services to help international students transition to life at KU and in the United States. ISS hosts orientation for international students to introduce them to campus resources, facilitates the SSN application process to help international students get jobs, and gets

international students involved in student organizations to help them meet people and make friends.

[KU Endowment](#)

- KU Endowment is the central resource for monetary giving on campus. For students in need of short-term loans or long-term loans, KU Endowment offers these [loans](#) to help finance at a much lower interest rate than banks or credit lenders. KU Endowment also oversees the LaunchKU platform, a crowdfunding source operating similarly to GoFundMe and Kickstarter that allows campus organizations to raise money via online donations.

[Legal Services for Students \(LSS\)](#)

- Legal Services for Students is a law office located on the KU Lawrence campus in room 2030 of the Burge Union. LSS is funded by Student Senate through a portion of campus fees, and provides legal services, advice, assistance, and education to students on wide variety of issues.

[Non-Traditional Student Scholarships](#)

- SILC awards five scholarships every spring to non-traditional students that meet the qualifications for each scholarship. This page describes each scholarship, the requirements for it, and the application process.

[Office of Multicultural Affairs \(OMA\)](#)

- The OMA provides social justice education for KU students to critically examine the intersections of identity, equity, accessibility, and impact. In addition, the OMA offers programming to center community-building, liberation, and joy of students with marginalized identities.

[Ombuds](#)

- The Ombuds Office is a confidential, impartial, informal, and independent office on campus where members of the campus community can discuss issues they may be facing as a student, staff, or faculty member.

[Pepsi Funding](#)

- As a Pepsi partner campus, KU is given large amounts of Pepsi product and funding to offer to campus departments and student organizations for their different events. These entities can request Pepsi product, which gets delivered and allocated once every week. If an entity would like funding instead of product, they can also request that from Pepsi. This page outlines the different requests, the requirements for them, and the application process.

[Sexual Assault Prevention & Education Center \(SAPEC\)](#)

- The Sexual Assault Prevention and Education Center promotes social change and the elimination of sexual violence through prevention education, inclusive programming, and campus wide collaboration.

[Sorority and Fraternity Life \(SFL\)](#)

- Provides oversight to and support for sorority and fraternity organizations via the four councils: Inferfraternity Council (IFC), Panhellenic Association (PHA), Multicultural Greek Council (MGC), and National Panhellenic Council (NPHC).

[Student Access Center \(Disability Services\)](#)

- The Student Access Center assists students with disabilities by facilitating accommodations that remove barriers to their academic success.

[Student Conduct and Community Standards \(SCCS\)](#)

- The Office of Student Conduct and Community Standards addresses incidents of non-academic misconduct on campus and educates students about the Code of Student Rights and Responsibilities.

[Student Involvement and Leadership Center](#)

- The Student Involvement and Leadership Center oversees KU's student organizations and leadership opportunities. SILC is the primary resource for student organization leaders looking to learn more about university processes, organization management, and Rock Chalk Central. SILC also oversees the [SILC Peer Outreach Team \(SPOT\)](#), a group of students who are involved across a variety of campus organizations and activities. SPOT is available for consultations and presentations regarding getting involved at KU, managing your organization, and anything student-involvement related!

[Student Money Management Services \(SMMS\)](#)

- Student Money Management Services (SMMS) is committed to improving KU students' financial situations by empowering them to analyze their finances, make sound decisions, and commit to controlling their financial lives while at the University of Kansas and into the future. They can provide financial advice to students and employees, such as information on retirement and investing, managing credit cards and debt, budgeting, and a wide array of other services.

[Student Senate Funding](#)

- Student Senate controls north of \$20 million in student activity fees that they allocate annually for student organizations and campus departments. They have multiple categories of funds

that can be applied for. Organizations looking to secure funds for an event can apply for Senate Funding to assist with programming for their event.

[Trans Closet](#)

- The Trans Closet is a community resource which provides clothes, shoes, makeup, binders, and a variety of other gender-affirming materials for the trans community, at no cost, any time The Office of Multicultural Affairs is open. The closet provides a chance for people to find gender-affirming clothes and resources with privacy and in a space meant for QT people. While this resource centers trans folks, it can be used by anyone in our community who needs any of these supplies.

[University Career Center \(UCC\)](#)

- The University Career Center (UCC) offers a wide range of quality services designed to support and challenge students at all points on the career development and implementation path. UCC helps students find jobs both at KU and around the community via partnerships with local businesses. They also review resumes, cover letters, and offer career and certificate courses to help prepare students for life after college.

[Watkins Health Services](#)

- Provides traditional health services to students and employees at discounted rates. Services include walk-in appointments, vaccinations and immunizations, athletic training, pharmacy, radiology, and dental services, among others.

[Writing Center](#)

- Writers need feedback, sounding boards, and other people to coach them while they compose. That's where the KU Writing Center comes in. It's a place for productive talk about writing, with trained peer consultants to help you brainstorm, draft, and revise your projects.