MSOE STUDENT ORGANIZATION RESOURCE GUIDE

Modified Spring 2026

Contents

Campus Life Resources Quick Links

Below are some resources that are frequently utilized by student orgs and referenced throughout the document.

Student Organization Handbook

Constitution Template Document

Event Submission Form

External Partnership & Outreach form

Guide to Planning a Successful Program

Officer Transitions Guide

Student Organizations Resource Guide Outline

This guide is designed to help student leaders navigate the key aspects of running a successful organization, from leadership transitions and effective meetings to event planning and member engagement. Whether you are forming a new group or sustaining an established organization, this resource provides helpful guidance, university policies, and best practices to ensure your organization thrives.

In conjunction with the **Student Organization Handbook**, this resource guides you to enhance your organization and provide extended information to support your organization. We encourage you to utilize this guide as a reference to support planning, decision-making, and growth throughout the academic year. As always, Campus Life is here to mentor you and your organization to enhance the experience for our campus co

Managing Your Student Organization

Selecting a Faculty/Staff Advisor

Each student organization must have a full-time MSOE faculty or staff advisor. Advisors support the organization by providing guidance and resources, but do not lead the group. Organizations select their advisor and may request changes.

Possible Advisor Responsibilities *(this list is not comprehensive, but starting points to identify what support you need to be successful)*:

- Attend meetings and provide support for leaders regularly, especially the e-board.
- Provide guidance on MSOE policies, procedures, and organizational history (if applicable)
- Advise on financial matters, event planning, and potential risk issues
- Assent in helping the organization remain in good standing
- Encourage participation in university events and collaboration with other organizations

Advisors are not personally liable for organizational actions but are expected to support members' and assist should problems arise (internal, disciplinary, etc.).

Constitution Reviews

Constitutions are reviewed when a new organization registers and annually thereafter. Organizations must submit revisions at the end of each academic year. Work with Campus Life for additional support and reference the **Constitution Template Document** for more information.

Student Organization Rosters

Maintain an active roster with first and last names, MSOE email addresses, and leadership role within the organization. Submit updates during the Fall Term.

Elections

Plan elections in advance, often in December to early March. This allows for smooth leadership transitions. Follow procedures in your constitution regarding voting process and eligibility, and notify your advisor of elections and results.

It is recommended that executive board members may hold no more than three positions across organizations and must be enrolled students. **If changes in leadership occur throughout the year, please notify Campus Life to update records.**

Officer Transitions

Prepare incoming officers by sharing lessons learned, documentation, and guidance. Proper transitions ensure continuity, longevity, and organizational success. Use the **Officer Transitions Guide** for support.

Annual Student Organization Re-Registration

Re-registration occurs in Spring Term. Organizations must complete the process to maintain active status, and designate a summer contact to manage communication with Campus Life during the break.

Effective Student Organization Meetings

Frequent meetings keep members informed, prioritize goals, and provide structure. Schedule regular meetings with both the e-board and general community that accommodate members. Make sure to create agendas for meetings and publicize appropriately. Refer to the **Effective Meetings Document** for helpful strategies to implement.

Recruiting and Retaining Members

Member Recruitment

Recruitment is essential for growth and long-term sustainability. Engage new members through intentional relationship building, marketing, and engaging them through to make them feel a part of the group. All prior members should share responsibility for recruitment and retention.

Member Retention

Keep members motivated by fostering community through social events, authentic communication, and meaningful participation. Delegate tasks, recognize contributions, and show that their involvement enhances the org community..Students are more likely to be retained if they have opportunities for high engagement within the organization.

Goal Setting

Set clear goals to provide direction, motivate members, and track accomplishments.This helps establish accountability with your leadership team. Well-defined goals increase commitment and engagement from both the e-board and general body. Refer to the Guide to Goal Setting for assistance.

Event Planning

Registered Student Organizations hosting an event, activity, project, or fundraiser on or off-campus **must submit an Event Submission Form**.

Planning Considerations

Plan ahead by anticipating challenges and preparing event execution plans. High-risk events (see examples below) may require **pre-approval at least six weeks in advance**, a risk management plan, and

submission of theExternal Outreach and Partnership form. Campus Life will provide waivers and guidance to reduce liability.

All members and advisors should voice concerns throughout the planning process, and participants should receive proactive training. Documenting plans and safety measures is key to prevent further issues for both the organization and the University.

For assistance on event planning, check out our [Guide to Planning a Successful Program](#).

Collaborative Programming
Collaboration strengthens campus engagement and reduces the workload for a single organization. Clear agreements prevent misunderstandings and help ensure successful events.

When partnering with other groups:
- Clarify responsibilities and create a plan to ensure accountability
- Agree on contributions (financial, human, and logistical resources).

Risk Management
Risk management assists your organization in case of an accident during an event or activity. There are potential risks for many types of events, which may require some student leaders and members to complete additional training depending on the activity. Please email Campus Life prior to making concrete plans to put on these types of events.

- Off-Campus Events and Travel *(See Student Organization Handbook under Travel section)*
- Outdoor Events
- Political Events or Demonstrations
- Bringing community members or organizations, political, religious, or high profile speakers to campus *(See [External Partnership & Outreach form](#))*
- Events large in scale or with a significant impact on the campus community
- Events that require Film Licensing
- Physical Activity or other Recreational Events
- Mess-Prone Events
- Blood Drives

Outdoor Events
Outdoor events require additional considerations:
- Remember to reserve an alternative indoor site for inclement weather (rain, snow, extreme cold).
- Loud noise-generating activities must have Campus Life approval and may require a noise variance request **submitted at least six weeks in advance**.
- Certain outdoor events may require an advisor or staff member to be present.

Bonfires
- Approval is required from Campus Life, Facilities, and Environmental Safety.
- A staff/faculty member must be in attendance for the duration of the event.
- A detailed safety plan must be submitted and followed. Campus Life will provide more details.

Student Demonstrations, Canvassing, and/or Solicitations
*See the link below for the **full** Student Demonstrations, Canvassing, and/or Solicitations Policy in Section 22 of the student code of conduct.*

Students have the right, accorded to all persons by the Constitution, to freedom of speech, peaceable assembly, petition and association. Students and student organizations may examine and discuss all questions of interest to them, and express opinions publicly as well as privately. They may support causes by lawful means that do not disrupt the operation of the university, or organizations accorded use of university facilities.

Rallies, demonstrations and public assemblies may not unduly disrupt, prevent, obstruct or interfere the educational purposes and activities of the university. Public activity that includes expression that is obscene, defamatory, or consist of fighting words, threats of physical harm, or violate any ordinance, law, or university policy is strictly prohibited. Demonstrations that block entrances or exits from or to any university building or vehicle traffic are prohibited.

Unauthorized canvassing or solicitation or the production of sound through amplification or other means that unreasonably disrupts the peace of others is prohibited on the premises or properties owned or controlled by the university. Any person who interferes with the academic or operational functions of the university or engages in prohibited forms of demonstration will be asked to cease and desist.

MSOE Student Conduct Code: https://msoe.s3.amazonaws.com/files/resources/student-code-of-conduct-august-2025.pdf

External Outreach & Partnership *(formerly the Community Partnership Form)*

Student orgs planning any form of external outreach or partnership for non-fundraising purposes must complete the [External Outreach & Partnership form](#) at least 45 days in advance of the proposed outreach or partnership for review and approval. This includes any contact or collaboration with individuals, businesses, community groups, schools/universities, nonprofits, or other external entities. Some outreach is informal, while other outreach involves planning or partnering on an activity or event.

Based on the information provided, MSOE, at its discretion, may escalate some external outreach or partnerships for additional review by the Raider Speaker Review committee to better assess impact and mitigate/eliminate potential risks. When additional review is required, the Raider Speaker Policy applies. At this time, the Raider Speaker Policy is under review; therefore, outreach or partnerships that would otherwise fall under this policy are temporarily paused.

Examples of external partnerships or outreach may include (non-exhaustive list):

- Volunteering or service projects
- Collaborations or events with K-12 schools, universities, nonprofits
- Company tours or presentations
- Guest speakers, performances, or presenters
- Businesses, faith-based organizations, religious or political figures, or community leaders

Large Scale or Significant Impact Events

Large-scale events are those that draw significant attendance, require extensive logistics, or have a notable impact on the campus community. These require additional planning and coordination, often due to cross-campus collaboration. Contact and meet with Campus Life at least 8 weeks in advance to review logistics, safety measures, and any additional requirements.

Events are considered large-scale if they:
- Expect a large number of attendees or include participants from outside the MSOE community
- May require security, parking crowd control, or use of multiple campus spaces
- Have potential to impact campus operations or safety of the campus community

Planning Requirements:
- Contact and meet with Campus Life at least **8 weeks in advance** to review logistics, safety measures, and any additional requirements.
- Depending on the nature of the event, additional coordination with Public Safety, Environmental Safety Facilities, Catering, or IT Services may be required.
- Provide a detailed event layout, schedule, and risk management and staffing plan when applicable.

Film Licensing

Organizations showing films must secure proper rights; ownership or rental does not grant public performance rights. Campus Life can assist with licensing.

- **Public showings:** Open or advertised events require a license ($100–$750 depending on popularity and release date).
- **Private showings:** Small, closed groups in private spaces do not require licensing.

Physical Activity or Recreational Events

Events involving physical activity or recreation - such as sports, fitness challenges, or team-building activities - require careful Redbirds2023!

to provide safe and enjoyable events:

- Assess risks for activities with Campus Life. Waivers or safety equipment may be required.
- Provide participants with safety instructions and have a plan for potential injuries.
- Use approved spaces and equipment, follow cleanup procedures, and follow liability guidelines.

Mess-Prone Events
Messy activities require careful preparation to prevent damage to campus facilities:

Chalking On-Campus:
- Only water-soluble chalk may be used on concrete or exterior sidewalks.
- Avoid building exteriors, under overhangs, benches, tables or within 10 feet of entrances.
- Non-compliant chalk may be erased by MSOE; organizations may be charged for removal. Inappropriate designs or policy violations may result in sanctions.
- Messaging and artwork should align with the policies provided in the marketing section of the **Student Org Handbook,** Notify Campus Life when chalking, take photos after completion, and email them to Campus Life to ensure appropriate measures were taken.

Set Up & Clean Up:
- Cover and protect all surfaces, floors, and furniture for messy events such as painting, tie-dye, or glitter activities.
- Never paint over carpet. Tie-dye must be outdoors only in approved spaces. Campus Life can provide tarps.
- Organizations must supply cleaning materials for participants and check event spaces afterward. Any spills or damage must be immediately reported to the appropriate staff. Org may be responsible for additional clean up or charges if there are damages.

Blood Drives
Organizations may sponsor blood drives on campus by coordinating with Health Services. Responsibilities may include:
- Scheduling the drive and booking appropriate space, in compliance with Health Services policies
- Organizing volunteers and logistics