Student Organization Handbook
2015-2016

DEPARTMENT OF STUDENT INVOLVEMENT AND LEADERSHIP (SIL)
A unit of the Division of Student Affairs
361 University Center
762-3431

Learning Engagement Inclusion
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A Note from the Department of Student Involvement and Leadership (SIL)

Congratulations on being involved with student clubs and organizations at the University of Michigan-Flint! Participation in activities, both on and off campus is an integral part of the college experience. The Department of Student Involvement and Leadership is here to support the endeavors of student clubs and organizations through advisement, involvement activities, leadership development and a wide range of program offerings. These initiatives, implemented in collaboration with students, faculty, and staff aid in the growth and development of the individual. We have compiled this Guidebook to assist your organization in operating effectively and understanding the policies and procedures of the University of Michigan-Flint.

We welcome all students and organizations to visit our offices and ask for assistance with activities as well as questions you may have. We are located in 361 UCEN. This area houses the offices of the Sponsored Student Organizations (SSOs), staff offices, and the student organization center, where you will find many resources that support the work of your club or organization, including various form, supplies, and work space. It is also a great place to spend time, meet other students, and share ideas!

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362 UCEN  
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**SIL Interns**

This year the Department of Student Involvement and Leadership is pleased to have 9 interns on staff to assist with our programmatic needs. Those interns are:

- Justin Adsitt-Weiner
- April Davis
- Akhilla Deva-Kumar
- Jyothsna Ganesh
- Stephanie Hare
- Zachary Hayes
- Kayla Miller
- Adedotun Ojelabi
- Julia Norris
**Student Organization Center (361 UCEN)**

The mission of the Student Organization Center is: to provide student organizations at the University of Michigan-Flint with space in which to create sustainable organizations, to strengthen relationships among student organizations and to facilitate those collaborations through the exchange of ideas and sharing of resources, to promote leadership, citizenship, diversity, and inclusion, to create a social place for students to build community and; to help integrate students’ curricular and co-curricular lives.

Within the SOC, students will find:
- Supplies to make flyers and banners
- Student lounge area
- Copy machine
- Fax machine
- Office supplies
- Forms for event planning, travel and financial transactions
- Supplies for special events
- Student Organization locker registration
- Organization mailboxes

Students looking to start an organization will find all the information on how to begin the process in the SOC and may refer to this handbook for more information on this process as well. Students are also able to stop by to get any information on existing organizations, as well as any information on joining these organizations.

Additional services include university event ticket sales, event and organization marketing, partaking in the Student Government Blue Book Scantron Program, providing **FREE** blue books and scantrons to the students, and banner and flyer approval.

Supplies and office furniture is supplied by the Department of Student Involvement and Leadership. It is expected that students and organizations respectfully use the center and assisting to ensure it’s a clean, organized and welcoming environment. Individuals and/or student organizations who damage this property will subjected to disciplinary action.

The Student Organization Center will be open in accordance with building hours for each semester. Building hours can be found at: [https://www.umflint.edu/ebs/building-hours](https://www.umflint.edu/ebs/building-hours)
Club Sports

Club Sports are an integral component of the programming and activities offered by the Department of Student Involvement and Leadership. All students and individuals within the university community interested in club sports are invited and encouraged to participate. Participation in club sports is another means of providing balance to a student’s academic, personal, and social life. Through this multifaceted approach, the office seeks to provide equal opportunities for each individual to participate regardless of gender, age, sport interest, or motor-skill level.

Club sports are classified as either sponsored or voluntary student organizations at the University of Michigan-Flint, (UM-Flint). Voluntary clubs, (VSO) regularly compete in various club or recreational leagues, contests and tournaments against other adults of a similar age range. These clubs are members of local or regionally sponsored recreation associations. Sponsored clubs, (SSO) regularly compete in various state, regional, and national contests and tournaments against clubs from other colleges and universities. These clubs are usually members of a nationally recognized league or association for their respective sport or activity.

In order to be a recognized club sport by the Department of Student Involvement and Leadership, teams must follow the procedures for recognition. Teams must also follow all training requirements, meet deadlines set forth by leagues and the department. To establish a club sport all teams must:

1. Contact the Coordinator of Student Activities and Leadership for a pre-planning meeting.
3. Prepare a Team Plan and submit it to the Coordinator of Student Activities and Leadership by the assigned deadline.
4. Schedule a planning workshop with the Coordinator of Student Activities and Leadership regarding plans to establish a club. In the workshop the following criteria will be discussed:
   a. Availability of facilities (university and external) and any required equipment for the club to function.
   b. Financial resources, including a proposed budget and potential revenue sources, to fund the proposed activity.
   c. Degree of student participation, leadership, and interest in the proposed activity.
   d. Availability of adequate competition within the surrounding region.
In considering final approval for individual Club Sports, the Coordinator of Student Activities and Leadership will further reserve the right to delay the start of a club sport. Some elements that could delay the start of a club sport are (but not limited to): financial and facility restraints. If this is the case, the petitioning club’s information will remain on file for the current (academic) year.

There are many club sports already on campus, including:

- Judo
- Football
- Cheerleading
- Ultimate Frisbee
- Hockey (Men’s and Women’s)
- Lacrosse (Men’s)
- Soccer (Men’s and Women’s)
- Color Guard
- Football
- Golf
- Cycling
- Floor Hockey

Interested in Starting a Club Sport? Please make an appointment to see:

Stacey Urbani  
Coordinator of Student Activities and Leadership  
Club Sports Coordinator  
362 UCEN  
P: 810-762-6706
Fraternity and Sorority Life

Fraternity and Sorority Life at the University of Michigan-Flint is one of the thriving areas of Student Involvement and Leadership (SIL). Each of the social Fraternity and Sorority organizations on campus upholds the values of Academics, Brotherhood/Sisterhood, Leadership, Community Service, and Philanthropy. Fraternity and Sorority Life is supervised by the Director of Fraternity and Sorority Life.

There are 12 Fraternity and Sorority letter chapters on our campus:

**InterFraternity Council**
- Alpha Sigma Phi Fraternity
- Kappa Sigma Fraternity
- Theta Chi Fraternity

**National Pan-Hellenic Council**
- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Delta Sigma Theta Sorority, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

**College Panhellenic Association**
- Phi Sigma Sigma Sorority
- Sigma Sigma Sigma Sorority
- Theta Phi Alpha Sorority

There are three governing council within Fraternity and Sorority Life at the University of Michigan-Flint. The three Councils are: InterFraternity Council, National Pan-Hellenic Council and College Panhellenic Association. These three councils are the collaboration bodies for social fraternities and sororities.
Through the councils, chapters work together on recruitment, risk management, philanthropy and leadership programs for all the members.

The Order of Omega is an honor society that invites and recognizes members of social fraternities and sororities who are of junior or senior level and have shown leadership, character and academic excellence.

Policies and guidelines specifically associated with fraternities and sororities may be found in the Fraternity/Sorority Life Handbook. Please see Sara Elledge in room 365 UCEN.

Sara (Frees) Elledge  
Director, Fraternity and Sorority Life  
365 University Center  
P: 810.237.6695
STUDENT ORGANIZATION BASICS

Student Organization Classifications

Student Organizations are classified into one of two classifications. Voluntary Student Organizations have the ability to request the sub-category they fall under. All categories are as follows:

**Sponsored Student Organizations (SSOs)**
Sponsored Student Organizations are organizations that have a significant relationship with the Department of Student Involvement and Leadership. The Sponsored Student Organizations recognized on campus include:

- Campus Activities Board
- Student Government
- The Michigan Times
- Black Student Union
- InterFraternity Council
- National Pan-Hellenic Council
- College Panhellenic Association

**Voluntary Student Organizations (VSOs)**
Voluntary Student Organizations make up the majority of student organizations on campus. For most organizations seeking recognition, this is the initial and only status option available for selection.

Within this classification, organizations self-select their secondary classification by the mission and vision of the organization from one of the following:

**Academic Student Organizations**
These organizations are affiliated with a specific academic department, major or field of study.

**Club Sports**
These organizations are identified and recognized by the Department of Student Involvement and Leadership. These groups have policies, procedures and protocols laid out by the Coordinator of Student Activities and Leadership.

**Cultural Student Organizations**
These organizations are identified by their affiliation with a specific cultural identity.

**Deactivated Student Organizations (DSOs)**
Deactivated Student Organizations are organizations that have been deactivated and removed from the Student Organization Roster for one of several reasons. These reasons include voluntarily disbanding the organization, by mandate from the Office of Student Life, or by mandate from the Student Court. These organizations are unable to be revived until the following academic year or later.
Graduate Student Organizations
These organizations are identified as groups whose membership are made up of, or address the needs of graduate students.

Honor Society
Honor Societies are identified by both a University of Michigan-Flint academic department and the Office of Student Life and are affiliated with a national society in recognition of academic excellence.

Political Student Organizations
These organizations are associated with a specific political party, idea, advocacy or issue.

Religious Student Organizations
These organizations are organizations which teach, practice or identify with a religion or denomination.

Social Greek Organizations
These organizations are identified and recognized by the Office of Fraternity and Sorority Life. These groups have policies, procedures, and protocols laid out by the Office of Fraternity & Sorority Life.

Social Student Organizations
These organizations are identified as non-academic organizations whose purpose surrounds a common social or recreational purpose.

Recognition Eligibility

There are a few eligibility requirements to consider before initiating the recognition process. Please read carefully as these restrictions could apply to your organization:

Membership — There must be at least 6 currently matriculated students at the University of Michigan-Flint to receive recognition.

Advisors — It is strongly encouraged that all groups have an advisor but it is not required. The Department of Student Involvement and Leadership will assist groups in finding an advisor upon request.

Financial Management — No organization may be created whereby members directly benefit financially from the group’s activities (i.e. to fund or begin a student member’s business). In addition, only currently matriculated students can be Authorized Signers, the individuals who have the ability to conduct official business.

Naming a Student Organization — Student organizations may NOT have “The University of Michigan-Flint” at the beginning of the organization’s name without having SSO Classification.
Standards of Conduct — By receiving recognition and registering your organization, you agree to abide by all campus rules and regulations including, but not limited to:

Non-Discrimination Policy
Anti-Hazing Policy
Statement of Student Rights and Responsibilities
Contract and Financial Policies
General University Policies

Recognition Process

In order to receive recognition a group must follow the following process:

1) Download and fill out an Intent to Organize (ITO) form, a Constitution, An Advisor Agreement form, and a VSO Roster Form. These forms can be found in Orgsync as well as on the SIL website at: https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-starting-a-club.

2) Complete all forms and return to 361 UCEN or email to artale@umflint.edu

3) Once all forms have been received they will be forwarded to Student Government for ratification and approval. Please note, documents may be sent back so that changes may be made prior to approval.

4) Once approved, new VSOs will be given a shortcode, an Orgsync Portal and will be required to attend a new VSO training with the Department of Student Involvement and Leadership

*Organizations waiting for approval can be given limited privileges (i.e. table at fair) on a case-by-case basis.

Constitution and By-laws

The organization’s constitution contains the fundamental principles which govern its operation. The by-laws establish the specific rules the group is expected to follow and implement. Each organization must have a basic structure and method of operation in writing, as this is one of the primary requirements to becoming recognized by the University of Michigan-Flint.

The constitution will be reviewed to ensure that it meets the minimum requirements of the university, and state and federal governments. The goal of the constitution is to provide current and potential members with:
- What the organization does
- How to become, and who can be, a member
- How the organization is run
- Structure, elections, meetings, duties, etc.
- How the organization complies with university, state and federal policies.

**By-laws**
The constitution does not prescribe specific procedures for operating your organization. The by-laws detail the procedures your organization must follow to conduct business in an orderly manner. They provide further definition to the Articles of the Constitution and usually can be changed more easily as the needs of the organization change. By-laws must not contradict provisions in the Constitution. They generally contain specific information on the following topics:

- Membership (selection requirements, resignations, expulsions, rights and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Duties of Officers (powers, responsibilities, specific job descriptions, removal and length of office)
- Executive Board (structure, composition, powers)
- Committees (Chairpersons, meetings, powers, duties)
- Order of Business (agenda for conducting meetings)
- Parliamentary Authority (provisions for the rules of order, generally Robert’s Rules of Order—Newly Revised)
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specified policies and procedures unique to the organization necessary for its operation.

**Examples of well-written Constitutions and By-laws are available on the SIL website.**

**Utilize Your Documents**
Make sure every new member of the organization has a copy of the Constitution and By-laws (if applicable). This will help to unify your members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member. A thorough study of the Constitution and By-laws should be a part of officer training and transition as well as new member orientation.

**Maintaining Your Documents**
Once you have developed you Constitution and By-laws, you should review them often. The needs of your group will change over time and it is important that the Constitution and By-laws are kept up to date to reflect the current state of affairs.

If the student organization wishes to change the name of the organization, Constitution or By-laws at any point in time after the Recognition Process, they may do so. Once the change(s) are reflected in the appropriate documents, use the Change of Organization Form to submit your changes to the Student
Organization Center. The Student Activities Coordinator will notify the organization of the status of their submission.

The organization shall not commence use of the document(s) until after they receive confirmation of acceptance from the Office of Student Involvement and Leadership.

**Faculty/Staff Advisors**

We strongly suggest an organization identify and maintain an advisor. Faculty and staff advisors can assist your organization in many ways, including:

- Being a vital player to the continuity of an organization by serving as a bridge from one year to the next for the organization.
- Being present on trips to conferences, excursions, retreats and other developmental opportunities as per our travel policy outlined on page _____ of this handbook.
- Having a better sense than any of the student leaders of how an organization and the university operate.
- Having the ability to provide a framework to the student leaders and organization members for such matter as university policies and procedures, how to accomplish administrative tasks on campus, and what activities the organization can expect to participate in during the course of a year.

There are numerous resources for voluntary advisors at the University of Michigan-Flint. Please use this Guidebook, and the Advisors Guidebook, located on the SIL website as the main resources.

**Authorized Signers**

An organization must have a minimum of one Authorized Signer, but may have up to three Authorized Signers at a time. Additional authorized signers can be added with the permission of both SIL and Event and Building Services (EBS).

Only students are able to be Authorized Signers, not Faculty or Staff Advisors. Authorized Signers accept full responsibility for the organization and its actions.

Authorized Signers are able to make reservations with Event and Building Services, perform financial transactions, and take advantage of discounts on behalf of the organization.
Authorized Signer Training

In order to be able to book rooms all authorized signers must participate in a brief but informative training from Event and Building Services (EBS). Please call 810-762-3436 to book a training date or visit www.umflint.edu/ebs for more information on the room booking process.

Registration for Voluntary Student Organizations

First Day of Spring Classes — Registration will open for the following academic year.

Last Day of September — Registration will close for the academic year. Benefits will be revoked the following Monday after registration closes for those organizations who did not register.

Important miscellaneous Registration Policies:
If an organization does not register for the year, the organization will be considered inactive, however they are encouraged to use the VSO Registration Form to continue communication with the SIL in order not to miss the following year’s registration intake.

- Newly organized student organizations are exempt from this process until the following year of establishment.
- Please note that any changes made within the organization after registration should be communicated via e-mail or the Organization Update Form, found on the SIL website or via Orgsync.

After registering, check your organization webpage to ensure that all information has been updated.

**Social Fraternities and Sororities have a separate registration process, housed within the Office of Fraternity and Sorority Life. For more information please contact:

Sara Frees  
Director, Fraternity and Sorority Life  
365 University Center  
P: 810.237.6695
Registration for Voluntary Student Organizations (VSO) via Orgsync

Orgsync is an organizational management tool for all SSO and VSOs on campus.
Please note:

- All MSOs and select VSOs will register for Orgsync during the Fall 2015 semester.
- All other VSOs will be required to register their group in Orgsync by January 30, 2016.
- Failure to register will lead to inactive status and will make an organization unable to receive or withdraw funds, gain access SIL services, or receive funding from Student Government.

C.O.R.R.E. Expectations

To sustain Voluntary Student Organization Status, the organization must fulfill the following requirements throughout the year:

Constitution — Each organization must maintain an updated constitution with the Department of Student Involvement and Leadership

Organization Account — Each organization must maintain sound financial practices with their university account.

Registration — Each organization is expected to register with SIL on a yearly basis.

Reporting — Each organization is expected to report, any changes within the organization, including officers, Authorized Signers, advisors, etc. within one week of the change.

Engagement — Each organization should be active within the campus community and/or greater Flint community and submit minutes, schedules, etc. to reflect their activities.

Benefits

Upon registering, student organization benefits will begin for the current year. Please be mindful of what benefits your organization is able to receive, as well as if there needs to be a faculty or staff member involved.
• Student Organization Account
• Eligibility for university funding
• Orgsync Portal
• On campus mailing address
• Use or rent university equipment
• Rent university vehicles*
• Reserve university space and distribution tables
• Discount with University Catering
• Access to all resources in the SOC
• Access to campus-wide publicity
• Student Organization webpage
• Priority in all Student Life publications and Organization Fairs
• Student Organization lockers

Suspension

The Department of Student Involvement and Leadership will suspend a student organization for the following reasons:

• The organization is found not adhering to the C.O.R.R.E. Expectations.
• The organization is found not adhering to the Statement of Student Rights and Responsibilities.
• The organization is found not adhering to local, state, federal or university rules, guidelines, laws and statutes.
• The organization has an active case before the Judicial Board.

The Office of Student Involvement and Leadership will adhere to the following procedure to notify the organization of its suspension status:

• Upon the decision from SIL to place a student organization on suspension, a letter will be sent notifying the organization of the probation status effective immediately.
• The letter will outline the reason(s) for the demotion of status, the VSO Benefits which are revoked and the amount of time to rectify the situation in order to have full VSO Benefits reinstated.
• The organization will have the aforementioned amount of time to rectify the situation and provide proof that the situation has been rectified.
• Upon receiving proof from the student organization on satisfactorily rectifying the charges for probation, the Office of Student Involvement and Leadership will remove a student organization from probation, or require further evidence from the organization on their process of rectifying the charges.
• A student organization may only be on probation for one full academic year. After one full academic year on probation, a student organization will be deactivated.
Deactivation

The Department of Student Involvement and Leadership will deactivate a student organization for the following reasons:

- The organization is found habitually not adhering to the C.O.R.R.E. Expectations for 1 full year.
- The organization is found habitually not adhering to the Statement of Student rights and Responsibilities for 1 full year.
- The organization is found habitually not adhering to local, state, federal or university rules, guidelines, laws and statutes for 1 full year.
- The organization has a case before the Student Judicial Board and they are remanded to disband by the Judicial Board.

The Department of Student Involvement and Leadership will adhere to the following procedure to notify the organization of its deactivation status:

- Upon the decision from SIL to deactivate a student organization, a letter will be sent notifying the organization of the deactivation status, which will be effective immediately.
- The letter will outline the reason for deactivation. The organization will have 48 hours to appeal this decision to the Assistant Vice Chancellor for Student Affairs.
- Upon receiving an appeal from a student organization, SIL will hear the case within 72 hours of receiving the appeal. At that time SIL will grant the appeal with further stipulations or will uphold their decision.
- If there is no appeal presented in the aforementioned amount of time, the deactivation decision will stand.
- A decision of deactivation by SIL may be taken to the Student Judicial Board if the appeal is denied.

Recruitment

Whether your group is brand new or established, new members are needed to ensure the success and longevity of the organization. There are several steps in developing and executing a recruitment plan. The following is a suggested model:

- Know, Understand, and Sell Your Vision — The current members should understand the vision of the group so they can communicate its purpose to potential members.
- Set Some Recruitment Goals — Quantify your recruitment goals.
- What skills, attributes and common interests should members have?
- When will you allow people to join?
- Get Everyone Involved — Make sure that your current membership is active in the recruitment drive. Word-of-mouth is the best and least expensive type of publicity you can utilize.
• Use Visual Aids—Such as posters, flyers, banners, and other opportunities as laid out in the Marketing Policy.
• Design a Website—Visible through the Student Organization Website
• Quality of membership is just as important as quantity.

MOST IMPORTANTLY: Recruiting is about connecting with people!

How will you connect to make your organization valuable and memorable to potential new members?

Recruitment Suggestions:

Mass Meetings—It is important to use Mass Meetings to give potential members more information about your organization and offer an easy way to get started while making a concerted effort not to pressure anyone into joining your organization.

Information Tabling—Spaces in UCEN, White Building, and UPAV are available for student organizations to reserve information tables. Tables may be reserved through Event and Building Services.

Student Organization Fairs — New Student Welcome Day Street Fair (August), Welcome Back Picnic (September), and Winter Block Party (January) are opportunities for any organization to showcase what they have to offer as a student organization, recruit new members, and publicize events.

New Members

Plan a special ceremony or meeting to welcome the new members to the group. Group participation in some form of official welcome into the organization is one way to make your members feel wanted, needed, and appreciated. It helps to form a memorable bond between the old and new members and will help increase your retention rate.

Orienting New Members

Although involvement is crucial to the longevity of the group, understanding the organization and its goals, objectives, structure, norms, and taboos is equally as important. By taking the time to orient new members to the privileges and responsibilities of membership, you create a more educated membership and a more productive organization - people who can and will make significant contributions to the organization.

Planning an Orientation: Acquaint - Inform - Motivate

When planning your orientation program keep this word in mind: AIM or Acquaint - Inform - Motivate

Acquaint
The purpose of any new member orientation program is to acquaint your new members to both the
organization and other group members. Knowing the ins-and-outs of the group is only one aspect of being in an organization. It is important to remember that people join groups for many reasons: they want to get involved, learn new skills, make friends, and have a good time. For this reason, it is important to structure time for the members to get to know each other and to develop personal relationships and commitments. A half-day or whole day retreat is usually the most effective method.

Officers should be included in the introductory exercise. Be sure to have the officers take time to tell the entire group about themselves; including their job descriptions.

**Inform**
In addition to acquainting new members, the orientation process should cover the organization’s history, purpose, structure, support groups or affiliations the group may have and an overview of campus services, activities and programs for student organizations. Everyone should have a copy of your organization’s documents. Be sure to include organizational charts, officer job descriptions, and a membership list, complete with contact information. Remember to have the new members included on this list!

If your organization does not have a written history, use the orientation process to create one with the group. Ask the membership to share what they know about the organization: how the group was formed, when and where it started, what past members were like, the programs and/or services that they offered, how the organization was structured, and how it has evolved over the years. Go back as far as you can. When recording this information be creative and think up interesting chapter titles to keep it organized.

It is important to remember that this is an oral history and that you are recording people’s perceptions about the group. These may not be totally accurate. However, they are important perceptions. They influence how people, both members and non-members, think and feel about the group. This collective writing of your group’s history also provides an opportunity for the leadership to dispel any myths and rumors that may be brought up.

**Motivate**
During an organization orientation program or retreat, provide time for members to meet each other to share ideas and expectations. Below is a good exercise designed to accomplish that goal. Have the group break into groups of experienced and new members to discuss the following:

**Experienced Members**
- What were the successes? Challenges?
- What advice would you offer to the new members?
- Of which accomplishment(s) are you most proud?

**New Members**
- What would you like this organization to mean to you one year from now?
- What would you like to ask the experienced members?
- What goals would you like to accomplish this year?
- What problems do you anticipate and how would you solve them?
Spend at least 15 minutes in your group discussing these questions. When time is up gather together as one group and report what you discussed. It is usually most effective to have the experienced members report first, followed by the new members.

It is also very important to find out what the new members’ interests are and what skills they bring to the group. Using this information, try to give them tasks which will successfully use their talents and give them a reason to be committed. Whenever possible, recognize members’ accomplishments both publicly and privately.

**Orientation Goals**

By including the above suggestions in your new member orientation program you will discover that you have built group cohesion. By following these tips you will ensure that:

- New members know the organization and are able to articulate the purpose.
- Members understand their rights and responsibilities to self and organization.
- Leadership and discipline are established.

**Running an Effective Meeting**

Meetings have several functions. They give members a chance to discuss and evaluate goals and objectives, keep updated on current events, provide a chance to communicate, and keep the organization cohesive. But most of all, meetings allow groups to pull resources together for decision making. If the facilitator starts with a careful plan and finishes with a thorough follow-up, the meeting will run smoothly and truly be effective. Meetings have a potential to be meaningful and effective, or a complete waste of everyone’s time. A thoughtfully crafted plan can help you make your next meeting successful, productive, and fun.

**Before The Meeting**

- Define the purpose of the meeting.
- Develop an agenda with the officers and advisor.

*Sample Meeting Agenda:*
  - Call to Order
  - Correction/ Approval of Agenda and Minute
  - Announcements
  - Officer’s and Committee Report
  - Unfinished Business
  - New Business
  - Adjournment
• Distribute the agenda and circulate background material, lengthy documents or articles prior to
the meeting so members will be prepared and feel involved and up-to-date.
• Choose an appropriate meeting time. Set a time limit and stick to it, if possible. Remember,
members have other commitments. They will be more likely to attend meetings if you make them
productive, predictable and as short as possible.
• If possible, arrange the room so that members face each other, i.e., a circle or semi-circle. For
large groups, try U-shaped rows.
• Choose a location suitable to your group’s size. Small rooms with too many people get stuffy and
create tension. A larger room is more comfortable and encourages individual expression.
• Use visual aids for interest (e.g., posters, diagrams, etc.). Post a large agenda up front to which
members can refer.
• Vary meeting places if possible to accommodate different members. Be sure everyone knows
where and when the next meeting will be held.

During The Meeting
• Greet members and make them feel welcome, even late members when appropriate.
• Start on time. End on time.
• Review and follow the agenda and set priorities for the meeting.
• Encourage group discussion to get all points of view and ideas.
  o You will have better quality decisions as well as highly motivated members; they will
    feel that attending meetings is worth their while.
• Encourage feedback. Ideas, activities and commitment to the organization improve when
members see their impact on the decision making process.
• Keep conversation focused on the topic. Feel free to ask for only constructive and non-repetitive
comments.
• Tactfully end discussions when they are getting nowhere or becoming destructive or
unproductive.
• Keep minutes of the meeting for future reference in case a question or problem arises.
• As a leader, be a role model by listening, showing interest, appreciation and confidence in
members. Admit mistakes.
• Summarize agreements reached and end the meeting on a unifying or positive note. For example,
have members volunteer thoughts of things they feel have been good or successful or reiterate the
organization’s mission.
• Set a date, time and place for the next meeting.

After The Meeting
• Write up and distribute minutes within 3 or 4 days. Quick action reinforces importance of
meeting and reduces errors of memory.
• Discuss any problems during the meeting with other officers; come up with ways improvements
can be made.
• Follow-up on delegated decisions. See that all members understand and carry-out their
responsibilities.
Give recognition and appreciation to excellent and timely progress.
Put unfinished business on the agenda for the next meeting.
Conduct a periodic evaluation of the meetings. Note any areas that can be analyzed and improved for more productive meetings.

Leadership Transition

Whether you are a founding member of an organization or an emerging student leader assuming the leadership role, you should develop a list of items that should be passed along to the new leadership.

Why plan a leadership transition?
- Provides for the transfer of significant organizational knowledge.
- Minimizes the confusion of leadership changeover.
- Gives outgoing leaders a sense of closure.
- Celebrates the valuable contributions of experienced leaders.
- Helps incoming leadership absorb the special expertise of the outgoing leadership.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments for the group.

What should be transferred?
- This list is not a full list, if there is some document, etc. that is specific to your organization it should be included.
- Constitution and By-laws
- Organizational goals and objectives from previous year(s)
- Job descriptions/role clarification
- Evaluations of previous projects and programs
- Previous minutes and reports
- Resources/contact lists
- Financial records, budgets, previous programming and the current
- Guidebook for Student Organizations
- Mailing lists

NOTE: The transfer should not be limited to just written materials.

Outgoing leadership should:
- Write and share reports containing traditions, ideas or completed projects, continuing projects and concerns, or ideas never carried out.
- Go through personal and organizational files.
- Acquaint new officers with physical environment, supplies, equipment and relevant University staff/faculty (including your advisor).
An effective transition also includes team building, organizational goal-setting, and learning each other’s work styles, among other organizational topics pertinent to your organization. If you would like direction on planning your next Leadership Transition, contact the Student Activities Coordinator.

Student Organization Mailboxes
As you plan your program or conduct business for your organization, you may have the need for individuals or businesses to get in touch with you. A great way to put forward a credible and professional face is to have a mailing address. The Office of Student Involvement and Leadership (SIL) offers your organization the ability to do this for free. Your organization will have a student organization mailbox housed within the SOC.

Student organization mailboxes can be accessed during the hours of the SOC which are posted outside the main doors.

Mail for your organization should be picked up weekly. Your organization will receive mail pertaining, not only to your organization, but also notifications and mail from university offices and departments, SIL, and the community.

SIL is not responsible for notifying groups that they have mail, however if large packages and boxes are delivered a note will be placed in the organization mailbox and an e-mail will be sent notifying the organization of the delivery.

The address for your mailbox is:

**Student Organization Name**
**Department of Student Involvement and Leadership**
**303 E. Kearsley St.**
**Flint, MI 48502**

Student Organization Lockers
Each student organization may request a free locker from SIL. Please note, lockers are:
- Free to organizations
- Are given on a first come, first served basis
- To be used for the purposes of storing organizational items and materials only. Using lockers for personal use is prohibited and subject to the organization losing its locker privileges for a minimum of one year.
- Subject to a $100 fee if locks or keys are lost or damaged.
FUNDING, BUDGETS, AND FINANCE

Each student organization has a financial account created for their use once they become an official Voluntary Student Organization (VSO). This account is held within the University of Michigan Financial Services.

For the University of Michigan-Flint, all student organization finances are processed through the departmental Administrative Assistant, 361 UCEN. A primary purpose for this individual is to provide the following services:

- Assisting and educating officers about their financial responsibilities and maintaining records
- Insuring the accuracy of comprehensive financial records
- Facilitating continuity between a financial officer and their successor
- Providing the means for VSOs to use University facilities and services
- Maintaining and upholding fiduciary guidelines as custodians of student organization funds

Primary Sources of Funding

1. Student Government Allocation
   Step 1: Complete allocation request form located on Student Government website.
   Step 2: Complete and submit all necessary information to Student Government.
   Step 3: Student Government Funding Board will approve or deny the allocation.
   Step 4: Notice of approval or denial of the request shall be communicated to the organization.
   Step 5: If the allocation request is approved, SG Treasurer will notify Patty Tracy, Administrative Assistant. Mrs. Tracy will work with the student organization to ensure the appropriate transfer of funds and notification of fund availability.

   Please note that Student Government will only provide funding to a student organization 6 times per year.

- Funds from Student Government may not be used for the following:
  - Costs should not be related to the academic and/or co-curricular mission of the University or requesting student organization.
  - Alcohol or contraband
  - Student housing or a fraternity or sorority, except for community service, professional based activity, and/or philanthropic activity, and which must be properly publicized and open to all students.
  - Direct monetary contribution to a non-profit or on behalf of a nonprofit
  - Support or opposition of a partisan political view, a religious doctrine or belief, or a candidate for public office that is not viewpoint neutral
- Purchase of gift certificates/cards, certificates, awards, prizes, trophies
- Consultant fees
- Salary, stipend, tuition, and/or fees
- Membership fees
- Induction/initiation ceremonies
- Items purchased to be sold for profit to the organization i.e. fundraisers.

2. **Membership Fees**
   
   Student organizations may collect dues from their members. This is an option that is always available. It is up to the organization and, if approved, should be written into the organization’s constitution.

3. **Donations**
   
   Voluntary Student Organizations may accept monetary donations, but you must inform the donor they will not receive tax credit for the donation.

4. **Funding Activities (Dances, Bake sales, etc.)**
   
   All proceeds of events held on University grounds or in University facilities must be deposited into the organization’s university account, and can be used for the following purposes only:
   - To benefit non-profit organizations, charities, local organizations, etc.
   - To benefit a substantial segment of the student body, faculty, or staff through programs and events offered by the student organization.
   - To aid the accomplishment of legitimate University-related purposes (i.e. a university initiated fundraising effort)

Student organizations must provide adequate assurance that the funds generated are used for the purpose described above. The University will refuse to disburse funds for purposes which are against University policy and/or do not fall within the procedures described in this guidebook.

**Secondary Sources of Funding**

The Fran Frazier Travel Scholarship and Annual Fund Grant are available to student organizations. Below you will find a brief description of them and contact information to the designated offices who oversee these sources of funding.

1. **Fran Frazier Travel Scholarship**
   
   This scholarship funds student participation in local, state, national and international conferences. Scholarship awards, not to exceed $2,500 each, are available to current UM-Flint juniors, seniors and graduate students who have a minimum 3.0 grade point average. If faculty or staff participate in the conference along with the students, the scholarship is also available to current freshmen and sophomores.

   This scholarship is based on individual criteria. If a student organization is applying for the
scholarship, each individual student should complete an application and then submit them together. Award recipients must submit a written report, Budget Verification Worksheet, and original receipts to the Office of Financial Aid (OFA) within two weeks following the conference. These submissions should include handouts, brochures, booklets, programs, tickets stubs, etc. Send completed application(s) to:

Frances Ann Frazier Student Travel Scholarship
Selection Committee
Office of Financial Aid
University of Michigan-Flint
277 University Pavilion
303 East Kearsley Street
Flint, Michigan 48502

**Fran Frazier Travel Scholarship recipients are selected twice every major semester. For more information, please contact the Office of Financial Aid.

2. **Student Affairs Opportunity Fund**
   - The Student Affairs Opportunity Fund offers small grants of up to $250 to individual students and student organizations to support a co-curricular initiative that enhance the development of students, student organizations and the broader campus community.
   - Request Guidelines
   - Types of opportunities that the fund can be used for include:
     - Leadership Development: Student leadership conferences and trainings, including conference fees, travel, lodging, and meals.
     - Student organization-sponsored events, programs, and retreats, including speaker/facilitator honorarium, travel, hosting, etc.
     - The program/initiative for which funds are being requested should support the mission of the student organization.

Student Affairs Opportunity Fund will not be awarded to assist with personal expenses associated with a project such as additional activities (ex. movies, plays), excursions, and non-essential materials. Non-essential materials include, but are not limited to, toiletries, telephone usage, calling cards, photography expenses, clothing, souvenirs, and all other items not essential to the successful completion of a project as determined by the Student Affairs Opportunity Fund Committee.

Applicants should not expect to receive full amount requested and are strongly encouraged to apply for funding through their academic department and Student Government, while also engaging in fund-raising activities to support their initiative.

**Application Process**
To apply for the Student Affairs Opportunity Fund:
Download and complete the application online by visiting: www.umflint.edu/sil and clicking on the Student Organization Resources Tab
Submit the completed application to the Student Involvement and Leadership Office, 361 University Center.

The Student Affairs Opportunity Fund Committee meets bi-weekly, during the 2nd and 4th week of each month to review applications. Once a decision has been made by the committee, the applicant will receive a notification e-mail. **Student Affairs Opportunity Funds will not be awarded for projects that have already occurred.**

Applicants receiving Student Affairs Opportunity Fund award are required to submit a report within two weeks after the completion of the project. The report must include a summary of the project outcomes, a detailed budget, and copies of relevant receipts, brochures, and pamphlets. **Failure to submit this report by the deadline will affect the applicant’s eligibility to receive future funding.**

**Depositing Funds**

All money received by an organization or raised on university property must be deposited directly into your student organization account at the Cashier’s Office with a Deposit Cash Receipt Ticket. *Deposit Cash Receipt Ticket* can be found online at: [https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates](https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates) or via Orgsync.

To obtain your shortcode or project grant number, please call Student Involvement and Leadership Office at 762-3431. All active student organization Short Codes and Project Grant numbers will also be listed in Orgsync.

**NOTE: Do NOT send deposits through Inter-Campus or U.S. mail.**

You should have a total count of money to be deposited. The depositor should take the following steps to expedite depositing processes:

- Make sure bills are organized facing the same direction
- Exchange large amount of coins for bills when possible
- Remove all foreign currency/objects before depositing, this include Canadian Currency and Checks
- Make sure all checks are payable to the “University of Michigan-Flint”
- Note: Checks that are 90 days or older will not be accepted.
- Do NOT endorse the checks. This will be done by the UM-Flint Cashier’s Office
- Money orders are accepted; they need to be signed by the person who purchased the order
- Two party checks will not be accepted
- Please note that any checks that are returned for any reason from the bank (i.e. insufficient funds) will be taken back out of the student organization account along with all associated fees

**Purchasing**
Student organizations have the ability to purchase items in a variety of ways including: Cash (from Cash Advances), Purchase Orders, Non-PO Vouchers, and as a last resort, the University of Michigan Purchasing Card. **Organizations need to ensure that there is money in their account before a purchase will be made.**

Financial Forms and Templates can be found online at: [https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates](https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates) or via Orgsync.

1. **Petty Cash ADVANCE/Travel & Business Hosting Expense ADVANCE**
   If a student organization has funds in its account, it may request a petty cash withdrawal. **Requests should be submitted at least two business days before the funds are needed via e-mail to patria@umflint.edu or in-person in 361 UCEN.**
   
   **Emails should include the following:**
   - Name of organization
   - Name of student requesting cash
   - UMID of student
   - Amount of cash requested (not above $200)
   - Reason for request

2. **Purchase Order**
   Student organizations must be in good standing to be able to have a check issued from the University charged to their student organization account (via Purchase Orders and Non-PO Vouchers). Request for payment should be submitted at least two weeks before payment is due. Check payments are usually requested for the following:
   - T-shirts
   - Printing
   - Webhosting
   - Membership dues
   - Software
   - Supplies and equipment
   - Any service requiring a contract such as a performer, keynote speaker, disc jockey, group facilitator, etc.***

***If you are hiring a presenter, performer or a company to perform a service (disc jockey), your student organization must submit the following paperwork **at least 30 days** before the event.

- Contract
- Liability Insurance Certificate
- W9
- Invoice
Student organization cannot sign a contract on behalf of the University. Contracts are available on the SIL webpage. All documents must be submitted to Patty Tracy, 361 UCEN.

**University of Michigan Purchasing Card**

Student organizations must be in good standing and have the funds in their account to be able to have SIL staff purchase on behalf of their student organization with a University of Michigan Purchasing Card. To have purchases placed on a Purchasing Card, student organizations should see their Director/Coordinator or Patty Tracy, 361 UCEN at least two business days for purchase needs to be made. Purchases typically placed on a Purchasing Card include:

- Flight and hotel reservations
- Car rentals
- Conference registration fees
- Catering expenses-food

Neither students nor student organizations are allowed their own Purchasing Card.

**Reimbursements**

Students may be reimbursed for purchases made for their organization. **However, we do not recommend that students use their own money for the organization. Rather, we highly suggest that you request cash advance or other form of payment.**

Email Patty Tracy to get direction on which reimbursement form to fill out; either the “Reimbursement for Expense Form” or “Travel Expense Report” for reimbursement.

The following procedure must be followed:

- A Reimbursement Request Form must be submitted **within 14 days of the purchase of the item(s)** to Patty Tracy, 361 UCEN. All receipts must be presented with the Reimbursement Request Form.
- **Reimbursement for Expense Form** or **Travel Expense Report for reimbursement** can be found on the SIL website and must be filled out completely. Financial Forms and Templates can be found online at: [https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates](https://www.umflint.edu/sil/student-organization-resources-and-forms#accordion-financial-forms--templates) or via Orgsync.
- If you are a student employee, you may process a reimbursement on-line in Concur, Wolverine Access.
- Reimbursement checks are mailed from Ann Arbor to the address on the Travel Expense Report for reimbursements. Reimbursements from the Reimbursement for Expense Form are processed from the UM-Flint Cashiers Office for reimbursements less than $200.00 and for things other than “Hosting or Travel” expenses.
Mileage and Gas Reimbursement

Students may be reimbursed for mileage if they use their personal vehicle. Mileage reimbursement may be up to be $0.57/mile.

- A reimbursement must be submitted **within 14 days of the purchase of the item(s)** to Patty Tracy, 361 UCEN.
- Gas reimbursements are used only for rental vehicles
- Mileage reimbursements are used for personal vehicles
- A Reimbursement Form found on the SIL website must be filled out completely.
- All mileage and gas reimbursements must have the permission from student organization treasurer/authorized officer and Director/Coordinator.
- If you are a student employee, you may process a reimbursement on-line in Concur, Wolverine Access with the permission of your Director/Coordinator
- A Google map or MapQuest map of travel should be submitted with the form.
- Name(s) of individuals in the vehicle should be included on form.
- A quote for airfare for each individual is required. The university will reimburse a student whichever is cheaper, airfare or mileage.
- Reimbursements are mailed to the address on the Travel Expense Report for reimbursements.

Gifts and Awards

If your student organization wishes to award gifts and/or prizes to an individual, you should consult with Patty Tracy in 361 UCEN. She will assist you with the required form for use with the correct chart fields.

All recipients of gifts and or awards are required to fill out the University of Michigan form: “**Request or Record Payment of Awards, Prizes or Gifts**”

Please note that VISA gift cards, gift cards to any bookstore, prizes over $50.00 or items such as a laptop may be subject to being reported to Financial Aid, and if the student receiving the gift/prize has financial aid, it could impact their aid.

Donations to an organization

If your organization decided to donate money to an organization, submit the following to Patty Tracy, 361 UCEN.

- W9 Form for the organization that is receiving the funds
- Letter of Intent to Donate from the student organization
- Amount of money being donated
Charitable Contributions

The ability to benefit from the University’s tax status is one of the defining characteristics of sponsored status. When the possibility of a charitable contribution is present, sponsoring units may accept the contribution through the mechanisms University Development has in place.

Sponsored Student Organizations
In general, the Sponsoring unit may accept the charitable contribution for the SSO. SSOs, through their sponsoring unit, have the administrative support and mission alignment with the University necessary to adequately manage charitable contribution.

The Sponsoring unit must provide guidance and oversight for charitable contributions to SSOs, complying with the intentions of the donor and the law.

Voluntary Student Organizations
Generally, the University may not accept a charitable contribution on behalf of a VSO. Consequently VSOs do not have the authority or the oversight necessary to administer contributions for the University. A VSO has its own charitable status under Internal Revenue Code Sec. 501(c)(3), it may accept the gift on its own authority and may process it under its own procedures.

The only case where the University can accept a contribution to a VSO, is when the VSO has completed an Event Sponsorship Agreement (ESA). An ESA covers one event only and gives the VSO access to the benefits of sponsorship for that one event. All contributions accepted under the ESA must be tracked and accounted for during and after the event.

Any other situations where the University may wish to accept a charitable contribution on behalf of a VSO should be approved by Student Activities and Leadership, which will consult with General Counsel, the Tax Department and the appropriate development office.

Non-Affiliated Student Organization
The University may not accept gifts on behalf of NSOs. The ESA exception does not apply because NSOs are not able to enter into ESAs with the University.

Account Delinquency or Mismanagement

Delinquency
If an organization is carrying a negative balance in their account, it will be placed on probation until the end of the following term or until the negative balance is corrected, which occurs first. If the delinquency is not corrected by the end of the following term, a hold will be placed on the student accounts of the Authorized Signers and not lifted until the account is corrected. If a delinquency remains on the account for more than 1 year, the student organization shall be subjected to the ruling of the Student Judicial Board.
Mismanagement
If an organization grossly mismanages their account, it will be placed on probation until the end of the following term or until the poor financial practices are corrected, whichever occurs first. If the poor financial practices are not corrected by the end of the following term, the student organization shall be subjected to the ruling of the Student Judicial Board, as well as holds placed on the student accounts of each of the Authorized Signers until corrected.

Chartfields
Each student organization account is assigned a chartfield, a string of eight numbers, used by M-Pathways, the accounting system of the University of Michigan. A chartfield will resemble the following format:

<table>
<thead>
<tr>
<th>Bus. Unit</th>
<th>Account</th>
<th>Fund</th>
<th>Dept.</th>
<th>Program</th>
<th>Class</th>
<th>P/G</th>
<th>Bud. Yr</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMICH</td>
<td>Varies</td>
<td>90000</td>
<td>955900</td>
<td>10000</td>
<td>N/A</td>
<td>Club Specific</td>
<td>Varies</td>
</tr>
</tbody>
</table>

Project/Grant (P/G)
In short, a project/grant is a reference number regarding your student organization account. The project/grant is one piece of the chartfields that allows the university to identify your account.

Shortcode
A shortcode is a single number that summarizes the chartfields information for your accounts. Some university units will require your shortcode instead of your project/grant number. Please see Patty Tracy in 361 UCEN about your shortcode.

Commercial Bank Accounts

Although some student organizations view bank accounts in outside financial institutions as beneficial, the use of outside accounts highly is discouraged. Banks require either an individual’s Social Security Number or a federal tax identification number for a company. Voluntary Student Organizations or Major Student Organizations are not authorized to use the university’s tax identification number to open an outside bank account. Doing so will result in De-activation of the organization and the funds in that account will be surrendered to the university.
Financial Deadlines

Student organizations are expected to meet all financial deadlines mentioned within the Guidebook and on all forms. Failure to adhere to this may result in suspension of the organization account or other such actions deemed needed at the discretion of the Office of Student Involvement & Leadership, and Financial Services and Budget.

EVENT AND PROGRAM PLANNING

One of the primary functions a student organization is to plan and host events and programs. Here are some things to think about when planning a successful event.

Identify Needs
- Who is your audience? What does the audience want to see or experience with this kind of program?
- What are the audience needs or interests?
- How big do you want this program to be?
- Does the type of event you’re planning limit the audience size? If so, how will you determine who can attend?

Once your group has discussed these questions, you are ready to develop the program’s goals and objectives.

Develop Program Goals and Objectives
- What are your program goals?
- What do you need to do to accomplish those outcomes?
- What’s the purpose of your event/program/project?
- How does the answer to that questions impact when, where, and how you would like to have the event?
- Define specifically what you want the participants to learn or experience from your event/program/project?

Organize Your Plans
- What are some needs to accomplish your objectives?
- When do you want to hold the event?
- Determine the details. Make a list of what needs to be done throughout the event. These might include equipment, registration tables, special power hookups, etc. Even the smallest details should be written down on a checklist.
- Determine a timeline working in reverse: start at the day of the event and fill in publicity
deadlines, facility agreements deadlines, etc. This can help you see if you are being realistic in your objectives. Consider whether or not you have enough time to make all the necessary arrangement and whether your members can complete all of the tasks.

**Room Reservations**
Room reservation are made through Event and Building Services (EBS) 762-3436. Room availability can determine size, date and time of your event — so plan and book early. Please refer to the *Event and Building Services Event Planning Guidelines for University Departments and Student Organizations for detailed information.*

**Establishing Budgets**
Establishing a budget is necessary because it helps shape your program. Budgets help to establish guidelines for spending, admission fees, and the amount of fundraising/resource funding you will need.

**Contracts**
Read them carefully and have a staff member review the contracts. If you have questions, do not be afraid to ask. Please see the Contract section on page of this Guidebook.

**Contracts and Insurance for Speakers/Performers**
Contracts are required for outside speakers and entertainers. Please follow the requirements below:

**Voluntary Student Organizations:**
Complete a contract. Contracts may be found on the SIL web site under forms. The contract is between the speaker/performer, and should be signed by both parties. The University of Michigan-Flint cannot be named in the contract. In order to process payment, the student organization must submit the following:
- Completed and signed contract
- W-9 form completed by the performer
- Invoice from the performer detailing the services provided
- Certificate of Liability Insurance (please see below for directions on how to obtain)

**Insurance for Events (speakers/performers)**
When a host a speaker/performer on campus, insurance is required. VSO's are not covered under the University's insurance. VSO should request a certificate of liability insurance from the performer with whom they are contracting. If the performer does not have insurance, the must purchase insurance for that event. Named on the certificate must be the following: “The Board of Regents of the University of Michigan on behalf of the University of Michigan-Flint”
VSO’s may purchase insurance through: TULIP (Tenants’ and Users' Liability Insurance Policy) at https://tulip.ajgrms.com. Once on the page, click on Quick Quote tab, and enter event information to purchase coverage.

**Sponsored Student Organizations:**

A sponsored student organization that would like to host a speaker/performer on campus should consult with their advisor about contracts and a certificate of liability insurance. These contracts must be signed by the designated University official, not by the SSO.

**Marketing Policy**

When marketing and distributing information for a planned event or activity for your student organization, there are several avenues you can explore. The following guidelines must be followed when marketing your event on campus. For more information regarding these policies, please contact the SIL.

**Flyers/Posters**

Flyers/posters may be posted on designated bulletin boards and on the concrete pillars inside the University Center only. They may not be posted on doors, glass, painted surfaces, or bricks. The following stipulations apply to all flyer/poster posting on campus:

- **All flyers and posters must be approved by SIL (361 UCEN).** If a flyer or poster is distributed without the official Student Involvement and Leadership stamp of approval, it will be removed immediately. All publicity must bear the name of the sponsoring group, admission criteria, and the date, time and location of event.
  - Promotion of alcohol, profanity, or other topics that do not support the mission of the University of Michigan-Flint is not allowed.
  - No off campus advertising is permitted.
  - Flyers cannot exceed 11”x17”.
  - Only one (1) flyer or poster per event for any one student organization, University office or department may be submitted for posting on each board.
  - All flyers must have original Student Involvement and Leadership stamp of approval.
    - No copies are allowed.
  - Maximum number of flyers approved: 25
  - Flyers are approved for a two week period maximum.
  - There are 8 Student Involvement and Leadership (SIL) Boards located throughout campus.
  - Flyers/Posters can be hung in the following locations:
    - 1st floor White Building next to the vending machines
    - 2nd floor White Building by the student lounge
    - 3rd floor White Building right after you get off the elevator
    - 4th floor White Building right after you get off the elevator
    - 1st floor University Pavilion between the escalators
3rd floor Murchie Science Building next to the skywalk to French Hall
3rd floor Murchie Science Building next to the restrooms
2nd floor French Hall by the Theater

**Handbills**
Handbills may be distributed anywhere on campus, however, distribution of material cannot disrupt the flow of pedestrian traffic, especially near academic buildings. A copy of the handbill must be approved by the Office of Student Involvement and Leadership prior to distribution.

**Table Tents**
Table tents can be made from a paper size of 8.5”x11” maximum. They can be placed on tables in the Student Union (3rd floor University Center) and University Pavilion dining area only. All table tents must be approved by the Office of Student Involvement and Leadership prior to distribution. Unauthorized table tents will be removed immediately.

**Banners**
All banners must have the official Student Involvement and Leadership stamp of approval. All banners are approved for a two week period max. Banners may be hung in the following locations:
- 2nd floor balcony of UCEN into Atrium
- 2nd floor balcony of UCEN facing TV’s
- 3rd floor stairwell in UCEN in front of the Grill 155
- 3rd floor railing in UCEN, in front of Student Loft
- 3rd floor balcony of UCEN into Atrium
- 2nd floor balcony in Thompson Library
- 2nd floor balcony in the University Pavilion (Permanent, vinyl banners only. No paper banners allowed.)

**Kiosks**
- The Kiosks (large concrete cylinders located outside) may be painted.
  - **SIL approval is not needed for the kiosks.**
- A kiosk may be painted over after 48 hours.
- Only one (1) kiosk may be painted every 48 hours per organization, department or office.
- You must place the date and time painted visibly on the bottom or top of the kiosk at time of painting.
- You may use any exterior paint or spray paint to cover the kiosks.
- During painting, tarps or cloths must be laid around the base of the kiosk and under all cans of paint being used to prevent painting of the ground.
- The Office of Student Involvement and Leadership reserves the right to whitewash a kiosk if it contradicts the mission and/or vision of the University of Michigan-Flint.

**Windows**
Window advertising is a great way to publicize an event hosted by a recognized student organization or campus department. The windows are located on the third floor of UCEN and are marked with designated numbers for reservation purposes. To reserve a window please fill out the online request form and an automated email will be your RSVP confirmation. You can find the form by going to www.umflint.edu/sil and clicking the Student Organization Resources Tab.
- Windows are assigned on a first come first serve basis. If you are looking for a specific window,
place the window number(s) in the brief explanation box on the online form. As long as the window is available you will be given permission to use the window.

- Windows are reserved on a weekly basis from Monday to Friday
- You may reserve windows for up to two consecutive weeks
- Reserved windows come in groups of 2 small windows, 4 small windows, 1 large window, or 2 large windows
- Assigned windows may be painted anytime starting your reservation period
- Windows MUST BE WASHED by your reservation end date
- Only designated window markers and paint can be used on the windows
- All supplies for cleaning and painting are available for checked out at the SOC help desk

**Chalking**

Chalking is permitted on the sidewalks and open walkways of campus property; however, you are not allowed to chalk directly in front of entranceways. No chalking is permitted on any vertical locations, including the sides of buildings, concrete pillars, etc. Chalking must be in a location where the advertisement can be reached by rain; therefore, chalking under any overhang is prohibited. Chalking must be in good taste and may not promote the use of alcohol or advertise drink specials.

**Digital Signage**

Digital signage is a great way to advertise for any on-campus open event that is hosted by a recognized student organization or campus department. Digital sign will be displayed on five screens located throughout campus. Please review the digital signage guidelines below before submitting the Digital Signage Request form online.

- The name of the sponsoring organization must be prominently displayed.
- Information on the digital sign must be adequate to advertise for the event. Be sure to include the event name, location, date, and time, as well as any other necessary information (costs, registration locations, etc.).
- Final image must have landscape orientation (required width of 682 pixels and a height of pixels) with a resolution of 72 dpi.
- The format of the image must be .jpg.
- Font should be easy for viewers to read. Arial, Tahoma, and Times New Roman are recommended. The digital sign will only be displayed for 10-12 seconds at a time; limit the amount of text and make the text as large as possible.
- The background of the image cannot be red, as red is reserved for emergency communication only. Any submitted images with a red background will be rejected and returned with an explanation.
- All submissions must be proofread; any grammar or spelling errors will cause your request to be denied and the image will be returned with an explanation.
- Digital signs must advertise an on-campus open event sponsored by a recognized student organization or campus department. Possible exceptions include upcoming deadline information, changes in timing and/or location details, etc.
- Advertisement of commercial products or services on the digital signage system is prohibited.

**E-Mail**
Information Technology Services (ITS) maintains a listserv (umf_students@list.umflint.edu) for student organization advertisement. This listserv is moderated by SIL. All information sent to this listserv must abide by the following guidelines:

- Messages will be sent in plain text format. Messages containing HTML, graphics, or attachments will not be sent. Use a link to further information instead of an attachment.
- Please keep messages short and concise. Maximum size for a message is 50K.
- Emails of a personal nature, such as notices of items for sale, lost or found items, roommates, and solicitation of goods or services are not allowed. Please use the classified listserv for these inquiries (classifieds@list.umflint.edu).
- Umf_students@list.umflint.edu is a voluntary list. Users can elect to be removed or unsubscribe from the list at their request.
- A reminder e-mail can be sent once within a two week period only. Only one reminder e-mail is allowed per message or user.
- Messages must be related to official UM-Flint business that pertains to student organization activity and involvement only. No off-campus messages will be allowed.
- Messages are approved or denied under the discretion of the Student Involvement and Leadership

Hosting Films and Movies

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyrighted materials, such as movies, may be used. Neither the rental nor the purchase of a movie carries with it the right to show the movie outside the home. Student organizations must secure a public performance license to show copyrighted movies on-campus.

The Office of Student Involvement and Leadership will only approve flyers, promo walls or promo tables advertising a public showing of a copyrighted movie if the student organization provides a secured license from one of the above companies, or if the student organization can demonstrate that it is in the process of securing the license from one of the above companies. The license will also allow you to reserve space with Event and Building Services (EBS). Without this documentation, EBS cannot hold the space for you.
UM-FLINT PARTY/DANCE POLICY & EXPECTATIONS

Registered student organizations planning to host a dance/party on campus are expected to plan their event utilizing the following guidelines and expectations.

INFORMATION TO KNOW PRIOR TO PLANNING YOUR PARTY/DANCE

Definition of a party/dance as outlined for this policy:
An event is considered to be a dance/party when the following conditions are met:

- the use of music
- a defined area for social dancing
- active, non-seated attendees

Limitations:
This policy does not supersede other University policies, Regents’ Ordinances, and/or local, state, and federal laws. This policy complies with all University of Michigan non-discrimination policies.

The University reserves the right and responsibility to control access to, and use of, its property. Requests from a sponsoring organization may be modified or denied for several reasons, including but not limited to:

- fire capacity of the total facility.
- limitations upon the sponsoring organization as a result of UM-Flint sanctions.
- conflicts or potential conflicts with other scheduled areas, other programs, or ongoing business.

It may be deemed necessary to implement special requirements or conditions not specifically outlined in this policy. These will be specified at the pre-event meeting that will be scheduled after the space is booked with Event & Building Services (EBS).

Scheduling the dance/party:
Party/dance events will be approved by both EBS and SIL. Party/dance events may not request space until this approval process is complete.

Party/dance events may be held on Thursdays, Fridays or Saturdays only during fall and winter semesters.

Party/dance events may not be held on Study or Exam days or special event or tradition weekends; i.e. Homecoming, Academic Showcase, etc.

Party/dance events must be scheduled by the sponsoring organization no less than three weeks (21 days) prior to the proposed date of the event.

Ensuring all policies are followed
Sponsoring organizations must ensure that volume levels do not infringe upon other events and must abide by the EBS Event Planning Guidelines.
Attendees and Guests:
One of the following criteria must be met in order to reserve space for a party/dance:

- The dance is open to valid UM-Flint ID holders and one guest per ID holder.
- The dance is open to all valid college ID holders and one guest per ID holder.
- Be a private party which is by invitation only; i.e., prom, wedding reception, class reunion, President’s Ball, etc.

PARTY/DANCE PLANNING GUIDE AND CHECKLIST
It is expected that organizations use the planning guide and checklist in the event planning process. This checklist should be brought with them to the pre-event planning meeting.

EVENT: ____________________________ DATE: ____________________________

Booking your Party/Dance Event
Pick up a Party/Dance Authorization Form at SIL.
Complete the Party/Dance Authorization Form and return it to the EBS office (176 UCEN). This form must be returned no later than three weeks (21 days) prior to the requested date.
After the form is completed and turned in, EBS and the SIL will determine if the event and date requested will be approved and the organization will be contacted.

Reserving Space/Pre-Event Meeting
Dance/party reservations will not be confirmed if the request for space is not made utilizing the Party/Dance Authorization Form or is made on or less than three weeks (21 days) in advance of the event date.
The person responsible for the dance, along with their advisor, will be required to meet with a representative from EBS, a representative of SIL, and a representative from DPS in order to review policies and make final event arrangements.
The Pre-Event planning meeting will be scheduled based on the times you provide for you and your advisor on the Party/Dance Authorization Form.
The Pre-Event meeting will take place no less than 2 weeks (14 days) prior to the scheduled event.
Meeting time: __________ Meeting date: __________ Meeting location: ________________

Safety Requirements
The following safety guidelines will be followed in order to ensure a safe and successful event. The fees for DPS will be charged to the sponsoring organization (using a university chartfield) two weeks (14 days) prior to the event.
<table>
<thead>
<tr>
<th>Attendance per the sponsoring group</th>
<th>Number of DPS Officers</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-200</td>
<td>1*</td>
<td>$32/hour</td>
</tr>
<tr>
<td>201-300</td>
<td>2*</td>
<td>$64/hour</td>
</tr>
<tr>
<td>301-400</td>
<td>3*</td>
<td>$96/hour</td>
</tr>
<tr>
<td>401-500</td>
<td>4*</td>
<td>$128/hour</td>
</tr>
</tbody>
</table>

*DPS retains the right to add additional officers based upon history of event.

**Cancellation:**
The dance may be cancelled without penalty by contacting EBS no later than one week (7 days) in advance.

Dance cancellations that occur less than one week (7 days) in advance may be charged with expenses associated with scheduled staffing commitments.

Cancellations must be made by calling EBS at 762-3436 during regular business hours (8 am-5 pm Monday-Friday), or by emailing EBS at reservations@list.umflint.edu. Voice mails left outside of regular EBS business hours are not acceptable for cancellations.

**Event Responsibility:**
The sponsoring organizations are responsible for:

- The planning of their event utilizing the party/dance policy and expectations
- The conduct of their members and guests during the event
- Providing assistance that ensures a safe environment during the event

**Behavior Expectations During the Event**
The University has a No Tolerance Policy for inappropriate behavior. The following behavior is NOT allowed under any circumstances:

- Consumption of alcoholic beverages
- Smoking
- Fighting
- Pushing/Shoving
- Possession of firearms, canes, sticks, or other potential weapons
- Use of illegal drugs
- Disruptive behavior
- Participants who choose to exhibit any of these behaviors will be escorted from campus immediately and will not be allowed to attend ANY dance/party events hosted on campus for a minimum of one full year from the date of the violation.
Failure to comply with any of the rules and expectations expressed in this document will result in the sponsoring organization losing the privilege of using University facilities to host similar activities. The length of any facility suspension shall be determined by the totality of the circumstances involved. SIL, EBS, and DPS staff will make decisions regarding loss of privileges.

**Event Entry**

Two (2) people will be seated at a table located at the ‘entrance’ to the event:

A representative from the sponsoring group/organization (Event Hosts)
A DPS officer to assist w/ID checks
Staff members from EBS, DPS, SIL, and Event Hosts, along with the sponsoring group contact person reserves the right to deny entry to any guest The Department of Student Involvement and Leadership and EBS staff will have the responsibility for the official count using wristbands and will make the determination when room capacity has been reached.

Participants are not allowed re-entry after leaving the designated dance area.
The entry will be monitored by the sponsoring group and wristbands will be removed from guests as they exit.
Representatives are responsible for enforcing the no re-entry policy.

The representative of the group will be responsible for collecting all money.
Entry fees will be reconciled by the students, sealed in a money bag and stored in the EBS safe or other designated area for safe keeping.
Money can be picked up on the next business day.
An arrangement for an escort by Public Safety is strongly encouraged.
Person responsible for picking up the money:

Name: ____________________________  Phone #:_________________

The admittance policy will be posted by EBS at the entrance of the dance. (See attached sample)
Entry Fee: _________ Entry Time Deadline: _________  “Strolling” start time: _________
(Strolling time will be posted with the admittance policy, see the attached sample)

**TRAVEL**

Student organizations are encouraged to travel and take part in academic conferences, visit graduate schools and organization trips and retreats, etc.

**Forms**

An organization is required to submit a Travel Form for the travel. Additionally, each individual student going off campus must fill out an Emergency Contact Form and a General Liability Waiver. All forms must be submitted to SIL BEFORE the travel occurs. You may find these forms located on the SIL webpage at: [www.umflint.edu/sil](http://www.umflint.edu/sil) or through the Management Portal.
Vehicles
Student Organizations have the ability to rent vehicles from Ann Arbor for the purpose of travel.

Student organizations that reserve University Vehicles are required to complete the Student Organization Vehicle Rental Form found at http://pts.umich.edu/forms/, at the bottom of the page and Voluntary student organizations may reserve University vehicles to support the business of their organization, if the following criteria are met:

- The vehicle is being used to transport group members on official organization business (as outlined in the group’s mission).
- There are sufficient funds in the organization’s SOAS account to cover the estimated vehicle rental and fuel charges.
- The use is in compliance with all University policies and procedures especially those pertaining to renting University vehicles including the prohibition of smoking and alcoholic beverages in the vehicles.
- All designated drivers must have a valid driver’s license. (Valid operator’s licenses are those issued from any of the United States, Canada, and international licenses with the endorsement for driving in the U.S.).
- Only the designated/approved drivers may drive the vehicle.

Required Information: Along with the Vehicle Rental Form, student organization drivers are also required to complete the Transportation Services Requisition form found at http://pts.umich.edu/forms/student_org_rental.pdf. The information you will be asked to provide is the following:

- Event Name, date and number of people attending
- Student Organization contact information
- Driver's License information for all drivers
- Description of the Event/ Activity
- Purpose for attending the Event/ Activity
- Agree to the Rental Responsibility Acknowledgement
- Requestors contact information
- Departure/ Return Information

Note to Reserving Vehicles: It is highly recommended that you reserve vehicles at least ten days in advance. The shorter the reservation time frame, the more likely it is that larger vehicles (i.e. vans) will not be available.

Please be aware that a departmental shortcode must be used to reserve any University vehicle if a department is sponsoring your rental. This means that a University faculty or staff member must sign the requisition form(s). They must then submit the requisition form by faxing it to Parking & Transportation Services at 763-1470.
After Transportation Services bills the department for the rental and fuel charges, the authorizing department needs to initiate a funds transfer from the organization’s account. Please see Patty Tracy, 361 UCEN for more information on this.

**Anti-Hazing Policy Michigan State Law**

Hazing is illegal in Michigan under the law commonly known as “Garret’s Law,” which is codified under M.C.L.A. 750.411(t).

**University of Michigan Policy**

The University of Michigan condemns hazing practices as requirements for membership, advance, or continued good standing in organizations.

**What is Hazing?**

“Hazing” refers to:

Any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student.

This includes, but is not limited to any situation which:

- Creates a risk of injury to any individual or group
- Causes discomfort to any individual or group
- Causes embarrassment to any individual or group
- Involves harassment of any individual or group
- Involves degradation of any individual or group
- Involves humiliation of an individual or group
- Involves ridicule of an individual or group
- Involves or includes the willful destruction or removal of public or private property for the purpose of initiation or into, affiliation with, or as a condition for membership in an organization

It includes physical injury, assault or battery, kidnapping or imprisonment, intentionally placing at risk of mental or emotional harm (putting “over the edge”), degradation, humiliation, the compromising of moral or religious values, forced consumption of any liquid or solid, placing an individual in physical danger (at risk) which includes abandonment, and impairment of physical liberties which include curfews or other interference with academic endeavors.

**The University of Michigan-Flint prohibits hazing in any form. No student or student organization, including but not limited to sororities and fraternities, clubs and organizations, students or alumni, shall employ a program of student initiation/pledge education that includes any hazing activities. Hazing applies to all members of an organization, regardless of length of time in the organization.**

For further information, please contact the Department of Student Involvement and Leadership at 810-762-3431.
Alcohol and Drug Policies

The University of Michigan-Flint is committed to providing a safe, healthy learning community for all its members. The University recognizes that the improper and excessive use of alcohol and other drugs may interfere with the University’s mission by negatively affecting the health and safety of students, faculty and staff. Problems such as vandalism, assault, harassment, and disruption of sleep and study space increase in relation to misuse. It is due to the harm caused by excessive and illegal use that the University has a vested interest in establishing policies to prohibit unlawful behavior, and sanctions to address policy violations by members of the UM-Flint community.

Under the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1991, the University is required to have an alcohol and other drug policy and distribute this policy annually to all employees and students. This policy must outline the University's prevention, education and Intervention efforts, and consequences that may be applied by both the University and external authorities for policy violations. The law also requires that individuals be notified of possible health risks associated with the use and abuse of alcohol and other drugs, and sources of assistance for problems that may arise as a result of use.

Alcohol and Other Drugs Policy
Employees, students, and campus visitors may not consume, possess, distribute, or be under the influence of non-prescription drugs and/or alcoholic beverages on University property, with the following exception: University functions at which use of alcohol is approved. Michigan law prohibits the dispensing, selling or supplying of drugs or alcoholic beverages to a person under twenty-one years old. While on University property all individuals are prohibited from possessing, consuming, manufacturing, dispensing, or being under the influence of illegal drugs or engaging in improper self-medication.

All members of the campus community are also governed by laws, regulations and ordinances established by the state and local municipalities, and will be held accountable by law enforcement representatives of those entities for any illegal activity.
It is the responsibility of all campus members to be aware of these laws.
For further information on the alcohol policy, please see the Office of Student Conduct, 359 UCEN.

Nondiscrimination Policy
The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of races, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions.
University Funds

These guidelines apply to funds distributed directly from University of Michigan schools, colleges, centers, institutes, departments, offices, and programs. These guidelines also apply to funds distributed by student-run organizations such as Michigan Student Assembly, school and college student governments, Residence Hall Association, Black Student Union, or University Activities Center. Student-run organizations, however, may adopt more focused or restrictive funding guidelines.

University Funds May NOT be Used For:

- Political campaigning. To advocate for or against a candidate for elective office; or to advocate for or against the adoption of legislation on a federal, state, or local level. To advocate for or against the qualification or adoption of a ballot initiative.
- Staff salaries. To support the salaries of full or part-time employees other than those directly appointed by the University of Michigan.
- Illegal activity. To support or engage in illegal activity.
- Business activities. To support for-profit activities of individuals or groups.
- Charitable donations to organizations outside the University.
- Lobbying. To influence legislation by contacting, or urging the public to contact, members or employees of legislative bodies for the purpose of proposing, supporting, or opposing legislation, or advocating for the adoption or rejection of legislation.
- Alcohol and tobacco products. To purchase alcohol or tobacco products.
- Religious Activities. University funds cannot be used to provide direct support of religious activities, worship or proselytizing.

The University of Michigan Flint applies its funding guidelines in a viewpoint neutral manner and is committed to working with all student groups to ensure appropriate access to all university benefits, including funding. If you have any questions about whether your activity is eligible for funding, please contact SIL, 361 UCEN.

Non-University Funds

Non-University Funds may be raised in many ways including but not limited to: membership dues, alumni donations, off campus fund raising, and grants (from Non-University of Michigan sources). Some student organizations maintain off campus accounts. This practice is strongly discouraged. No student organization can use the University’s name or EIN to open an outside account.