Student Organization Handbook

Student Activities & Leadership Development

Purposeful Engagement

455 Steger Student Life Center

513-556-6115

WHAT'S INSIDE:

- How to Register
- Starting New Org
- Financial Management
- University Policies
- Organization Management
- Campus Link

Introduction

The office of **Student Activities & Leadership Development** serves as a resource for student leaders, student organizations and advisors. Serving more than **400** student organizations through exemplary programming, workshops, and trainings, the office of SALD strives to be a best practice department at the University of Cincinnati. Practicing *purposeful* ***engagement,*** we support the mission of the university by fostering an environment conducive to learning and growth that empowers students to connect to the university and participate in diverse and enriching programs. Through collaboration with the university community we strive to develop holistic student leaders that upon graduation are altruistic alumnus, responsible community members and global citizens.

Involvement in student organizations allows you to directly influence your collegiate experience and your fellow students too. For more information on how you can get involved stop by our office located in 455 Steger Student Life Center and speak with a member of our team. Additionally, we encourage you to stay connected through your **Campus *LINK*** profile to stay up to date on programs and experiences offered on campus.

University of Cincinnati Student Activities and Leadership Development

@UC_SALD

Benefits of Student Organization Involvement

Various research studies have captured the benefits of being an engaged student during your college tenure. The office of Student Activities & Leadership Development makes every effort to help students develop new ideas, discover hidden talents, cultivate interpersonal skills and reach their full potential through involvement.
The core competencies listed below will assist you in developing goals though your involvement experience.

Core Competencies

(Created June 2011 – Adapted from the National Association for Campus Activities' Competency Guide for Student Leaders)

Core Competencies are guiding principles for your student organizations' development and will help you implement best practice standards that are consistent with other universities. To see a detailed list of NACA competencies and learning outcomes please visit http://www.sbctc.ctc.edu/college/studentsvcs/naca_college_student_leader_competency_guide.pdf

Event Management

Student leaders engaged in student activities have a unique opportunity to learn and practice effective event management. Student leaders should strive towards understanding the appropriate steps and issues involved in event planning and management. Some of the most transferable skills - contract negotiation, program planning and event promotion - are developed and honed in this area.

Leadership Development

Leadership involves a broad spectrum of skills and character qualities. Student leaders involved in student activities must understand that their role is to be a positive change agent, to influence others and create a vision. Leadership is a process rather than a position. Leadership is relationship oriented and situational in nature.

Interpersonal Relationships

Establishing meaningful interpersonal relationships is critical for successful leadership in student activities. Student leaders often rely on committee volunteers to carry out the essential tasks related to providing programs and services. The work of student activities is often supported by several on and off-campus constituencies. Professionalism, diplomacy and recognizing the support of others will enhance organizational effectiveness.

Multicultural Competency

Multicultural competency is developed through celebration of diverse cultures, advocacy for the needs and identities of all members within the community, recognition of the diverse communities within the campus community and beyond, support of ongoing inclusion, and understanding and dignity of all members within and beyond the campus community. Being

able to understand one's own identity, as well as recognizing the similarities and differences of others, will equip students to serve and lead as citizens in a global society.

Communication

Effective communication is a critical skill that helps student leaders ensure that their organizations achieve their goals. When communication is a focal point of student learning, individuals will personally benefit and organizations will be run more efficiently.

Collaboration

Collaboration involves seeking the involvement of others and working well with people. Student leaders should actively contribute to the achievement of a group goal. They would seek feedback from others and exhibit growth in their skills as a result of working collaboratively.

Intellectual Growth

Intellectual Growth is central to the mission of higher education and must be a focus in all endeavors inside and outside the classroom. Student activities offer a fertile practice field for intellectual development when student leaders and programmers engage in critical thinking, problem solving and decision making. Student leaders should be cognizant of this learning opportunity and apply knowledge learned to enhance organizational goals and personal development.

Assessment & Evaluation

Student leaders involved in student activities should make knowledge-based decisions in regard to resources allocated for the campus programs planned and implemented by their organization. Leaders should possess the ability to effectively evaluate programs as well as assess their campus and community culture. Program evaluations will assure the continued improvement of student activities and comprehensive assessment will allow student activities offerings to meet the community development needs of the entire campus.

If you have any questions on how to implement core competencies and learning outcomes into your organization, please contact Student Activities & Leadership Development.

Campus *LINK*

Your portal for student **engagement—**each organization is required to use Campus *LINK* in the following ways throughout the academic year:

-Re-registration every spring
-Update membership roster each semester
-Approve interested and pending members for your organization
-Update constitution and bylaws if changes have been made
-Submit yearly goal setting and reflection forms at the start of fall semester and end of spring semester
-Register for the fall and spring organization fair

Campus *LINK* will help you communicate with your membership more effectively and efficiently. The site has the ability to store files, photos, and flyers. You also have the ability to post news articles on behalf of your organization. Emails, listservs, surveys and forms can all be created using Campus *LINK*. Contact the Office of Student Activities & Leadership Development or the Student Activities Board if you are having trouble. Both entities will host workshops throughout the academic year to help navigate Campus *LINK.*

How do I get my organization on Campus LINK?

Look for your organization on UC Campus LINK and reregister to update your page. Current officers are able to update your page. Make sure you have your constitution and bylaws ready to upload. If you need access to your page to reregister and update, contact SALD in 455 Steger, 513-556-6115, or email us.

Online Student Directory

A searchable online student organization database is available on Campus *LINK* too. This database is the "public face" for all organizations. That is, interested students, businesses, and other individuals may search this database to learn about your organization. Our hope is that you will use the database to connect and collaborate with other student organizations on projects. It can also be used for you to explore your own interests and to learn about what other student organizations may have to offer you. You will find mission statements; information on size and composition; faculty advisors; and copies of their constitutions. Because interested students will use this information to find out more about student organizations at UC, it is important to keep the information updated.

Registration Procedures and Requirements

At the University of Cincinnati the principles of equal opportunity and affirmative action are practiced. The University does not discriminate or tolerate discrimination on the basis of race, color, religion, disability, national origin, political affiliations, marital status, sex or gender identity, age, or sexual orientation in recruiting, admitting, or enrolling students or hiring and promoting faculty and staff members. Additionally, the University will not recognize or condone student, faculty, or staff organizations that discriminate in selecting members. Complaints of organization discrimination should be directed to the office of Student Activities & Leadership Development.

Recognition of any organization is not to be interpreted as an endorsement by the University of Cincinnati

Benefits of a Registered Student Organization

All organizations must maintain an active, up to date profile with the Student Activities Board. Failure to register annually will result in denial of privileges.
Registration as a student organization is a privilege, and is not intended to restrict the free association of students in non-registered organizations. Upon registering, student organizations gain several privileges, including the ability to:

1. Reserve space on campus for meetings and approved activities
2. Conduct approved fundraising projects on campus.
3. Coordinate activities with other student organizations and participate in events such as: homecoming, Welcome Weekend, and organization fairs.
4. Have a university mailbox, when available and the use of a mailing address at the University of Cincinnati.
5. Apply for funding through the University Funding Board (if eligible) for all campus projects and programs.
6. Participate in new student orientation and the semesterly organization fairs.
7. Nominate candidates for Homecoming Court.
8. Apply for university awards.
9. Rent vehicles for organization travel.
10. Host a verified Campus *LINK* page

STUDENT ACTIVITIES BOARD
UNIVERSITY OF CINCINNATI

@SABGETACTIVE_UC

The SAB office is located in **655 Steger Student Life Center** in the Student Government Office.

Student Activities Board (SAB)

Working cooperatively with Student Activities & Leadership Development, the purpose of the Student Activities Board (SAB) is threefold: **registration**, **promotion** and **regulation** of student organizations.

Registration*:* **All** student organizations **must** register with the office of Student Activities & Leadership Development every academic year. The following process is only for returning student organizations--Registration consists of completing:

- ☑ Online re-registration through Campus *LINK*
- ☑ Submitting a current copy of your organizations constitution and bylaws
- ☑ Uploading your membership roster--including names, email addresses, and M numbers of members
- ☑ Attending the Student Organization Training Workshop. *It is **REQUIRED** that all student organizations have at least **two** representatives (executive board member) attend the Student Organization Training Workshop. If your student organization is eligible to receive funding from UFB, it is highly recommended that your treasurer and President attend this workshop.*
- ☑ *Submit the Student Organization Verification Form*
- ☑ Attend Campus *LINK* training

Promotion*:* SAB will host annual events to assist in the recruitment, development, and recognition of each student organization. At the beginning of fall and spring semesters SAB sponsors o**rganization fair**, **student organization training workshops**, the **Activus: Involvement Guide Book** and in collaboration with Club Sports the CSI: **Celebration of Student Involvement** Banquet.

Regulation*:* SAB regulates in accordance with various university policies including, but not limited to:

- Posting Policies
- Campus *LINK* etiquette

SAB works diligently with newly formed organizations and leaders to achieve an organized, positive and enriching experience by ensuring that they stay up to date on university policy.

Additional Organization Recognition Policies:

The following organization types require additional registration requirements. The types of student organizations and any special requirements are listed below. Additional benefits may apply for the listed organizations.

Club Sports Recognition and Registration

UC's Club Sports teams are student-initiated activities that require students to be responsible for organization, leadership and decision making. Club sport activities range from informal play, regular practice and instruction to intercollegiate and tournament competition. Some clubs hire coaches or instructors while all clubs require dues for their membership in order to support their activities. The Office of Student Activities & Leadership Development provides guidance, minimal financial support and an administrative framework for the operation of officially recognized clubs. Use of UC athletic fields is minimal, and teams must get permission from Athletics to do so. Similar to student organizations, Club Sports must create a constitution, develop a budget, and meet other requirements in order to be considered for recognition by the Office of Student Activities and Leadership Development. Club Sports funding is separate from the University Funding Board. Students interested in learning more about Club Sports should visit http://www.uc.edu/sald/Club_Sports_Board/Default.html.

For more information, contact the Office of Student Activities & Leadership Development at (513) 556-6115.

Fraternity and Sorority Recognition and Registration

ALL Fraternity & Sorority Organizations MUST register with the Office of Student Activities and Leadership Development during the Fall Semester EVERY YEAR within the first 30 days of the semester.
Registration information that each student organization should submit includes:

1. Updated Officer and Advisor information
2. Updated roster (must include student's university email address and university M number)
3. Constitution and Bylaws (mandatory for new student organization applications; returning organizations should re-submit only if updates have been made to the document)
4. Current Certificate of Liability Insurance

The chapter president and at least one other officer as determined by the individual chapter must attend the designated Fraternity& Sorority Life Student Organization Training Workshops.

Registration Checklist—*Step by Step*

Registration for your student organization takes place online using Campus *LINK*—please see the information below for a step by step guide.

All student organizations are required to re-register their organization with the office of Student Activities & Leadership Development annually in order to be a recognized student organization at the University. We encourage each organization to complete this process as soon as possible; the deadline for the submission of this information is **November 7, 2013.**

The information that each student organization must submit includes:

- ☑ Updated Officer and Advisor information
- ☑ Updated roster--must include names, email addresses, and M numbers
- ☑ Constitution and Bylaws (mandatory for new student organization applications; returning organizations should re-submit only if updates have been made to the document)
- ☑ Student Organization Verification Form (advisor signature needed)

The following are workshops that all student organizations must attend:

1. Attend the Student Organization Training Workshop. *It is **REQUIRED** that all student organizations have at least **two** representatives(executive board members) attend the Student Organization Training Workshop. If your student organization is eligible to receive funding from UFB, it is highly recommended that your treasurer and President attend this workshop.* The workshops will provide information regarding university polices, including but not limited to the Student Code of Conduct and financial procedures for student organizations that are eligible to receive funding from the University Funding Board.
    a. Organizations that do not receive funding from the University Funding Board (i.e., Club Sports and Academic Intercollegiate Competition organizations) will attend the financial training designated for their respective organizations.
    b. Organizations that do not receive funding from the university will only have to attend the first portion of the training workshop.
2. Attend Campus *LINK training* held by the office of Student Activities & Leadership Development.

Student organizations **must** notify the office of Student Activities & Leadership Development whenever officer changes occur or there is a change in contact information. The office of Student Activities & Leadership Development should **always** have the most updated contact information for all officers of the organization. Failure to do so can result in loss of University recognition as a Registered Student Organization. To update your organization information throughout the year, visit http://campuslink.uc.edu. Any officer listed on the organization's registration is permitted to make updates.

Some organizations may require additional trainings, please check with your advisor to make sure you have fulfilled all requirements.

Petitioning to Become a New Student Organization

New organization applications must be submitted online via Campus *LINK* and include all necessary materials before SAB can review the application. Once all the information is received the Student Activities Board will send an email alerting the President and Advisor of the new student organization that their application has been received and is being sent to the SAB registration committee for evaluation then presented to the entire Student Activities Board for a vote.

Check list of information that is required for all *new* student organization applications:

- ☑ An online registration application via Campus *LINK*
- ☑ Constitution and Bylaws consistent with university policies. (A sample copy is available on the SALD website)
- ☑ 10 matriculating students at the university.
- ☑ 1 faculty or staff advisor

Stop by the SAB office today to speak with a member to learn more!

Organization Advisor Role in Registration

The student organization advisor must have knowledge of university policies and procedures as it relates to the following:

- Funding
- Student Code of Conduct
- Posting
- Hazing
- Alcohol
- Student travel
- Use of Facilities
- Please refer to http://www.uc.edu/Trustees/Rules/rules.asp?division=40 for additional information on university policies

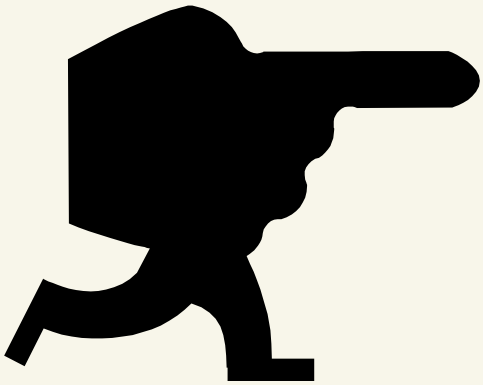
Advisor: One who advises another, especially officially or professionally: consult, counselor, mentor.

Additionally, all advisors must maintain an annual up to date signature on file with the University Funding Board and sign off on all pertinent paperwork. Sign off and keep a copy of student travel waivers that includes their insurance information, contact information, and any medical information.

Responsibility of Organizations

Registered student organizations, their officers, members, and guests are to assume and accept the following responsibilities:

- Comply with all laws of the state of Ohio, including but not limited to provisions of the rules of the University of Cincinnati and the Student Code of Conduct; this obligation extends to the guests of the registered student organization
- Engage in sound financial management
- Expend the organization's monies only to further the purpose(s) of the organization and not for the private benefit of officers or members
- Regularly inform the organization's advisor(s) on the programs, personnel, and activities of the organization
- Comply with published guidelines, including but not limited to those regarding:
    - The request and use of university facilities
    - The conducting of sales, solicitations, or leafleting
    - The sponsorship of programs
    - The solicitation of funds
    - The consumption or possession of alcoholic beverages on campus
    - The posting of materials
    - The registration of speakers
    - The use of amplified sound
    - The Student Travel Policy
- The submission of an application for registered organization status, a financial statement (audit) when requested, and compliance forms
- Comply with the policies in the "Use of Facilities Handbook"
- Comply with all standards in the "Student Code of Conduct"
- Comply with all standards in the “Student Organizations Handbook”



If you need more clarity on your student organization responsibilities please visit the Office of Student Activities & Leadership Development. We are here to help.

Organization Sanctions

The privileges conferred through registration may be withdrawn for cause which shall include willful or negligent violation of university, state or federal standards, codes or policies. Registration may also be withdrawn or discontinued:

- When an organization fails to carry out its programs consistent with the stated aims and purpose of the organization's constitution;
- At the written request of the organization;
- When by constitutional provision the organization is dissolved;
- When an organization does not hold meetings, activities or outings for a period of one academic year.

Reprimand - Indication that the student organization's actions were inappropriate and future infractions following this shall not occur.

Restitution - Compensation for loss, damages or injury that may include appropriate service and/or monetary material replacement.

Probation – A period of time during which the organization is expected to demonstrate exemplary compliance with University policies, with the consequence of violations indicated. Probation may include conditions that the organization must meet to be removed from probation.

Apologies - Formal letters of apology to the appropriate parties.

Suspension of specific privileges- Specific privileges of recognized student organizations, as outlined in the Student Organizations Handbook may be suspended for a certain time period.

Community service - A specific number of hours of community service to be coordinated through Student Activities & Leadership Development and the Center for Community Engagement.

Social restrictions - A period of time determined by the SOJB during which the student organization is not allowed to hold social events or activities.

Educational and remedial sanctions - This shall include but not limited to education seminars for the organization, having the student organization prepare presentation(s) to educate others and other sanctions appropriate for the nature of the misconduct.

Suspension - All privileges granted to a recognized student organization may be suspended for a specific time period. An organization under suspension must continue to fulfill responsibilities required of recognized student organizations. Suspended organizations are permitted to participate in community service and leadership development programs and activities, as determined by the Director of Student Activities & Leadership Development.

Restricted Status – The organization has all campus privileges suspended for a specific period of time.

Expulsion – The organization is dismissed from the University for a period of one year or more. For nationally or regionally affiliated organizations, the national or regional organization would be requested to withdraw the local charter.

1. Full membership in registered student organizations is limited to persons who are officially connected to the university. This affiliation must be that of a full or part-time student, faculty, or staff.
2. Full membership entitles members to full voting privileges.
3. Honorary membership shall be open to any person desiring such membership, elected to such membership by majority of voting members. (Honorary members cannot outnumber voting members.)
4. When a student organization, whether national or local, has selective membership (e.g. honor and recognition societies, professional, service, and social organizations), the selection of members must be made, regardless of any national practices to the contrary, without reference to race, creed, national origin, or sexual orientation.
5. Membership criteria as set forth in the constitutions of student organizations must meet those as set forth by the University of Cincinnati.

B. Officer eligibility:

1. Students, in order to be eligible to hold office in a student organization, must be a matriculating student, must achieve and maintain a 2.3 grade point average, and be in good standing with their college. While in office the officer must not have below a 2.3 grade point average for more than one semester.
2. Student officers not fully meeting the eligibility requirements will have to relinquish their office immediately upon notification from the Office of Student Activities & Leadership Development and/or advisor that they do not meet the academic standard. Replacement of ineligible officers will be conducted according to the organization's constitution.

C. Finances:

1. All organizations must anticipate, provide for, and meet promptly their financial obligations or be subject to sanctions by their governing body.
2. Budgets and expenditures of student organizations that receive university funds must have the approval of the appropriate funding board, i.e., undergraduate funding board, graduate student governance association, etc.
3. In order to receive funding, student organizations must have a minimum of ten members.
4. Any student organization wishing to conduct sales, solicit funds, or charge admission to an event must have the approval of the university advisor.
5. Non-funded student organizations are subject to financial review or audit when deemed necessary. The university's right to audit the financial operation of non-funded organizations is based upon the registration granted to them and the privileges that come therewith.

Source: Rules of the University of Cincinnati
http://www.uc.edu/trustees/rules/RuleDetail.asp?ID=178

Financial Management

University Funding Board

The University Funding Board (UFB) is a group of diverse students interested in making sure that student organizations are able to get the funding they need to bring their student organization to a higher level of education while also fitting their organization's purpose. The purpose of the University Funding Board (UFB) is to allocate the general fee money to the undergraduate and university organizations who promote interaction and awareness through programs that serve to directly benefit the entire student body.

There are several responsibilities that UFB has through the course of the year. These include working with other branches of Student Government, including Student Activities Board and Student Senate. UFB evaluates budgets based on the UFB rules and procedures as established in the Criteria Governing the Allotment of Funds (Criteria). The criteria must be submitted to the Student Senate for approval and voted on by Senate. Until the Criteria have been approved, the prior year's Criteria will remain in full effect.

The criteria are based on the following:

- Submission of budgets and funding requests
- Accounting and auditing procedures
- Purposes for which money may be allocated

The University Funding Board encourages members of student organizations to take advantage of their office hours. Attending office hours will allow student orgs to ask questions regarding funding and budget. proposals."

If you have any questions regarding funding, you can reach the University Funding Board by calling the office at 556-1195 or by stopping by our office in the Steger Student Life Center, Room 655.

@UCFundingBoard

UFB
UNIVERSITY FUNDING BOARD

Funding Eligibility

The University has **four** boards that authorize funding to student organizations; however, organizations must be eligible for funding based on the criteria listed below:

- **University Funding Board (UFB)**
  - Must be open to all students
  - Organizations cannot charge dues/fees to their members
- **Club Sports Board (CSB)**
  - Limited funding is provided for club sports via the annual allocation of the student general fee. Under no circumstances should a club or individual believe that there will be no out-of-pocket expenses. Self-support is an essential (and real) principle of any club sport program. Requiring clubs to earn a percentage of their budgets assures that members take on an active and serious interest in the continued existence of the club.
- **Academic Intercollegiate Competition (AIC)**
  - Must be a unique academic competition organization representing UC at a conference or event.
- **Graduate Student Government Association (GSGA)**
  - The organization must represent an academic department and be approved by the GSGA Board

If you are interested in seeking more funds please see our section on page ___ to find out your options.

Payment Options

Purchase Orders (P.O.)

Purchase requisitions are used to generate University checks for companies who are University approved vendors. A Purchase Order is an agreement between the University and a vendor stating that when the merchandise is received, the University will issue payment.

After filling out the form with appropriate documentation a Purchase Order will be issued and a copy will be sent to the vendor. The purchase order acts as an approval from the University. A purchase order number allows the vendor to provide the required product or service before payment is given to said vendor. This will instruct the vendor to render services that were agreed upon according to the quote or contract attained.

All original paperwork (purchase requisition, quotes, agreements etc.) must be sent to SALD for processing. **DO NOT SIGN ANY KIND OF PAPER WORK**. Anything a vendor needs to be signed (contract, quote etc.), has to be given to our legal department for signature.

To process a P.O.:

1. Get estimate/quote in writing from vendor **before** services are rendered!
2. Fill out a P.O. Requisition and attach all documents--make sure Treasurer and Advisor sign **(no exceptions).** This form can be found on our website at www.uc.edu/sald or you can pick up a copy in 655 or 455 SSLC.
3. Purchase order will be generated and mailed to vendor. You will receive a copy of the purchase order or given the purchase order number for your files.
4. Vendor provides products/service.
5. Vendor submits invoice. You will often have to follow up with vendor to be sure they provide invoice If they do not, this will hold up their payment.
6. When you receive the invoice, go over the invoice to make sure everything is correct and **make a copy for your records** and bring the **original invoice** to SALD so we can forward it to Accounts Payable to close out the PO and provide vendor with payment.
7. Most vendors' payment terms are Net 30 days, which means the vendor will get paid 30 days from the day Accounts Payable receives the invoice. If there is a problem with the invoice, contact the vendor right away.

University Purchasing Card (Credit Card)

The University Purchasing card can be used for a variety of reasons including hotel reservations, equipment ordering, and entry fees. Please see the list below for facts regarding the purchasing card:

- **Treasurer and Advisor** must complete and sign the P-Card Request Form approving the purchase (no exceptions). This form can be found on our website at www.uc.edu/sald or you can pick up a copy in 655 SSLC.

- The credit card cannot leave the SALD office. You must make all reservations over the phone or over the internet in the office. See details regarding both processes below.
- The University is tax exempt. Tax cannot be charged to any purchase that is being made with the University Purchasing Card. The only exception is unless hotels are in states where UC is not tax exempt. The following website details which states accept UC's tax exempt status.
- If **reserving hotel rooms**, you must make the hotel aware that you will not have the credit card with you at time of check-in. collect a reservation number from the hotel detailing your stay and

- ask the hotel to fax a credit card authorization form to SALD. SALD will complete, which allows the hotel to bill t the University credit card.
- The Administrator making the purchase must be given all receipts as soon as you return from a trip or get them. If these are not returned within a week of the trip, your privileges will be suspended.
- When using the credit card, payment CAN NOT go through PayPal, no exceptions.
- Only the item(s) listed on your purchase requisition are being paid for. **Do not call the vendor to add any items or make any adjustments without letting the administrator know. Doing so will result in immediate loss of your use of the p-card.**
- Once your request is submitted, signatures will be checked and the vendor will be contacted giving the reference/confirmation #. The vendor will be instructed to email or fax the paid receipt to the person whose credit card is being used. If you need a copy of the paid invoice for your records, let the administrator know. Any shipping or packing slips should be turned into the administrator to be kept with the purchase requisition for record keeping.

Making a Purchase with the Purchasing Card over the phone:

- Make sure the vendor accepts credit cards for payment.
- Fill out a purchase requisition (aka financial transaction request form) (include the name and phone # of the person who should be contacted to give the credit card information). Copy of vendor quote/or list of item(s) must be attached to the purchase requisition. Form can be found online and in SALD or the Student Government Suite.
- Call vendor and place your order (make sure you let the vendor know that we are tax exempt). Get a reference # or confirmation # from the vendor and let them know that someone will be calling with the credit card information to place the order. When talking with the vendor this would be the time to set up all your contact and delivery information for your purchase (**we are only calling to make the payment**). *You may have your package delivered to SALD: SSLC, 455 Steger Student Life Center, P.O. Box 210136, Cincinnati, OH 45221-0136. (Make sure they reference your student organization and your name on the address label). Due to limited space, when the package(s) arrive we will email you of the delivery and you will have 3 business days to make arrangements and pick up your package(s). If not picked up within the time frame the package(s) will be returned.*
- Submit your purchase requisition to SALD. (If the cost is less than $300, the administrator may decide to issue a check directly to the vendor instead of using the credit card).

Making a Purchase with the Purchasing Card over the internet:

- Fill out a purchase requisition (include the name and web address of the company).
- When your purchase request is approved come into SALD (room 455 or 655) to use one of our computers to place your order. Order has to be made on one of our office computers. Once your order is enter, let the administrator know, they will then enter in the credit card information and print out a copy of the paid receipt. If the vendor has to email/fax the receipt to you, make sure you forward a copy to the administrator. Any shipping or packing slips should be turned into the administrator to be kept with the purchase requisition for record keeping. **Failure to submit copies of receipt(s) to the administrator will result in loss of privileges in using the administrator p-card (no exceptions).**

Note: It *is at the discretion of the administrator to decide best method of payment for services or goods*.

Receipts

All receipts for P-Card purchases must be detailed and itemized. Receipts should show all items purchased not just a total amount. The same would apply for restaurant receipts. Payment-alone signature receipts will not be considered by the auditor as proof of the purchase if it is not accompanied by the vendor's itemized receipt.

To document online purchases, make a copy of the screen that indicates the purchase was paid with a credit card. The screen print should also show the date of the transaction, items purchased, and the total dollar amount. Just like other purchases, on-line purchases must be documented with detailed/itemized receipts.

Limited Services Engagement Form

Limited Services Engagement form is submitted when you want to pay an individual contractor for services rendered (payment will only be made after services are rendered). The contractor will have to fill out and submit a Limited Services Engagement form, invoice and an A114 reimbursement envelope. The Treasurer and Advisor must complete and sign the A114 envelope before turning this into SALD for processing of payment. If the vendor needs a contract agreement signed, this form cannot be used and the contract will have to go to our legal department for processing. DO NOT SIGN ANY KIND OF CONTRACT/AGREEMENTS.

Reimbursement (A-114 and A-113)

As of fall 2012-2013 - With the update in the travel policy, there has also been a change as to how reimbursements are processed to individual members of a student organization.

If the reimbursement is travel related and is going to an individual - the reimbursement will be entered onto the student's tuition bill (thus if the student's bill is not fully paid, that amount will goes towards paying their tuition and fees; if the tuition bill is fully paid, then the member will be refunded that amount on Student Account's refund cycles and by whatever method the student has selected for refunds). This reimbursement process to an individual student takes up to 6 weeks to process. If the reimbursement is not travel related then it goes directly to the student (if the student is on the payroll and has direct deposit, it will be deposited into the account into which their payroll is deposited, if not on payroll it you will receive a check).

A-114 Forms (receipt reimbursement envelopes) are available in the Student Activities & Leadership Development Office suite 455 or 655 SSLC.

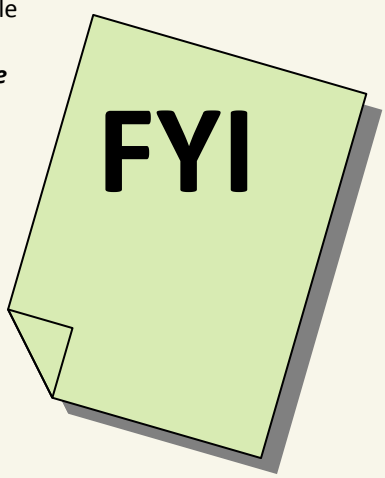
A-114 – Request for payment (reimbursement for NON-TRAVEL related purchases, reimbursements) Request for payment is used when you (or someone in your organization) used your money and a reimbursement is needed.

This form needs to be turned in, no later than 10 days after purchase/expense and accompanied with an INVOICE and RECEIPT.

1. Section A
    a. Payee's name (this is the person who actually paid for the expense).
    b. Payee's mailing address (this is where the check will be mailed).
2. Section B
    a. Payee's M-Number (this number is assigned by UC for UC students and employees, for non-UC students and employees/Limited Engagement, payee social security number will be needed).
    b. Total amount to be reimbursed.
3. Section C
    a. Enter a description for the reimbursement.
    b. **Original detailed, itemized receipts** are needed (make sure dates are on receipts).
    c. Copy of bank/credit card statements are needed (make sure Payee's name is on the statement(s) and the bank/credit card account #'s match what's on the receipt, usually the last four digits of the account # are shown on the receipt).
    d. Copy of check that cleared the bank is acceptable.
    e. **NO REIMBURSEMENT FOR ALCOHOLIC BEVERAGES OR FOOD**.
4. Section D
    a. Print and sign your name **clearly**, where it says SUBMITTED BY.
    b. Date the envelope.
    c. Make a copy for your records.
5. Drop the envelope off to the appropriate admin in the SALD office, suite 455/655. Also, attach a sheet with your phone #, email address and organization name just in case we need to reach you.

It usually takes 5-10 business days from the day accounts payable receives the A114 for a check to be cut and mailed.

**** Make sure the address is reliable otherwise mail to SALD as noted above***



Financial Management Continued…

A113 – Travel reimbursement (for TRAVEL related purchases ONLY to individual)

This form is used to get reimbursed for INDIVIDUAL travel expenses.

1. Section A
   a. Payee's name (this is the person who actually paid for the expense and is listed on the Travel Authorization form's roster as having attended trip).
   b. Payee's mailing address (this is where the check will be mailed).
2. Section B
   a. Payee's M-Number (this number is assigned by UC for UC students and employees, for non-UC students and employees/Limited Engagement, payee social security number will be needed).
3. Section C
   a. Department Name/Mail Location: (SALD/0136)
   b. Department Phone Number: (556-6115)
   c. Travel Destination(s): (List where traveled, this should match the travel authorization form).
   Enter a description for the reimbursement.
4. Section D
   a. Fill in all information associated with the trip. Each expense should be broken down by dates.
   b. Date: (date of travel, should match the travel authorization form).
   NO REIMBURSEMENT FOR ALCHOLIC BEVERAGES OR FOOD.
   c. Transportation: List any transportation expenses.
   d. Other expenses: List any other expenses regarding this trip (registration, parking, etc.)
   e. **Original detailed, itemized receipts** are needed (make sure dates are on receipts).
   f. Copy of bank/credit card statements are needed (make sure Payee's name is on the statement(s) and the bank/credit card account #'s match what's on the receipt, usually the last four digits of the account # are shown on the receipt).
   g. Copy of check that cleared the bank is acceptable.
5. Section E
   a. Print and sign your name **clearly**, where it says SUBMITTED BY.
   b. Date: Enter date signing the form
   c. Advisor should print name and sign in the APPROVED BY box..
   c. Make a copy for your records.

Drop the envelope off to SALD office, suite 455 or 655. Also, attach a sheet with your phone #, email address and organization name just in case there is a problem. It usually takes 5-10 business days from the day accounts payable receives the A113 for a check to be cut and mailed.

*Airline Travel – Flights must be booked through a major carrier. Discount websites charge additional fees that the university will not reimburse.

Checklist for What is Needed to Process A--113 (within 10 days of travel):

The following should accompany an A-113:

- Travel Authorization form with signatures and roster
- Invoice or Itemized Receipts
- If check
  - Copy of check that cleared (front & back) AND/OR statement from account with check #

- If credit card
    - Copy of statement showing transaction and Account name and last 4 of CC

  * Make sure address is reliable otherwise mail to SALD as noted above

Concealing Personal Information

When turning in forms for reimbursement, please be sure to conceal any personal information. This includes:

- all but the last four digits of the credit card number
- purchases not related to the items being reimbursed

Always be sure to use your M-number on reimbursement documents, not your social security number.

Deposits & Checks

SALD cannot accept CASH. Only checks may be deposited. When depositing checks to your [CSB/UFB/AIC,etc] account, please bring the check to the SALD office (SSLC 455 or 655) between [8am-4pm for club sports/9am-5pm for UFB/AIC] Monday through Friday (except the 1st business day of the month) to have the monies attributed to your account. The SALD office will verify your pending deposit and then **you** must take the check to the Cashier's Office (drop box) on the main floor of University Pavilion within 24 hours to be deposited. Funds not taken to the Cashier's Office will not be deposited into the account.

Opening a Checking Account

Student Organizations are permitted to open bank accounts at area banks to hold funds such as fundraising dollars, donations and other cash.

A letter from Student Activities & Leadership Development must be given to the bank verifying the organization's status on campus. Please contact 556-6115 to talk with a representative of our office about obtaining this letter. Only currently registered student organizations in good standing can open bank accounts with non-UC affiliated banks. We recommend PNC because of the close relationship they have with the University and the easy access to its closet branch, located in the Tangeman University Center.

Once the account is established, three signatures are required: the organization president, treasurer and faculty/staff adviser. The bank will work with the student organization to establish what signatures are required for receiving funds.

All banks notify Student Activities & Leadership Development of insufficient funds and suspicious activity. If a student organization has insufficient funds, it will be suspended until this situation is cleared with the bank. Please note: any illegal or fraudulent activity on behalf of a student group or one of its members will result in consequences by Ohio state law and the Office of Judicial Affairs.

Planning for the Fiscal Year

UC's fiscal year is the period July 1 through June 30. The officers of each student organization must plan to have all finances for the organization wrapped up in accordance to the UC schedule. The last day for student organizations to spend operating funds is March 7 at 5pm.

Periodic Reporting

Officers should and must know the financial standing of the organization (income, expenses, encumbrances, etc.) at all times throughout the year in order for the organization to make accurate decisions about future events and expenses. Depending on the complexity of your student organization, the Treasurer should make no less than one formal report each semester to the other officers of the organization (and/or members, depending on the organization's constitution). The report must be reviewed and approved by the officers. All officers should give signed approval of these reports. (Please note that officers will be held responsible whether or not these approvals are made.) *The lack of attention and accountability of financial matters is viewed by the Office of Student Activities and Leadership Development as neglect by all officers of the organization.*

Major Financial Functions

- Budgeting
- Collecting Income
- Paying Bills
- Financial Reporting

Budgeting

At the beginning of each fiscal year, the officers should plan the potential activities of the year and create a budget for each of these activities. This budget will then provide a general basis to determine how all funds of the organization will be used in the coming year. Be certain to document the key assumptions you have made in creating your budget, including ticket price, projected number of sales, etc. The document should include:

- Last year's actual expenses and income.
- The present year's budget (projected expenses and expected income).
- The present year's actual year-to-date-total expenses and income.
- The variance between budgeted and actual expenses and income.

Collecting Income

Cash receipts include all revenue collected by your organization as cash or checks. Whenever possible, it is important that actual cash not be used by your organization—using cash for transactions prevents accountability of officers and is difficult to track and document. Your organization should request that income to your organization be in the form of a check or cashier check, made payable to your organization. All revenue should be deposited in the organization's bank account and recorded in the organization's Cash Receipts Log Sheet (*see below*) immediately upon receipt. Checks should be deposited frequently (at least weekly).

Cash Receipt Log Example

SAMPLE

Seller's name:_____ Ticket Numbers:_____

Event name:_____ Date of Event:_____

Ticket price:_____ Number of tickets sold:_____

Total receipts (ticket price x tickets sold):_____

Date	Name	Description	Cash/Check #	Amount
10/23/09	Joe Bearcat	2 dance tickets	Cash	$20.00
10/25/09	Alice Bearcat	1 ticket	#426	$10.00

A Little More--Financial Management

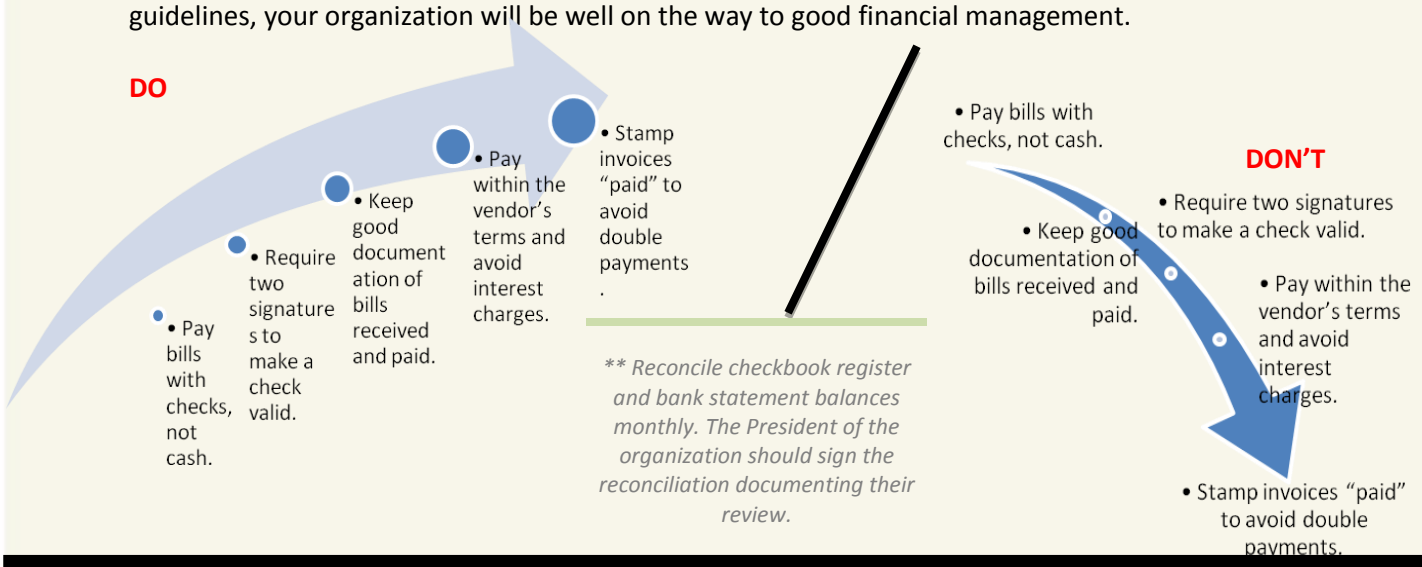
Tickets to events are like cash. It is important for individual members selling tickets to understand that they are responsible for the tickets in their possession and for the income generated by the sale of those tickets. Similarly, they are responsible for the cost of these tickets if they are returned or not sold. **Tickets should have consecutive numbers pre-printed on them as a means of monitoring the number of tickets sold.** The Treasurer should record the run of numbers distributed to each individual ticket seller. The seller is then responsible for those tickets or the income generated by their sale. A Cash Receipts Log Sheet *(see above)* can help individuals selling tickets maintain clear records of their total sales. The seller should reconcile the Cash Receipts Log Sheet with any unsold tickets and return the log sheet, income, and the remaining unsold tickets to the Treasurer. The Treasurer should review any discrepancies.

Individuals responsible for selling items should:

- Immediately record all cash and checks received on a log sheet. Cash and individual checks should be entered separately. Checks must be made out to the organization.
- Endorse all checks immediately in the name of the organization. (Your organization should obtain a rubber stamp that reads: "For deposit only, {name of organization}".)
- Secure all cash and checks. All receipts should be kept in a locked box or drawer.
- Observe the principle of checks and balances when tallying and depositing the receipts through the separation of duties.
- Individuals responsible for tallying receipts should maintain a copy of the log sheet and provide the original copy, with all cash and checks, to the second signatory, not the Treasurer, to be deposited. Both the second signatory and the individual should be present when the final count and transfer occurs.
- The second signatory should deposit the receipt immediately. The log sheet should be filed with the month's documentation for reconciliation.

Paying Bills

Cash disbursement (or "accounts payable") is the process of paying the expenses of your organization and entering those payments in your financial record. (Organizations might wish to consider purchasing financial management software to simplify record keeping and reconciliations.) Payments or reimbursements should only be used for expenses that are for the purpose of the organization, as the organization has defined its mission in its constitution. In other words, student organizations are **not permitted** to use the organization's bank accounts for individuals' expenses. By following some simple guidelines, your organization will be well on the way to good financial management.



Year-To-Date Financial Reports:
The Treasurer should prepare a financial report at least each semester and at the end of the term of office. The financial report provides information about that period's financial activity and a year-to-date summary.

The financial report should include the following:
• Balance sheet as of the end of the previous month.
• Statement of income and expenses for the entire fiscal year or fiscal year-to-date.
• Comparison of budget and actual income and expenses.

Fundraising
Fundraising events or activities are designed to increase visibility to your organization and encourage individuals to make contributions. They can also be a fun opportunity for organization members to take the lead on a project. Consider holding a car wash, bake sale, rummage sale, small reception, or dinner. In addition to monetary support, these events are great publicity for your organization.

- Coffee and Donut sale
- Alumni donations
- Birthday cake delivery
- Candy grams
- Candy sale
- Balloon Sale
- Care packages
- Merchant donations

Sponsorship and Donation
Student organizations that wish to solicit donations or sponsorships must submit a Sponsorship Request Form to the Trademarks & Licensing Office for approval. The form can be found under the "Guidelines" section on the Trademarks & Licensing website (www.uc.edu/licensing). Only one form is needed per event. On the form you'll need to identify the sponsor(s) and the activity related to the sponsorship (i.e. the sponsor will be listed in a program, the sponsor's logo will be on the back of a t-shirt, etc.). If it is just a donation and you are working with the UC Foundation, please list the name of your Foundation contact on the form.
Once you have submitted the completed Sponsorship Request From to the Trademarks & Licensing Office, it will be reviewed and the value of the sponsorship will be assessed. If a contract needs to be signed, the Trademarks & Licensing Office will develop the contract and have all parties sign.
For more information about sponsorships, please contact Laura Driscoll at laura.driscoll@uc.edu or visit the Trademarks & Licensing website (www.uc.edu/licensing/guidelines.html) and review the "Approval Process for Use of University Trademarks for Sponsorships" section.
Donations can be solicited from organizations and departments, but please be aware that administration above the Vice President level should **NOT** solicited for funding.
Groups Organizations should always provide a sponsorship packet or pamphlet to explain the intended use of funds.

Tax Exempt Status

The University of Cincinnati is generally exempt from paying Ohio Sales Tax on our purchases. Vendors may often request a copy of our exemption certificate, which verifies our exempt status.

Vendors may download a copy of UC's Ohio Sales Tax Exemption Certificate by selecting the link above. This copy does not contain any mailing address, because UC has many departments with many different mailing addresses. Vendors are permitted to enter their own business name on the line provided, but should not make any other entries on this document.

UC employees may download our Ohio Sales Tax Exemption Certificate by selecting the link above, and have the option of entering their departmental address on the appropriate lines near the signature. UC employees may then choose to save a copy of that form onto their own computer for future use. **UC employees should always enter the vendor's name on the line at the top, when supplying them with this form.**

Financial Transition of Officers

The outgoing Treasurer should complete the following checklist prior to leaving office:

- ☑ File all financial records for the past year (receipts, monthly statements, etc.). Student organization records should be kept a minimum of seven years.
- ☑ Complete a financial report.
- ☑ Review the financial report with the new Treasurer.
- ☑ Reconcile all debts or have a written plan on file describing how any debts will be settled in the future.
- ☑ Change co-signers on the organization's bank accounts.
- ☑ Deliver all bank statements, checkbooks, and other financial information to the new Treasurer.

One of the most important ways of supporting an organization is through the maintenance of good financial records. Clear financial records and procedures help to ensure that the funds are used in accordance with the goals of the organization and ensure that officers of your organization prioritize the activities for the year. The documents can also act as historical records, providing information on which past events were successful, which vendors had the best prices, and when activities took place.

Student Organization Policies

Student organization leaders need to educate the members of their organization on all University Policies. Officers and advisors are responsible for informing members of policies and identifying risks associated with events/activities.

Student Code of Conduct

The Student Code of Conduct (SCOC) is intended to provide broad guidance in identifying and discouraging behavior that conflicts with the building of a strong and just community that respects and protects the diverse interests and goals of all students, all student organizations, and the University of Cincinnati's mission "to provide the highest-quality learning environment, world-renowned scholarship, innovation and community service, and to serve as a place where freedom of intellectual interchange flourishes." The SCOC is available for review at http://www.uc.edu/conduct/Code_of_Conduct.html.

Jurisdiction

- Students
- On and Off Campus Behavior
- State of Ohio
- Division of Student Affairs
- Division of Baccalaureate and Graduate Education

Student Organization Disciplinary Policy and Procedures

It is each student's responsibility to know and comply with the university's Student Code of Conduct and other rules and policies of the University of Cincinnati. All student organizations and members must adhere to the University of Cincinnati Student Code Of Conduct. Student organizations can be subject to probation and suspension. Individuals can be removed from their leadership position and reported to Judicial Affairs for additional sanctions. Incident reports can be filed to the Student Activities & Leadership Development staff when the following occurs:

1. Violation of the University of Cincinnati Student Code of Conduct or Rules of the University by an organization or member of the organization (i.e.) alcohol, vandalism, theft, hazing, violent incidents, and fire arms violation.

Once the appropriate staff member in Student Activities & Leadership Development receives the incident report the Student Activities & Leadership Development staff will implement the policy listed below:

1. The Student Activities & Leadership Development staff will contact the officers and the advisor of the student organization. He/she will also provide a brief summary of the organization's violation.

2. The organization depending upon the severity of the violation will be placed on a temporarily suspended until a meeting can be arranged between the advisor and officers of the student organization.
3. The Student Activities & Leadership Development staff will gather information from the student organization/individual as well as the office and/or person who submitted the complaint.
    a. Depending upon the circumstances both sides will be offered the opportunity for mediation, where the Leadership Coordinator will serve as the mediator.

b. A report will be de developed based upon the information gathered from the investigation.

4. Once all of the information is gathered the Coordinator will forward the findings to the Director of Student Activities and other Student Activities & Leadership Development staff with a recommendation.
    a. The Director will review and submit any changes (if any) to the Leadership Student Activities & Leadership Development staff who will then issue the decision to the student organization.
    b. If the organization is unsatisfied with the decision, within ten days they can submit a written appeal to the Director of Student Activities and Leadership Development and the Dean of Students who will render a final decision.

Academic Excellence Policy

Student Activities & Leadership Development supports the mission of the University of Cincinnati. Co-curricular activities enhance student growth and leadership development, but they do not supersede what is chiefly the mission of higher education: learning and academic excellence.

Academic Policy

All students who wish to participate in a registered University of Cincinnati student organization:

- Must be registered as a full/part-time student at the University of Cincinnati main Uptown or satellite (Blue Ash, Clermont) campuses.
  Certain organizations, including club sports, require full-time student status. Please check with the organization constitution/by-laws to be sure you meet the criteria of the organization.
- Must attain at least a 2.0 term GPA *and* maintain a college and university cumulative GPA of at least a 2.0.

Grades will be checked each academic term by a designated university official, generally your advisor.

Academic Judicial Process

An individual student's failure to meet the outlined academic standards may result in the following:

- Unable to join official registered university student organization
- If already a member/officer—restricted organization activity as outlined by the organizations constitution/bylaws and/or the university advisor.

A grace period of up to one full academic year may be given to attain the required academic standards set forth by Student Activities & Leadership
Development, after which, if the student does not meet the academic standards they will be dismissed from their respective organization(s).

The University Advisor will document the outcome and notify the student of their status in the organization.

****All organization academic matters will be handled by the University Advisor.**

Designated University of Cincinnati Spaces for Outdoor Speaking Activities

General Statement

The University of Cincinnati embraces the rights of expression, affiliation, and peaceful assembly. University students may express their views by demonstrating peacefully for ideas they wish to make known, and the university will respect these rights. In order to regulate the use of the grounds, buildings, equipment, and facilities of the university so that law and order are maintained and the university may pursue its educational objectives and programs in an efficient manner, the board of trustees has authorized the president to make this policy governing the use of certain outdoor university facilities for speaking purposes. This policy does not regulate point of view.

As used in this policy, "speaking purposes" and "speaking activities" refers to "speech" in the constitutional sense. That is, this policy protects and regulates the use of designated outdoor university facilities for all forms of free expression including political speech, commercial speech, demonstrations, marches, rallies, gathering signatures on petitions, protests, events, concerts, promotional events, and market outreach.

This policy acknowledges broad rights for the university's students speaking on campus. Non-students do not share in these broad rights, but can be invited as guest speakers by registered student organizations, or assemble on designated public sidewalks on the campus perimeter. More on non-students is provided in Section VIII.

The following spaces are designated spaces for the students of the university to engage in speaking activities:

1. Bearcat Pavilion
2. Bearcat Plaza
3. Campus Green
4. CRC East
5. CRC West
6. McMicken Commons
7. Sigma Sigma Commons
8. TUC Plaza
9. Campus Sidewalks

Registration and Scheduling

Students need not pre-register or schedule their speaking activities except as explicitly required by this policy. Nonetheless, advance scheduling is encouraged because students may spontaneously use designated areas for speaking activities at any time that the spaces are unoccupied, but will be asked to move along to make way for scheduled activities. Scheduling a speech activity also places it on the university calendar. Students who believe that a proliferation

of scheduled activities is limiting opportunity for spontaneous activities in any particular spaces should raise this concern via Appeals, described in Section VI.

How to Schedule Space in Advance

The designated areas are scheduled by Conference & Event Services. Students can schedule these spaces by visiting Conference & Event Services on the university website, by calling 558-1810, or by emailing event.services@uc.edu. See the Student Event Guide, linked below, for more information, including maps.

As an informational matter, scheduling for other spaces on the campus of the university might be controlled by, for example, the University Registrar, a dean, Campus Recreation, the Department of Athletics, or Conference & Event Services. Students who encounter difficulty scheduling space can seek help from Conference & Event Services or the Vice President for Student Affairs and Services.

When Advance Scheduling Is Required

Crowd Safety Considerations

Students must register at least 72 hours in advance with the university, through Conference & Event Services, any speaking activity with anticipated attendance of 5,000 people, and any speaking activity as to which the following capacity limits will be approached for the designated areas:

1. Bearcat Pavilion (1,000)
2. Bearcat Plaza (2,000)
3. Campus Green (capacity is 20,000; registration required for 5,000)
4. CRC East (1,000)
5. CRC West (500)
6. McMicken Commons (capacity is 10,000; registration required for 5,000)
7. Sigma Sigma Commons (5,000)
8. TUC Plaza (2,000)

University of Cincinnati Police Officers or Security Officers are authorized to order dispersal of any speaking activity in the event of an emergency situation in which, in the judgment of the Police Officer or Security Officer, riot or harm to persons or property is imminent.

Other Safety Considerations

Students must register, through Conference & Event Services, any of the following speaking activities:

1. Any outdoor grilling or fire pits. Grilling without a permit can be cause for citation, in addition to the consequences described below in Section V. Contact Conference & Event Services for assistance and to register the activity. Contact Fire Prevention at 556-4992 for grill permit information.

2. Any digging, or any other penetration of the grounds, including tent stakes. Contact Conference & Event Services for assistance and to register the activity. Contact Fire Prevention and the Grounds and Moving department for tent and dig permits.
3. Any installations or structures that require special handling in order to transport, erect, or secure in place. Contact Facilities Management or Conference & Event Services for assistance and to register the activity. Prior submission of plans for a safety and logistical review will be required.
4. Any outdoor event with alcohol. Contact Conference & Event Services to register the event and for information about obtaining a permit from Ohio Liquor Control.

Students should budget significant lead time for third-party permits and reviews for all of the above types of activities.

Costs

The university can charge reasonable costs relating to services that are provided by the university for speaking activities, which costs must be paid by the student or registered student organization organizing the event. The university does not impose costs on student speech to quell or chill speech. The content of speech or the viewpoint of any speaker can have no bearing on the way that costs are calculated.

Security Costs

Events with alcohol will be charged for security costs relating to the event. Events with a cover charge or any other exchange of cash, may also be charged for security costs.

Other Costs

As noted in the Section VIII regarding non-students, the university does charge reasonable access fees to non-students. Even if invited as a guest speaker by a registered student organization, any speaker engaging in marketing for a business or other going concern can be charged reasonable access fees.

For speaking activities that require electrical service from the university, contact Conference & Event Services for help. Students will be directed to fill out a work order. Electrical service costs and any other work orders must be paid by the student or student organization requesting the same in relation to their speaking activity.

Additional Precautions and Restrictions

Precaution Related to Minors on Campus

The university invites minors to take part in any number of activities and programs occurring on campus daily. The university has an interest in protecting minors from materials that may be harmful to them. As such, students are encouraged to engage in conversation with the Vice President for Student Affairs and Services prior to undertaking speaking activities that involve the presentation of material that, while not obscene, could be harmful to children, so that the

university and the students can coordinate in advance the least restrictive available measures for achieving the university's interest in protecting minors.

Other Restrictions

1. On any university owned or controlled property, sleeping outdoors between 11p.m. and 8 a.m. is prohibited. Recreational camping outdoors at any time is prohibited. Camping as a speaking activity is limited to two consecutive nights.
2. Parking lots and garages are not designated or suitable for speaking activities. In particular, windshield flyers are not permitted.
3. Speaking activities must not obstruct or disrupt university teaching, research, or administration of university business.
4. Speaking activities must not impede ingress or egress to the university, any university property, parking lot, building, facility, or event.
5. The university's campus is dense with buildings. Office space, libraries, classrooms, laboratories, and living quarters are all contained within the campus. To minimize loud conduct that disrupts working, studying, and sleeping, the university prohibits the use of amplification equipment except for usage that is no louder than 90 decibels measured at 45 feet and that is:
    a. if on McMicken Commons, then only on Tuesdays and Thursdays, from 12:30 p.m. to 2 p.m., during Fall and Spring Semester, but not during exam weeks, between quarters, or during the Summer Semester; or,
    b. if on Sigma Sigma Commons or Campus Green, then only on Mondays and Tuesdays from 11 a.m. to 4 p.m., or Fridays and Saturdays from 11 a.m. to 4 p.m., or Sundays from noon to 6 p.m.
6. Speaking activities that involve food sales or giveaways must be conducted in compliance with City of Cincinnati sanitary requirements and pursuant to a Cincinnati Health Board permit, if required.
7. Commercial speaking activities will be prohibited if such activities are inconsistent with any exclusive commercial rights that the university may have granted or licensed to a commercial entity. No sales may be conducted without a vendor's license from the applicable state or county licensing authority.

Consequences

Persons who violate any provision of this policy, if students, shall be referred to the Student Code of Conduct administrator and, if non students, can be subjected to a campus ban under applicable policies or to arrest.

Appeal

Any individual or group convinced that arbitrary, unlawful, or unreasonable limitations have been imposed upon any speaking activity under the provision of this policy may appeal those limitations to the vice president for Student Affairs and Services. The decision of the vice president shall be final. This avenue of appeal is not available for appeals of Student Code of Conduct decisions, which have their own avenue of appeal.

Steering Committee on Campus Disruption

A steering committee, chaired by the vice president for Student Affairs and Services, shall manage any periods of prolonged student disruption on campus. In addition to the vice president for Student Affairs and Services, the committee will be comprised of the Chief of Police, director of Communications, and a representative from Campus Services. The committee will meet as often as deemed necessary by the vice president for Student Affairs and Services and shall determine appropriate action based on the input of all representatives.

During periods of prolonged student disruption on campus, the vice president for Student Affairs and Services will facilitate communication with activist leaders, serve as spokesperson for the university, and keep the president of the university fully apprised of the situation.

Non-Students

Visitors are free to traverse the university campuses; however, authorization is required from the university to make speeches or presentations, to erect displays, to engage in leafleting, to collect petition signatures, to engage in any commercial activity, or to conduct similar activities on university owned or controlled property.

To seek authorization from the university, make a request of the university unit in charge of scheduling the particular space of interest. If any difficulty scheduling space is encountered, seek help from Conference & Event Services or the Vice President for Student Affairs and Services. The university reserves the rights, in its sole discretion: (a) to deny such requests, (b) to charge reasonable access fees, and (c) to otherwise require contractual promises on behalf of the outside speaker regarding safety, insurance, and terms the university deems reasonable. In exercising these three reserved rights, the university shall not discriminate against outside speakers on the basis of viewpoint or content. The university may hold certain spaces as not designated for use by outsiders.

Registered student organizations may also invite guest speakers and presenters who, while accompanied by the duly appointed officers of such registered student organizations, may exercise speaking rights to the same extent as students.

Without university authorization or registered student organization invitation, persons not enrolled as students who wish to demonstrate or to distribute materials on university property may do so only on the perimeter sidewalks surrounding the campus, that is, the sidewalks of Clifton Avenue, Martin Luther King Drive, Jefferson Avenue, Calhoun Street, Eden Avenue, Goodman Drive, and Albert Sabin Way. Persons engaging in such activities shall ensure that the activities do not pose a safety hazard and do not interfere with the normal use of the sidewalks by others.

Related Policies

University Rule 3361:10-51-01 entitled “Sales and Solicitation Policy” requires consultation with Purchasing to conduct certain commercial activities on campus.

Student Event Guide, provides maps and instructions information about the spaces that are scheduled by Conference & Event Services.

Events with alcohol must comply with both the Alcohol Purchases Policy and University Rule 3361:10-17-07 entitled "University Alcohol Policy."

Students are cautioned that many organizations may have an interest in affiliating their brands with the university's name or logos and that these organizations may be willing to offer funding, supplies, apparel, entertainment, or food to students or student organizations. While registered student organizations do have limited access to the university name and, in some contexts, certain university logos, no students are authorized to grant such rights to outside persons or organizations. For more information, consult the Use of University Trademarks for Sponsorships Policy or contact the Trademark Licensing office.

Policy on alcohol and other drugs at University of Cincinnati sanctioned student events

It is the goal of the University of Cincinnati to maintain an on-campus environment that is conducive to intellectual, emotional, and social growth of all members of its community. The University of Cincinnati has established the following policy governing the possession, sale, and consumption of alcohol on its campuses. It is the university's intention through these policies to be clear about university consequences attributed to irresponsible or illegal usage of alcohol on campus. The university shall implement and enforce the laws of the state of Ohio as stated in the Ohio Revised Code. It is the responsibility of each student, staff, and faculty member to be familiar with the requirements of the Ohio Revised Code and the provisions of this policy and to conduct themselves accordingly. As permitted by law individual students, faculty and/or staff may purchase, possess and/or consume beer or intoxicating liquor on campus at certain campus events, in designated campus facilities and in campus facilities having permits issued by the Ohio department of liquor control.

Student organizations will be permitted to schedule and/or sponsor on campus events at which alcohol would be available only at those locations having permits issued by the Ohio department of liquor control. Student organizations that sponsor off-campus events are expected to adhere to state law. Organizations found to have violated state law may be subjected to the loss of registered status.

- The events must be properly authorized by the administrative unit responsible for the facility(s) to be used.
- Consumption and/or sales are permitted only within the approved area for the event.
- Non-alcoholic beverages must be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.

The sponsors of the event will implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age (21) or to persons who are intoxicated.

Anti-Hazing Policy

Consistent with this philosophy and sections 2307.44 and 2903.31 of the Ohio Revised Code, the following hazing policy has been adopted by the University of Cincinnati. This policy shall be complied with by all students, recognized student organizations, university advisors, and any other person or

group where the activity involving hazing, whether on or off campus, may affect or interfere with the lawful function of the university.

- The laws of the state of Ohio concerning hazing shall be observed.
- Hazing shall be defined as participating in or allowing any act or coercing another, including the victim, to do any act that creates a substantial risk of causing mental or physical harm to any person. A forced or coerced activity shall also be considered hazing when the initiation or admission into, or continued affiliation with, a university organization is directly or indirectly conditional upon performing that activity. In no event shall the willingness of an individual to participate in such activity serve as a defense in cases of hazing.
- Actions and activities which are explicitly prohibited include, but shall not be limited to, the following:
    a. Any activity that creates a substantial risk of physical or mental harm to the individual.
    b. Paddling, beating, or hitting individuals.
    c. Sleep, food, water deprivation and other acts of deprivation or denial
    d. Wearing anything designed to be degrading or to cause discomfort.

University Weapons Policy

The following items are prohibited from being stored, sold, or utilized on the university's campus:

- Firearms
- Explosives of any description
- Ammunition, or anything used to threaten or harm including, but not limited to, firecrakers, compressed air guns, pellet guns, paintball guns, knives, nerf guns, and water guns.

Facebook/Twitter Usage

As with any technology, Twitter, Facebook, and other social networking sites have both positive and negative aspects. It is important that student organization leaders and members understand how these publications can have possible ramifications that can impact an organization and/or the University of Cincinnati (UC). Any organization that has a "student organization page" or "student organization account" or student organization members that associate themselves on their personal pages or account with a particular organization, must do so in accordance with the UC Student Code of Conduct. Additionally, organization members should take care not to post anything that will negatively impact the image of the organization or of the university as a whole

Disclaimer:

The official copy of the Rules of the University of Cincinnati is maintained in the Office of the Board of Trustees, Room 614 University Pavilion, West Campus. The text of the Rules has been reproduced in this handbook as a convenience to students, faculty and staff of the University and advisors to student organizations. While every effort has been made to ensure that the handbook is accurate and current, users of the handbook version are advised that in the case of a discrepancy, the text found in the official copy of the Rules controls. Information within this handbook pertains to current rules only. Please contact the Trustees Office for archived rules.

<u>Additional University Policies</u>

- Policy for Drug-Free Campus*
- Sexual Assault Policy*
- Resident Education and Development Policies

*More information on these policies can be found at: http://www.uc.edu/about/documents/ucrighttoknow.pdf

- Affirmative Action Policy

Travel Information and Policies

Travel Forms

In order to travel on an approved University club trip, a travel authorization form, with roster, and Transportation Services form, bus request, or copy of flight information must be submitted. The forms

are due 10 days prior to the trip. The sooner you submit the request, the better chance you have of receiving the necessary vehicles from Transportation Services. For transportation via air, SALD should receive a copy of the air flight information for the trip if purchased with UFB or Club Sports funding. ALL TRAVEL RELATED FORMS REQUIRE A TRAVEL AUTHORIZATION FORM AND ROSTER. (EVEN REIMBURSEMENT PAPERWORK).

Travel Monitor

A Travel monitor is responsible for the following:

- Gather paperwork (travel roster/travel authorization including emergency contact information) and make sure it is with the organization on its trip.
- Hold pre-travel planning meeting and discuss/plan itinerary.
- A full detailed list of travel monitor responsibilities is on the UC website.

Travel Considerations – Questions to consider during Travel Plan – What is our Plan IF

- A participant becomes ill and has to stay behind?
- A participant becomes separated from the organization?
- Someone misses a flight, bus, etc.? OR car breaks down (see below)
- A participant is arrested?
- A natural disaster occurs on-site – participants are not together during disaster – where will meeting point be?
- A participant is robbed and loses identification and all money?

Travel Roster/Travel Authorization

The Travel Roster form must be completed and turned into the officer with the Transportation Authorization form for any travel outside of the Greater Cincinnati Area (aka. requires a transportation vehicle). Everyone traveling must have an Emergency Contact Form and Waiver Release Form on file with your advisor or designated student organization representative.

Rental Vehicles

For trips outside of the metropolitan area of Cincinnati, it is required that organizations use University vehicles for official organization travel. Use of personal vehicle is allowed only if rental vehicles are not available. The metropolitan area of Cincinnati includes travel to the following local universities: Miami University of OH, Northern Kentucky University, Xavier University, Wright State University, and University of Dayton.

The University of Cincinnati utilizes Enterprise Rent-A-Car Service through the Department of

Transportation Services (DTS).
Here are additional stipulations with the use of rental vehicles:
a. Registered student organizations sponsored by the Student Activities and Leadership Development are eligible to use this agreement.
b. Drivers must be at least 21 years of age.
c. Organizations may want to first contact Transportation Services (DTS) at 556-4424 to check availability of vehicles for trip.
d. Organizations **MUST** turn in a Travel Authorization Form with Roster and Vehicle Reservation.
e. This form will be faxed to DTS who will then complete the rental agreement.
f. All rentals include unlimited miles on the contract rate.
g. Vehicles must be picked up by 3:30 M-F (DTS closes at 4:00pm)
h**. Vehicle Receipts** must be turned in within 48 hours following the club's return. This includes all forms received from Transportation Services. If forms are not returned - you must call Transportation Services 513.556.4424 to fax a copy to SALD at 513.556.6077.
i. Only authorized drivers who appear on the rental agreement/Vehicle Reservation Form are allowed to drive the rental vehicle.
J. Organization officials may not assign carpools.
k. Fees may apply if the rental vehicle is not cleaned out properly—All vehicles are NON-smoking
i. Starting in 2013 - drivers will need to take an online course prior to renting UC Transportation vehicles.

Rental Vehicle Driving Quiz

All UC Transportation Services vehicle drivers must take the following driver's training online course with quizzes (8 total in the section). Here is how to access the test:
Go to http://ehs.uc.edu/itc/

Under TRAINING WE OFFER, click on "All Courses", then click on "Defensive Driving Course (on Line)" - use your UC username and log-in and have your driver's license close by.

Be sure to click directly on Quiz to get to the test. Transportation Services will check to make sure that the listed drivers of the vehicles have taken and passed the online training course. The course with quizzes takes about an hour to complete.

Questions can be directed to the resources listed on the course itself.
PRINT copies of forms and submit to SALD (SSLC 455). Vehicle request forms cannot be submitted without the driver's listed on the form having already taken the driver's test.

Directions to Pick up Vehicles
Transportation Services (main location): 3163 Reading St., 45229
513-566-4424, Hours of Operation: Monday - Friday 8am - 3:30pm
- From campus (Woodside, Campus Green Garage) take a right on MLK
- take a left on Reading Rd., go past Union Street
- Transportation Services is across from the Autozone in the lot after the Pepsi sign (see the Transportation Services) sign on the fence

Enterprise Rent-A-Car (after hours pick-up) 2820 Gilbert Avenue.
513-751-7200; Hours of Operation: By request after 3:30pm - 5pm on Friday, Saturday 10a-12p
DIRECTIONS:
Enterprise Rent-A-Car located next to the Thomson-MacConnell Cadillac Dealership

From Campus to Gilbert location
East on ML King Drive –approx. 1.5 miles to Gilbert Avenue
Turn right (south) on Gilbert Avenue (Shell gas station on the right)
Go two blocks turn left on Chapel Street
NOTE: During regular hours the keys must be taken into the office.

After hours, the gates are locked and vehicles can be returned at the Thomas-MacConnell night drop. Instead of turning left at Chapel Street, go to the next drive (right past the large "Cadillac" sign) and turn

left into the service entrance. On the service entrance door, there is a night drop slot underneath a "no soliciting" sign. Place the keys here.

Enterprise Truck Rentals (1229 Budd Street (if immediate rental) or can pick up at Transportation Services if advanced notice):
Go South on Reading Rd
Take 71 South and continue on it as you drive between downtown and the riverfront
Get into the far left lane and take the 50 West exit
Then get into the far right lane and take the 1st exit on your right, the Lynn St./Dalton Ave. Exit
Go straight at the light at the end of the exit ramp onto Dalton Ave.
Take your 1st left on Budd St. (there is a Carstar on the corner)
Enterprise is down the street on the LEFT

Vehicle Charges
Vehicles are charged per 24 hours from the time of departure, so if you leave on 10am on Saturday and return by 10am on Sunday, you will be charged for a 1 day rental.

Early pick up fees are $25 (except for 12/15 passenger vans). If you are leaving Saturday before 10am or Friday after 4pm, you must pick up between 3-3:30pm on Friday.

If you only need the vehicle on Sunday, you must pick up on Friday between 3pm-3:30pm (early pick up time) or Saturday hours from 10am-12pm. You will be charged for 2 days, even though you may only be driving on Sunday.

Saturday hours are at the Enterprise location only.

Breakdowns
Using the 800 number for Roadside Assistance on the back of the Enterprise contract, contact Enterprise for assistance. If the renter has his or her own AAA card, you may use that if they prefer.

Traffic Violations/Unpaid Tolls
The Renter is responsible for any and all traffic violations. If the violation is captured on camera an invoice will be sent to the Transportation Office, but the organization renting the vehicle is responsible for the fines. Same applies for tolls not paid.
On and Off Campus Accidents – this information is on the back of your Transportation Receipt, as well.

- IF THERE ARE INJURIES, CAL 911 IMMEDIATELY. Call 911 only if there are injuries or there is an emergency situation, otherwise call the local Police.
- Maintain safety at the scene, stay out of the roadway. Take steps to prevent another accident at the scene (i.e. warning signs or flares)

- Secure the names, addresses, and phone numbers of persona involved including witnesses, a description of the vehicles involved, including make/models, license plate numbers and insurance companies.
- Do no admit liability. Do not discuss the accident with anyone except the Police.
- Contact the Department of Transportation Services as soon as possible (513) 556-4424, Monday through Friday, 7:30am to 4pm.
- Contact your advisor as soon as possible if they are not traveling with you.
- As far as insurance is concerned the attached info is found on the back side of the rental contract. The Insurance Information is there to give to the person who has been hit by the UC renter. This information is Gallagher Bassett Services at 1.800.416.1826.
- For any damage to the vehicle – go to Transportation Services within 24 hours after the return from their trip to complete some paper work.

Rental Vehicle Drivers/Occupants

Each organization shall designate on the Reservation Form members that will serve as official drivers on trips. These drivers will be the only members eligible to drive for the organization. Each of these **drivers shall be 21**, have a valid driver's license, and be covered under an automobile liability insurance policy of at least $100,000 per occurrence (not State of Ohio Financial Responsibility Bond). Alumni, family, and friends are not permitted on University Vehicles. Approved coaches may drive University vehicles and/or travel with the organization.

Required Driving Safety Procedures

- All travelers MUST wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.
- Passengers should help keep drivers alert and watch for signs of drowsiness.
- Drivers must adhere to posted speed limits, and must obey all traffic laws and regulations. If you get pulled over for any traffic violation, you will not only have to pay the ticket (with non-university related funds) but you will also be fined by Enterprise. You cannot use university funds to pay that fine either. For an organization that incurs two of these fines in one academic year, vehicle rental privileges will be suspended, and organizations will no longer be able to travel.
- Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views.
- Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
- The following regulations concerning the balance of driving, sleeping, and breaks are strongly recommended to be followed:
    - For every 4 hours of driving, drivers must take a 20-minute break.
    - For each 12 hours of driving, drivers must take at least a 4-hour rest period.
    - Alternate drivers must be provided for trips expected to take more than eight hours.

Personal Vehicles

- Use of personal vehicles is NOT recommended for official organization travel.
- The driver's personal liability insurance will be responsible for covering any liability that may result from the use of the vehicle for the proposed travel.
- Gas **will not be reimbursed** in the case of traveling in a personal vehicle.

Rules and Expectations for Students Traveling Internationally

Students traveling abroad on university-administered and university-approved programs or for academic credit, and students participating in university-sponsored non-credit international programs, may travel to all locations that are not on the U.S. State Department List of Current Travel Warnings. Students are required to complete five (5) forms, which must be returned to UC.

International Programs (see Forms, below):

1. Education Abroad Emergency Information Form
2. Health Insurance Form
3. Student Health/Emergency Treatment Authorization Form
4. International Student ID Card (ISIC) Form (or show evidence of comparable emergency and travel insurance coverage)
5. Education Abroad Program Agreement Form, including the Statement of Responsibility and Authorization to Participate in the University of Cincinnati Education Abroad Program and Assumption of Risk, Waiver and Release of Liability and Indemnification.

Students who plan to travel abroad are expected to consult the U.S. State Department List of Current Travel Warnings and to explore other sources of information in arriving at their own judgment with respect to the level of risk involved with said travel. Students who are travelling to countries which are sanctioned or embargoed by the U.S. Treasury Department Office of Foreign Asset Control must clear their travel plans with the Office of General Counsel to ensure that any required approvals or licenses are in place prior to departure.

Students who intend to take equipment or software abroad should visit the institution's Export Controls website (see Related Links) to familiarize themselves with U.S. export control laws and regulations and determine if they are in compliance. Students are also encouraged to contact the Export Control Team at (513) 558-ISEC or via e-mail.

Students who wish to travel to countries that appear on the US State Department List of Current Travel Warnings must request an exemption by appeal to the International Travel Oversight Committee (ITOC) (see Forms). The ITOC decisions are final.

If the ITOC approves an exemption for a student under 18 years of age, then the university may require that student's parents to sign if the university determines for each such student that, under the totality of the circumstances, the student's travel could present a threat to the safety or health of that student or others.

If a student chooses to go to a location on the Travel Warning List without an exemption from the policy, they may not participate in a university-sponsored program, receive support from the university, or receive credits (including transfer credits) from the overseas program.

Students may request exemption from the requirement to purchase the International Student ID Card (ISIC) card for supplemental emergency and travel insurance by providing UC International Programs with evidence of comparable coverage.

Risk Management

Risk Management is the process of considering the potential risks to Students and the University - and identifying ways to avoid the dangers of activities, either by adjusting behavior and/or process - or by *eliminating the activity all together.* As a student leader it is your responsibility to educate your members on University policies and identifying risk associated with programs and behavior.

Ways to Minimize Liability

- When dealing with contracts, limit the authority within the organization to make financial commitments or authorize high-risk activity. All contracts should be reviewed by the advisor, and sent through the University of Cincinnati's contract process. Please see the "signing contracts" section within this handbook for more information.
- Require that off campus bank accounts require at least two signatures for checks/withdrawal (Advisor and Treasurer) and do not authorize an ATM/debit card for the account.
- **UC Transportation Services** is able to provide the following transportation options for officially recognized student organizations. In order to ensure that student organizations have better options to manage the risks associated with travel, it is recommended that student organizations use UC Transportation Services. To rent a vehicle and to schedule charter buses and motor coaches for University business, visit http://www.uc.edu/af/facilities/fm_auxiliary_services.html#Transportation or call (513) 556-4424.
- Events involving alcohol should be held on a licensed premise with **NO** direct involvement or organization members serving alcohol. If possible provide transportation to and from the event.
- Utilize Activity/Assumption of Risk Waivers when appropriate. Review in meetings so all are aware of risks. In addition, a copy of the form below should be kept on file with the advisor and the other should be taken with the group when they leave for travel or other activities associated with the student organization. Please visit www.uc.edu/sald for a sample Permission and Release Form for Student Trips, Outings, and/or Activities.

For additional information, please contact Student Activities & Leadership Development at (513) 556-6115 for events that may entail some liabilities

Use of Trademarks and Licensing

Branding Guidelines

Any use of the words "University of Cincinnati" or its trademarks ("C" Paw, Interlocking UC, etc) must be approved by the Trademark & Licensing Office. Please submit all requests and questions to Laura Driscoll at laura.driscoll@uc.edu.

The UC Licensing Guidelines for Student Organizations (Internal Consumption) are available at: http://www.uc.edu/licensing/guidelines.html. Not only are there severe consequences for organizations that use the University's marks in an unauthorized fashion, the University is developing financial sanctions for the misuse of its marks and will hold anyone that misuses them accountable. This is managed by University Judicial Affairs under the student code of conduct to protect the University's rights.

Purchasing Items with UC Logos for Your Student Organization?
If you want to use a UC trademark on products, even if the proposed use does not involve the sale of the products, you need to receive approval from the Trademarks & Licensing office **prior** to production. To request approval, you must complete the following process:

1. Begin the process early to allow sufficient time for review.
2. Complete the Internal Request Form describing the project, be sure of the design you want to use, and select the vendor that you want to work with to produce the items. You can access the Internal Request Form on our website at www.uc.edu/licensing/guidelines.html.
3. Email the completed request form, artwork intended for use, and a quote from the vendor to Laura Driscoll, at laura.driscoll@uc.edu to begin the review process.
   Note: You must use a licensed vendor. To help manage the program, the University conducted an RFP and selected 5 vendors who are approved to produce items for internal constituents. A complete list of our five vendors for internal consumption can be found below or on our website at www.uc.edu/licensing/licensees.html.
4. After your request has been reviewed, Laura will email a scanned copy of the form to both you and the vendor contact confirming if it has been approved as shown, if any changes are required, or if the request has been denied along with an explanation.

Approval to use a UC trademark (for example on a t-shirt) does not constitute approval to use the trademark again, including reorders, or in connection with any other item, or to change the design in any way, without seeking additional approval.

Student organizations should plan early because not all requests are exempt from royalties and may require the use of a standard licensee as opposed to one of the approved vendors for internal consumption. Also, licensees are not authorized to produce items without approval from the Trademarks & Licensing Office, so planning early and submitting the request form, quote, and design in advance will help prevent any confusion or delays in your order.

The offices of Trademarks & Licensing and Central Purchasing together manage licenses to companies that produce promotional products student organizations use. In order to use a university logo, you are required to submit a completed internal request form, quote, and artwork to the Trademarks & Licensing Office before using a P-Card or processing a purchase order through Purchasing. Submitting the request form, quote, and artwork for the products to Trademarks & Licensing will ensure that designs are approved and appropriate vendors are used.

University of Cincinnati Approved Vendor List for Promotional Products:

Associated Premium Corp.
1870 Summit Rd.
Cincinnati, Ohio 45237
Contact: Ms. Lori Heiney
Phone: (513) 679-4444
Fax: (513) 679-4447
E-mail: lheiney@associatedpremium.com

Proforma Albrecht & Co.
3975 Port Union Blvd.
Fairfield, Ohio 45014
Contact: Mrs. Kate Gottschalk
Phone: (513) 543-5409
E-mail: kgotts@albrechtco.com

Touchstone Marketing Group
7200 Industrial Row Road
Mason, Ohio 45040
Contact: Justin Warren
Phone: (513) 383-263170
E-mail: jwarren@tmgideas.com

Munoz Brandz
8919 Rossah Rd.
Cincinnati, Ohio 45236
Contact: John Zwitt
Phone: (513) 144-4048
Fax: (513) 233-7979
E-mail: jon@munozbrandz.com

Please note--
You Cannot Sell Merchandise that is affixed with any UC logo.

Smile Promotions
PO Box 8211
Bloomington, IN 47407
Contact: Rula Hanania
Phone: (812) 323-9290
Fax: (800) 353-2608
E-mail: rhanania@smilepromotions.com

Frequently Asked Licensing and Branding Questions

What is a trademark of the University of Cincinnati?

A trademark is a word, phrase, symbol or design, or a combination of words, phrases, symbols or designs, that identifies and distinguishes the University of Cincinnati. This includes word marks such as, "University of Cincinnati", "Bearcats", "Cincinnati", and "Cincinnati Bearcats". In addition to these word marks, UC trademarks include but are not limited to: the institutional logo (interlocking UC symbol with the words "University of Cincinnati"), UC symbol (interlocking UC by itself), the C-Paw, the Bearcat mascot, the Bearcat eyes, the official seal of the University of Cincinnati, and the alternate seal design.

Why should I contact the Trademarks & Licensing Department early?

We are here to help you. If you contact us early, we can work with you to:

- Determine the best product to meet your goals and objectives
- Help you navigate any problems that might arise during the approval process
- Make sure that you receive the appropriate approval so that you can have the product(s) in time for your event

Note: We may need to review your request with other individuals. Thus, contacting us early gives us the necessary time to vet the request through the appropriate channels.

Can I design whatever artwork I want and use it for my student organization?

If the artwork has no association to the University of Cincinnati, then you can use whatever artwork you want. This would be an "all out" approach and you could not associate your organization with the University in the design. However, if the artwork you wish to use creates an association with the University, then the artwork must fall within the University's brand standards, and you must be "all in". Your organization will have to choose whether you want to be associated with the University ("all in") or not associated with the University ("all out") in the design.

To access the University of Cincinnati's brand standards, please visit the University's branding page at http://www.uc.edu/ucomm/branding.html.

Can I use the C-Paw or Athletics' logos (i.e. C-Paw, etc.)?

Official student organizations recognized by the Office of Student Activities and Leadership Development have access to the C-Paw and the Athletics' logos when use is appropriate. To request use of the C-Paw or Athletics' logos, please contact Laura Driscoll at laura.driscoll@uc.edu. If your student organization is allowed access to the C-Paw or Athletics logos, your organization's name must be clearly identified on the product.

Why do I have to use one of the five licensed vendors for internal consumption?

The University conducted an RFP and awarded a contract to five vendors who are approved to produce items for internal constituents. Due to the University's contract, you need to use one of the University's licensed vendors for internal consumption. Under the licensed vendors' contract with the University of Cincinnati they are required to meet the following standards:

- Produce high quality products or services
- Produce products and services under conditions that meet the University's code of conduct
- Produce products and services with which the institution has chosen to be identified

Why must I receive permission to use trademarks of the University of Cincinnati?

You need to receive permission for the use of UC trademarks prior to production because UC must control and monitor the use of its trademarks or risk losing its rights to use them as unique identifiers of the University of Cincinnati. UC has a compelling interest in controlling the use of its trademarks for other reasons as well. These include, but are not limited to:

- Protecting UC's name and ensuring that its use, across all units of the University, is compatible with the University of Cincinnati's goodwill and reputation
- Preventing misleading or inaccurate portrayals of UC's relationship to others, and preventing others from taking advantage of the goodwill the institution has developed and which is symbolized by its trademarks
- Ensuring that products and services bearing UC's trademarks protect the integrity and reputation of the institution, maintain and build upon the goodwill of the institution, and promote support for and increase awareness of the institution, its mission and goals

Can I buy blank products from a vendor of my choosing and then have one of the licensed vendors for internal consumption screen print the University of Cincinnati's marks on the products?

No, all products bearing UC trademarks must be purchased from a licensed vendor. Licensees are required to be in control of the entire manufacturing process to insure quality and compliance with the University's code of conduct.

Do I need to submit a new Internal Request Form, artwork and quote each time I order a product that utilizes a UC trademark?

Yes, you need to submit a new Internal Request Form, artwork, and quote each time you want to produce a product bearing a UC trademark – even if you have been previously approved to produce the product or are using previously approved artwork. This is because each Internal Request Form is specific to the order (i.e. quantity ordered, price, date of the event, etc.). We do this so that we can monitor the type and quantity of products ordered by each organization, and the information we collect is used to audit our internal vendors each year.

Can my student organization sell merchandise?

No, your student organization may not sell merchandise due to the University of Cincinnati's Sales and Solicitation Policy. Some of the listed reasons in the policy include but are not limited to student

organizations' lack of liability insurance and vending permit and inability to collect, report, and pay sales taxes. Please reference the Sales and Solicitation Policy (3361:10-51-01) for more information.

Can I solicit a sponsorship from an outside entity for my organization?

If you wish to use a sponsor in conjunction with a University of Cincinnati trademark, you must receive approval **prior** to use of the trademark and any affiliation with the university and the sponsor. Please contact Laura Driscoll at laura.driscoll@uc.edu for more details, or visit our website at www.uc.edu/licensing/guidelines.html and review the "Approval Process for Use of University Trademarks for Sponsorships" section.

If I am not utilizing University of Cincinnati marks on a product, do I have to use a licensed internal vendor?

No. You may use a vendor of your choosing if the product does not bear any University of Cincinnati marks or create an association with the University or your organization of any kind. If you are questioning whether or not you have to use a licensed internal vendor, please contact Laura Driscoll at laura.driscoll@uc.edu.

Additional Questions?

If you have additional questions, please do not hesitate to contact Laura Driscoll by email at laura.driscoll@uc.edu or by phone at 513-556-9151.

Student Organization Advisors

A full time or part-time faculty, staff, or administrator can serve as an advisor of a student organization. In order for a student organization to operate at the University of Cincinnati they must have an advisor listed on record. This requirement serves to promote student/faculty interactions outside of the classroom and allows the faculty to stay connected to students' co-curricular lives. Simply having your faculty advisor sign the annual Student Organization Verification Form saying that they will serve as your advisor is not harnessing the contributions that they might offer your organization. It is important for student organizations to select an advisor who will help the organization meet its goals and provide guidance along the way.

1. How much involvement is expected or needed?
2. How often does the organization meet and do you expect your advisor to be present for these meetings?
3. How many major activities does your organization execute each year?
4. How experienced are the officers of the organization?
5. What are some ways that your organization could use the advice of an advisor? Is there someone at the University who has particular interest or experience in this area?
6. What skills would your proposed advisor bring the organization? How do these skills match those of your organization?
7. Are there areas in which you need specific assistance from your advisor and/or are there areas that are hands-off for your advisor?
8. If you want your advisor to let you know when they believe you are making a mistake as an organization, how do you want them to express this concern?

Advisor Responsibilities

A potential advisor must be a UC faculty or staff member. An advisor is the guiding force behind an organization. At a minimum, the role of an advisor is that of a liaison between the university and the students who form an organization.

In order to help advisors and students better understand the expectations associated with this position, the following points should be considered.

- An advisor should have adequate knowledge regarding the purpose and intent of the student organization, in order to offer guidance with regards to the internal (relationship of members and the internal structure and hierarchy and external (relationship between members and other student organizations or relationships with the university and community) operation of the organization.
- An advisor approves all financial transactions of a student organization. His or her signature is required on all organization financial transactions. Although signing paperwork may be the most urgent request of organization members, this is not the sole responsibility of an advisor.
- The advisor should also be aware of the organizations' programs, activities, and overall events.
- The advisor is also responsible for reviewing their officer's grades on a semesterly basis. All officers are responsible for maintaining a 2.3 semesterly grade point average. In addition, they must also be a matriculating student at the University of Cincinnati.
- An advisor is responsible for informing the organization about University policies and procedures, and keeping the organization aware of changes in those policies and procedures.
- An advisor should also work with the student organization regarding leadership trainings and retreats.

In the case of a new organization, the advisor should be prepared to guide members through the procedures of goal setting for the year, conducting productive meetings, planning events on campus and requesting funding. In addition the advisor is responsible for educating members on the proper officer transition process. In the case of an existing organization, the advisor is responsible for assuring proper transition of officers and responsibilities. In addition, the advisor serves as a resource for member growth and development. Yearly advisor training is held each fall; it is highly recommended that your advisor attend this training on an annual basis.

What to Provide to and Expect of your Advisor

Student organizations should be sensitive and limit expectations placed on advisors; however, at the same time, it is perfectly acceptable (and encouraged) that you involve your advisor in your activities. An advisor may be a hands-on director or simply an overseer, but the best balance lies somewhere between. Here are some possible expectations your advisors might have about working with your organization:

1. Give notices of meetings – You should always give notice of meetings to your advisers and try to include and invite their participation on a mutually agreed upon level of involvement.
2. Develop relationship with officers – This will help communication flow easily and establish a base from which to work together.
3. Send invitations to events – Events are a great way to keep advisors informed. Try to give enough advance notice to allow advisors to plan to attend.
4. Consult on problems – Advisors should be notified of problems. Their experience and knowledge could be invaluable in helping you to solve the issues productively and quickly.
5. Provide copies of minutes – Advisors should regularly receive any document produced by your organization (e.g. minutes, agendas, etc.).

Each year, student organizations should determine what role they might want their advisors to assume for the upcoming period and to have a conversation with their advisors about these expectations. Similarly, each advisor may have their own expectations for the group or for the role they are willing to play. It is a two-way street and both advisors and student organizations should ensure that they are well matched for one another and if not, to find a more appropriate fit. Your organization may select new advisors at any time. Please notify the Office of Student Activities and Leadership Development of such changes. The following are questions that your organization may want to consider before selecting an advisor:

Organizational Management

Goal Setting

Each year, the Office of Student Activities & Leadership Development and the Student Activities Board asks student organizations to submit a goal setting form, to be filled out with the incoming executive board to describe the organizations plans for the upcoming academic year. This form will gauge what your organization hopes to accomplish in relation to the organization's mission and guiding principles and serves as a detailed plan on what resources it will need to accomplish those goals in order to be successful. Goals can include programs, membership recruitment and retention, marketing, or any topic that makes sense for your organization. Setting goals for your organization helps to get your members involved, motivates them to work on a task and gives them a sense of fulfillment for their accomplishments. The goal setting form can be found on Campus *LINK* under the SALD page.

Evaluation

All members of the organization should be open to listening to the membership and the executive board in making the organization stronger and better. Opportunities for improvement can be identified at retreats, as well as during meetings.

Internal and External Evaluation

It is important to measure your progress throughout the academic year through internal and external evaluation. Soliciting feedback from your members can be done through group discussions and surveys at the mid-way point of the semester and at the end. You can also distribute surveys and polls online and conduct meetings that will help your organization evaluate how it is impacting the campus community. To see your organization's progress over time, keep records of survey results and feedback and compile it all in an end of the year report.

Meeting Management

Meetings are essential for proper communication between members of your organization. Creating a meeting agenda, prioritizing your tasks and managing your time are essential steps to successfully managing a meeting. Be sure to communicate the time and location to your

members. Often meetings are well attended if the time and location are constant. Consider using Roberts Rules of Order to maximize your meeting time and effectiveness.

Delegation

Learning how to delegate as a student leader is integral to the success of your role as a leaders for your organization. It is important to be able to envision goals for your organization and know how to work with your team members in taking steps towards accomplishing these goals. All members of your organization have their own unique talents and can contribute to the organization in different ways. By delegating the tasks of the organization, you are being efficient with your time and can focus your efforts on other organization initiatives. Communication is essential when delegating, find ways to motivate your team members to accomplish their short term goals.

Elections

Elections should be consistent every year and put on your organization calendar at the beginning of the year. Whoever is coordinating your elections should be aware of your procedures in your constitution. They should also make sure to communicate any infractions to the organization. Your organization advisor should play an active role in elections. Consider using Campus *LINK* for your elections.

Officer Transition

Leadership transition is crucial to sustaining your organization, and if managed well, your organization will be successful year after year. It is never too early to anticipate change in leadership. Keep digital files on Campus *LINK* for your executive board that will serve as a resource for each transition. It is also important to use meetings, retreats, one on one's, and activities to train your current members who may potentially assume leadership roles in the future. Plan a transition retreat after elections to help everyone get one the same page and learn the skills necessary to make the organization successful. Make sure the President and if applicable the Treasurer attends all required workshops for the academic year. Finally, leadership is fun--It is important for your executive board to have a healthy relationship with each other!

Event Planning

The Office of Student Activities & Leadership Development wants every organization's events and activities to be successful. Organizations can increase their chances of holding successful events by planning in advance. Out office would be happy to assist you in planning but we advise you to utilize your advisor as well. We have many resources located on Campus *LINK* and our website that will help you have a successful event. For a complete resource on planning your events please review the event planning guide.

Mailboxes

All registered student organizations have a mailbox located on the 4th floor of Steger Student Life Center. All mailboxes must be checked frequently and cleared out at the end of each semester. Student organizations may use the address for Student Activities & Leadership Development to have packages delivered. All packages must have your full organization name listed.

Student Activities & Leadership Development
455 Steger Student Life Center
Cincinnati, Ohio
45223-0136

Month by Month Timeline

August
- Welcome Weekend
- Fall Organization Fair
- Student Organization Training Workshops begin
- Advisor Trainings held

September
- Campus *LINK* Training
- Complete organization goals and submit them on Campus *LINK*

October
- Participate in Homecoming
- Organization Free Week is held
- All-University Reading Days

November
- Re-Registration must be completed by November 7, 2013
- Registration opens for Spring Organization Fair

December
- Winter Break

January
- Spring Organization Fair

February
- Annual Student Leadership Conference
- Re-registration opens for 2014-2015 academic year

March
- Last day to spend operating funds Friday, March 7, 2014 at 5pm.
- Student Government Elections

April
- Registration closes for student organizations
- Commencement
- All University Recognition Ceremony

Additional Resources

For a comprehensive guide on how to plan your event, reserve space on campus, and more review the Conference and Event Center's Event Guide. Some topics that can be found are:

Event space
Security
Grounds
Event Promotion
And more