CU ANSCHUTZ STUDENT ORGANIZATION POLICY

7/2021

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University of Colorado Anschutz Administrative Policy: This policy applies to all student organizations, regardless of university recognition status, conducting activities as a group of CU Anschutz students.

Overview and Key Resources

Student organizations serve to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom.

This handbook is designed to help students pursue their interests and passions by overviewing expectations and procedures for student organization involvement and leadership at CU Anschutz. The guidelines and processes contained herein serve to empower student leaders and promote a collaborative environment to support student success in their co-curricular endeavors. Student organization leaders and advisors should be familiar with this handbook and utilize it as a guide to the resources to enrich their student experience.

If you have any questions or would like further information about the topics covered in the handbook, please feel free to contact representatives from Student Engagement.

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Phone: 303-724-2866

Office of Student Engagement (Responsible Office)
Educational 2 North, 3rd Floor
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Phone: 303-724-4435

Social Media:
Instagram: @ cu_anschutzstudentaffairs

Student Senate
Facebook: University of Colorado – Anschutz Student Senate
Instagram: @CUAMCSS – CU Anschutz Student Senate

Website: https://www.cuanschutz.edu/education/student-resources

Definitions

1. **Student Organizations:** University recognized Student Organizations are those groups, clubs and organizations that are created by and whose voting members are registered students at UC Anschutz. They are divided into three categories:
    i. **Campus wide**: These organizations are open to all students regardless of school/college/program and are not associated with a larger local, state or national group.
    ii. **Affiliated:** These organizations are connected to only one school/college/program.
    iii. **Associated:** These organizations are connected to local, state or national organizations outside the university and have been formally recognized by as a chapter at CU Anschutz.

2. **Constitution:** a formalized set of rules adopted by a student organization governing its meetings and activities.

3. **Outside Organization:** any other organization having no recognition, association or affiliation with UC Anschutz (including, but not limited to any of its schools, colleges or programs). Students may choose to join outside organizations on their own but not on behalf of UC Anschutz. Any student who is aligned and/or a member of an outside organization is personally responsible for his or her own activities in connection with this group. Students shall not use the university's purchasing, travel office, payroll and personnel system for the outside organization. Any funds collected by the student on behalf of the outside organization shall not be

deposited to a university account. Outside organizations shall not use the university's name, IRS tax exemption, tax identification number, or governmental status.

4. **Facilities**: Use of university facilities must be coordinated through the appropriate room reservation personnel and procedures and is subject to a rental charge (see UC Anschutz Administrative Policy titled "Use of Facilities and Services by External Entities").

5. **Recognition:** the formal process undertaken by the student organization through which it requests to be identified as CU Anschutz Student Organization. Recognized organizations must have a constitution or bylaws and a CU Anschutz faculty or staff advisor.

6. **Student:** includes any individual who is registered or enrolled in an academic program at UC Anschutz. Student organizations may require, at their discretion, full-time or degree seeking status within a particular program or on a specific campus. When this is the case, students wishing to participate within the respective organization and/or the organization's activities must meet the stated criteria.

7. **Student Organization:** is an organized group of students who wish to conduct activities related to the educational and/or social experience at UC Anschutz. Students have the authority, pursuant to appropriate procedures, to form or disband any student organization.

8. **Student Organization Advisor:** a UC Anschutz employee (faculty or staff) assigned to the student organization to provide oversight, guidance, and to ensure compliance with state, university, Student Organizations University of Colorado Denver Administrative Policy and campus laws and policies.

Student Organization Principles

UC Anschutz recognizes the value of student organizations to the mission of the university and therefore may provide assistance to student organizations in conducting their activities. The level of assistance varies depending on the relationship of the student organization with UC Anschutz.

Student organizations differ in the areas of interest and ability to conduct activities on behalf of UC Anschutz. Therefore, the relationship of student organizations to UC Anschutz varies by type. The recognized relationship types are Affiliated and Associated. Student organizations shall adhere to policies and procedures for official recognition, including nondiscrimination in determining their membership. UC Anschutz reserves the right to deny recognition to groups, including those who advocate inciting or producing lawless action, who engage in unlawful activity or conduct, or who fail to comply with state, university, or campus laws and policies.

UC Anschutz recognizes the student leadership component of student organizations and therefore the primary point of contact for all student organizations will be the leadership of that organization as identified in their recognition paperwork.

Student Organization Recognition

Organization Recognition Process: Any student organization wishing to receive active Student Organization status must
1. Submit two registration forms online to the Office of Student Engagement.
    a. CU Anschutz Club/Organization Advisor Recognition Renewal
    b. CU Anschutz Club/Organization Recognition Renewal

The form must include: the organization's potential advisor and student leadership, a signed statement by each agreeing to the responsibilities associated with the positions, a copy of the proposed bylaws or constitution, and a written statement outlining the scope of current and planned activities. Your advisor will fill out a separate from the president.

2. All registration materials will be reviewed, and copies forwarded to the Responsible Office for review.
    i. **Affiliated organizations** MUST register to be considered an active club and receive benefits like funding and hosting events.
    ii. All **campus-wide and associated organizations** will be reviewed by the SGA – Student Organization Approval Committee, to confirm the organizations missions/goals are in line with the universities mission.

3. Final approval rests with the Director of the Student Engagement or their designee (for interdisciplinary organizations/associated organizations) and the

Assistant/Associate deans of student affairs (for school-specific organizations). You will be contacted with the results.

Constitution: Recognized organizations must have a constitution or bylaws and a CU Anschutz faculty or staff advisor. Example Constitutions will be available in the renewal form.

Training:
- Trainings are to be completed by all presidents and advisors
  - CSA Training - Softskills - CU: Campus Security Authority (45 mins)
  - Hazing Prevention Training -Softskills - Bullying and Hazing on Campus (34 mins)
  - Canvas Modules for all basic organization's information

Responsible Office: At the Anschutz Medical Campus (AMC), the Coordinator of the Student Engagement on behalf of university wide student organizations or the school student affairs officials (on behalf of school-specific student organizations) is considered the Responsible Office.

> b. For those organizations Associated with a local, state or national group, the responsible office would be the local office of that organization.

Starting or Re-Activating a Student Organization
All student organizations are required to register as directed by Student Engagement for university recognition and active status each academic year. Information regarding established deadlines for registration will be shared via email to student organization leaders.

Any organization that has not registered by established deadlines will be considered *inactive* and must follow the recognition process as outlined in this handbook to reactivate.

Student Organization Recognition classifications

9. **Petitioning:**
   The phase in which a group of students has applied for official recognition through the Responsible Office. If approved, the proposed organization will be transitioned to active status.

10. **Active:**

An active student organization strives to provide an outlet for students to pursue their personal, professional and academic interests and passions outside of the classroom by staying in regular communication with the Responsible Office and working to meet expectations set forth.

Failure to meet expectations and requirements may result in interim action taken towards a student organization to maintain its active status. During this period, organizational activity may be frozen within the campus community.

11. **Frozen:**
Frozen status is reserved for a student organization that must immediately cease all activity due to a direct concern/incident communicated to the Responsible Office.

During this time, the student organization is prohibited from reserving facility space, accessing funding, hosting meetings/events, and other activities indicated within the notification. The student organization will return to active status once the detailed concern/incident has been resolved and notification has been provided by the Responsible Office. If issues persist, the organization's status could change to Inactive.

12. **Inactive:**
Inactive status is meant for student organizations that fail to meet expectations outlined in the Student Organization Handbook or are required to transition to inactive status based on a sanction through the Group Conduct Review Process.
In addition, an organization will become inactive when it is dissolved by its student leaders, preferably in accordance with its constitution and/or bylaws. Any enrolled students may re-activate a student organization through the established recognition process, providing there are no outstanding conduct sanctions.

13. **Dormant:** Dormant status is designated as a temporary inactive state of an organization that falls below specific minimum requirements, typically when they are otherwise in good standing with JWU. Student organizations that fall under this status are groups who have been below the minimum requirement for three consecutive terms. Limitations may be placed on student organizations granted this status for a limited period of time to fulfill minimum requirements. If a group has failed to meet the minimum requirements for a third consecutive term; a designated member of the

Student Involvement & Leadership staff will determine the next steps for organization recognition.

Required Student Organization Members:
All clubs must have at least 3 members that must include a president and treasurer.

      a. President (required)
      b. Vice-President
      c. Treasurer (required)
      d. Secretary
      e. Advisor (required)

Advisors

Advisor Expectations:
Advisors must:

- The advisor must complete required trainings as directed by the Student Engagement Office
  - Student organization advisors are considered to be Campus Security Authorities (CSA) under the Jeanne Clery Act, and therefore are required to complete a brief CSA training module as directed by Student Engagement on an annual basis. Additional training modules may be required by the University or Student Engagement
- Regularly participate in their organization's plans and activities, including after-hours events
- Be aware of the financial activity of the student organization. Approval of student organization check requests and other financial documents may be required.

- Advisors should have regular communication with the student organization's officers and general members. It is strongly encouraged to meet with student organization's leadership to set expectations, outline goals for the organization as well as determine ways for advisor support, and attendance at executive and general meetings. Student Involvement & Leadership encourages advisors to meet with student organization leaders and general members at least once per term.
- Must be present during activities which include the serving of alcohol at preapproved events (see UC Anschutz Administrative Policy titled "Alcohol").
- Discuss any student action that would reflect poorly on the organization or the university and strongly encourage adherence to university policies and procedures

Some student organization advisor duties may be delegated to other UC Anschutz employees, but responsibility for student organization activities remains with the advisor.

Advisor Approval Process
Student Organization Advisors should obtain their supervisor's approval before agreeing to advise a Student Organization.
1. The Advisor Recognition form must be submitted by the faculty or staff member regarding their commitment as a student organization advisor
2. Advisor to meet with the Responsible Party and/or complete an advising tutorial, if available
3. President/Vice President and Advisor to meet with the Responsible Party for a student organization review every year.

Removal of Advisor:
A student organization advisor may be asked to step down as an advisor through processes outlined in the organization's constitution and/or bylaws. A student organization advisor may be removed by the university for cause. The Office of Student Engagement can serve as a temporary advisor in emergency cases.

Coordination of Event and Facilities

Student Organization Event Expectations: Student Organizations wishing to host, facilitate, and/or lead community service opportunities must obtain permissions from

- Student Engagement – Event planning online form <u>for campus wide and associated organizations</u>
  <u>OR</u>
- Responsible Office for <u>school affiliated organizations</u>

before planning and/or hosting such events.

Event Planning Process (for <u>campus wide and associated organizations ONLY</u>)**:**
1. Fill out the Student Organization Event Support Request form [here](#).
    a. Meet with the Responsible Office to confirm details on the form.
    b. The responsible party must approve a written statement confirming your event is approved.
2. Submit the COIVD - 45+ In-person Form and when you get the final approval you can move forward with your event. This may take some time to be approved.
3. Submit room request- Student organizations are required to submit room requests for events, meetings, and fundraisers [here](#) in the EMS system. You may have to make a profile first using your CU credentials. All student organizations are must be submitted a minimum of (8) weeks in advance of the scheduled event.
    a. You also must wait for the approval to move forward with the event planning
4. If you are requesting funding, submit the student senate funding request form. This may take up to two+ weeks to be reviewed as they only meet bi-weekly.

As a general rule, any event, meeting or fundraiser request that is deemed illegal, immoral, unethical, in poor taste by Student Engagement, has the potential for violating any university policy, or exposes the student organization or university to risk may not be approved.

Event cancellation: Reserving spaces and not using them takes away from other organizations who may also want to use the same space, therefore organizations must provide notice of cancellation to Student Engagement Office at least 48 hours in advance. Once an event has been canceled it cannot be reinstated without rescheduling. Organizations must resubmit an event request and follow the proper protocol to host an event on campus.

Use of Facilities: Recognized student organizations may use university-owned meeting rooms without charge as long as the usage does not conflict with regular university business or activities. All use of space on campus must be coordinated

through EMS scheduling system. See steps to set up an event above in the event planning process.

Risk Management:
The university recognizes that supporting on- and off-campus activities enhances the academic and co-curricular learning environment. All activities, whether university-sponsored or not, may require additional scrutiny and review to minimize risk and to ensure that appropriate measures are taken to shift, reduce, or insure acceptable risks.

For more information on the following, click here.
- On-campus activities
- Off-campus activities
- Events with Alcohol
- Special Event Insurance
- Film, photo and video approval
- Camp activities
- Certifications of Insurance
- General Waivers and Consent

Contact: Lori Ann Smith, Associate Director P:303-724-1127 / E: LoriAnn.Smith@cu.edu

University Counsel/Legal Services: The Office of University Counsel provides comprehensive legal services to university constituents at the Anschutz Medical Campus and Denver Campus to support their campus missions. The legal issues confronting the campuses are complex and diverse and are dictated by the dynamic environment of an academic health sciences center and an urban comprehensive undergraduate and graduate research university. For more information on the Office of University Counsel, please visit the University of Colorado System website. (303) 724-8954 Main

Equipment: If you wish to rent equipment from the office of student engagement, please fill out the equipment request form located via our website. Any equipment that is damaged or lost will be replaced by the organization that had damaged or lost it. The club representative will sign a contract when they pick up the supplies. The form must be completed 1 week in advance.

Large Groups/Guests: The organization hosting the event/activity is responsible for the behavior of any outside guests, including Alumni. Be mindful that most

university buildings operate on a card-access system which will not allow persons to enter the building unless they are part of the CU Anschutz community. Therefore, a member from the organization is required to be stationed at the event/activity entrance to assist with admittance into the building for the event/activity. Groups may be required to pay for an arranged security detail in which CU Anschutz security officers are monitoring all event entrances. Request for security in the EMS reservation. All guests must leave campus facilities immediately upon the conclusion of the event.

Food and catering: Student organizations must abide by the following guidelines for food service and catering. Any violations of this policy may result in disciplinary action:
- Any catering request must be approved by your Responsible office via written approval.
- The food must be prepared at their location and brought to your event to be served at proper temperatures.
- Individually wrapped prepackaged food is allowed to be distributed at events.
- To protect the health and well-being of the students, employees and guests, no student may cook or prepare food for events. There are no exceptions to this policy.

Movies: To use a movie or other copyrighted material, you must obtain permission from the copyright owner to publicly show.
- Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor
- You can buy the rights to a movie through the company SWANK.com.
- You can also rent outdoor movie equipment from Student Engagement. Fill out the equipment rental form in the additional resource's module.

Off campus events: It is important for student organizations to meet with their Responsible Party if they are planning an event that will be hosted off-campus to ensure the organization is aware of relevant policies and recommended risk reductions practices. Organizations are expected to act in accordance with university policies and state laws when hosting events and activities off campus, regardless if they are formal or informal in nature.

Non Discrimination Policy: In accordance with the University's Non Discrimination Policy and Procedures, student organizations may not discriminate or limit membership on the basis of race, color, national origin, sex, pregnancy, age disability, creed, political affiliation or philosophy, religion, sexual orientation,

gender identity, gender expression, or veteran status in its membership or activities.

Student organizations may require their leadership to promote the purposes of the organization, to ascribe to documented beliefs of the organization, and/or to act in accordance with organizational espoused standards of behavior.

Allegations of discrimination or harassment, including sexual misconduct should be reported to the University's Office of Equity (insert hyperlink). Student organizations or individual student members may be held accountable for violations of the University's Non-Discrimination Policy, including but not limited to suspension, expulsion, or nonrecognition of the student organization by the University.

Political Event: Recognized Student Organizations that want to host a political debate, bring a political candidate to campus, or participate and/or host any political event are encouraged to work with the Office of Student Engagement. University funds cannot support a political event.

Contracts: Contracts are legal and binding agreements that outline a relationship between two parties with reference to an exchange of goods or services. A contract can be verbal or written, and they can be called different things, such as agreements, memorandums of understanding, terms and conditions, etc. so it is important to consider the following guidelines:
- All contracts must be submitted to your Responsible Party for review and processing.
- **No student or advisor may sign a contract that binds the university**. Signing a contract or entering an agreement that legally binds the University is a violation of the University's Contract Policy. Anyone who signs a contract or enters into an agreement becomes legally liable for that agreement, including payment. If you have any questions concerning contracts, please contact your Responsible Party.
- All contracts must be submitted **thirty (30) days** in advance of the required date. *The more detailed the contract, the longer the process could take. Please plan ahead!*
- Contracts are required for all entertainment/services, whether or not they involve payment (i.e. bands, lecturers, DJ's)

Marketing

Logo policy:

Campus Wide/ Program Affiliated Student Organizations
- Please request approval from the [Office of Communications](#) before use. To submit an approval request, go to the [design request form](#) or [send us an email](#).
- Observe the approved usage guidelines for all logo placements. Custom club artwork may include an official name of the university—but is not required.
  - **Do NOT** use a campus logo if your logo includes a CU Anschutz text treatment.
  - **Do NOT** incorporate any CU mark—including the CU Icon—within your mark.
- Inform the Student Engagement Coordinator of your new logo Inform the Student Engagement Coordinator of your new logo

  Best Practices:
- Keep graphic elements simple
- Use the brand font Helvetica Neue at all times
- Use CU Anschutz brand colors
- Campus affiliation is not required, but it adds an additional identification and credibility element to your mark
- Affiliated student clubs and organizations should align their marks within the CU Anschutz brand as closely as possible. They are not required but encouraged to use a campus identifier whether it be through a text treatment within the mark or by pairing their mark with a campus signature mark.

Associated Student Organizations

Associated clubs and organizations include local chapters of state, regional or national groups that have a presence on campus and have been formally recognized by CU Anschutz.

Additional Guidelines

Student clubs and organizations that choose to self-identify through the use of custom artwork or logo designs must receive prior approval from the Office of Communications and Student Engagement. All custom identities and artwork must guidelines found [here](#).

Flyer Posting policy:
Posting procedures may vary based on the particular building, its layout, and the function(s) of the facility. Uncontrolled and unauthorized postings are considered a potential fire hazard and a violation of Fire and Life Safety Regulations. Careless removal of these improperly posted and/or unauthorized items frequently results in unsightly damage or housekeeping problems. Facilities Management staff will be instructed to remove unauthorized postings, announcements, signs or displays. In order to prevent unauthorized postings on the campuses, the following procedures have been established.

Steps to post flyers:
1. Refer to the building posting list below for clarification as to whether an approval stamp is required.
2. Print flyers and either hang them yourself in the Honor System buildings OR hand them to the appropriate Administrator to get a stamp. When stamped pick up flyers to be posted.
3. Flyers should be removed by the installer in a timely manner. The posting must be removed either the day of or the day after the event or 30 days from the posting date.

    Building posting list can be found on the CU Anschutz student organization website.

    Click here for more information.

Posting Locations with Honor System: In these buildings, the expectation is that those posting a flyer will follow the intent of this policy. Postings that do not follow the intent of this policy will be removed.
- Academic Office 1
- Building 407
- Campus Services
- Fitzsimons Building 500
- School of Dental Medicine
- Pharmacy and Pharma. Sciences
- Research 1 North
- Research 1 South
- Research 2

Posting Locations with Stamp and Administrator:

- Barbara Davis Center for Childhood Diabetes (1-4 floors)
  - Suzann Ruedeman (3rd & 4th Floors - Labs)
  - Phyllis Sevik (2nd floor - Clinical Research)
  - Tai-Ping Hartwell (1st floor - Clinics)
- Education 1 - Betty Charles
- Education 2 North - Betty Charles
- Education 2 South - Betty Charles
- Health and Wellness Center - Luciana Smith
- Health Sciences Library - Douglas Stehle
- Nighthorse Campbell Native Health Building - Lori Trullinger
- Parking Lots - Kerrie Mclean
- Landscaping/Wayfinding - Del Queil

All other locations are off limits.

Other Flyer Policies:
- Non-Offensive – Flyers, posters, and signs should not include language inciting imminent lawless action, threats of imminent bodily harm or injury to others, unlawful harassment, obscenity, or defamation.
- Flyers can be placed in display cases, existing poster/flyer holders or on bulletin boards, NOT doors, windows, walls, etc. In some buildings, there is a requirement to place postings in these display cases (check with the Building Administrator).
  - Display cases for postings in elevator lobbies are restricted for use by Facilities Management.
- Postings in elevators are to be done in only one elevator when there is a bank of elevators. The designated process must be followed before posting. An announcement should be submitted to the Building Administrator.
- Signs and displays that are in public areas such as lobbies, entryways, or exterior to a building require additional steps for approval. This requirement is for larger displays on easels or hanging from the rafters, etc.; NOT for items located in display cases. For banners, displays or other larger items placed in public view the following applies.
- The use of easels is highly discouraged and should be done only after contacting the appropriate Building Administrator. Signs on easels can only be used for wayfinding on the day of the event and must be removed immediately after the conclusion of the event. Easels may interfere with the emergency exiting of buildings and will not be approved to advertise upcoming activities or events.

- The use of tape, nails, and other fasteners for posting signs or flyers is prohibited. These may damage the facilities, or the posting may block vision creating a safety hazard. Use of existing bulletin boards is recommended. Contact Facilities Management if there are questions about the use of specific locations.
- Attaching postings/flyers to external monument signs is strictly prohibited. This may interfere with the wayfinding process on campus. Schools and Departments with large/regular events with outside guests may purchase and set up temporary (same day) directional/wayfinding signage. Contact the Building Administrator for Landscaping/Wayfinding for guidance and approval (refer to the Building List).

Campus Wide Student Newsletter: You can submit an event or organization news to all CU Anschutz students by filling out the form here. You can also request that the event or news be posted on our Instagram. Please submit your event request 1 week before the actual event and on a Wednesday.

Social Media:
Request Student Affairs to post on your behalf: If you would like for us to make a post for you, please fill out this form at least one week before we need to post it.

Create New Account: BEFORE YOU LAUNCH YOUR SOCIAL PLATFORMS and prior to getting started on social, please click here to fill out the registration form.

- If you're unsure if social media is right for your school, department or unit contact the Student Engagement Coordinator. We're here to help. Contact: studentorganizations@cuanschutz.edu

  Accountability:
- Your advisor must know your social media usernames and passwords.
- Username and passwords should only he handled and used by your president and social media handler.

  Account Username and Handle:

- The account username is how your followers will mention or tag you in their posts. With your username, it is key to be straightforward to clearly identify your CU Anschutz program, department or school name.

- Depending on what platform you are joining, the amount of characters for your account handle will change. Most common practice begins with "CU" followed directly by your school/program name.
- If you are creating multiple new accounts, it's best to try to be consistent with your usernames if they are all available.

Emails:
Making an email for your organization can help the general campus population contact you for any inquiries. When making an email name please contact your responsible office for help. Emails should be simple and to the point. Emails access should include the right members each year as students graduate or move on from the organization.

- When making an email for your organization,
    - Contact your responsible office for approval
- With the approval, email OIT-ServiceDesk oit-servicedesk@ucdenver.edu.
- Your advisor, president, and treasurer should all have access to this account.
- If an email account is necessary for your organization, you must be accountable and respond to inquiries in a timely manner.
- When adding or removing people from the email each year, email OIT-ServiceDesk oit-servicedesk@ucdenver.edu for assistance.

Website:
If you are interested in creating a website for your student organization, contact your responsible office. All campus wide and associated student organizations will work with the Student Engagement Coordinator to determine the best solution. Questions that will arise are if an older site already exists, if a new site is created where should it exist, and how can we edit the site.

Student Senate Funding

General Expectations:
Guidelines for the funding policies for student club/organization activities funded, in part, by student fees. All enrolled students who pay tuition and fees at the University of Colorado Anschutz Medical Campus (AMC) are eligible for funding from these fees as a member of a Club/Organization. Clubs/Organizations must be recognized by the Office of Student Engagement for the current year in order to

receive funding. Typically, funding received by the Student Club/Organization will be considered one-time 'seed' funding. The Student Club/Organization will be responsible for acquiring any additional funding for future use. Student Senate shall determine the amounts of funding available prior to any club or organization receiving funding.

Appropriate Uses of Funding
Funding must be used to enhance educational and University experiences. Programs and/or activities that are open to the whole student body will have priority over those that are not.

Inappropriate Uses of Funding
A. Political It is prohibited that fees be used in support of or in opposition to political candidates, political parties, off-campus ballot issues or for programs related to political campaigning. Organizations that are generally regarded as being a part of a political party may be funded only for specific events not related to their political functions.
B. Academic Activities Funds designated for clubs/organizations will not be used to fund scholarships, activities, events and/or programs for which academic credit is given, academic research, or AMC recruitment/orientation. Funding requests for these items should instead be directed to the respective department of the University.
C. Decorative Items Student Fee Money will not be used to fund items of a decorative nature such as streamers, plants, floral arrangements, signs, posters, pictures, etc. An exception to this is promotion/advertisement materials connected with an official club function.
D. Personal Items Under no circumstances will student fee money be used to fund items that are for personal use or are of a personal nature. All items bought with student fees must be available for general club/organization use.
E. Gifts It is prohibited to use student fee monies for the purchase of gifts of appreciation, reward for performance, as a means to provide recognition for special designated days, or in recognition of birthdays or holidays. However, the purchase of flowers, fruit baskets, etc. for the purpose of expressing condolences, sympathy, get-well wishes, etc. will not be recognized as a gift and will be authorized.
F. Miscellaneous Any activity/event that is not considered of an educational and/or University nature (see Article II) by the Vice President of Finance or the Student Senate will not be funded.

Priority For Allocation of Funds
Priority for allocation of funding will be granted on the following basis:

1. Clubs/Organizations that are considered to be of an educational and/or University nature will be granted priority over other organizations.
2. Those organizations that have received little or no monies for the fiscal year will be granted priority over organizations that have received larger amounts of funding.
3. Clubs/Organizations must submit paperwork including detailed description of intentions for funds, who will manage them, and how you will manage them, by the priority deadline, if applicable, to received priority. If the funds are to be used for events, please include estimated dates and locations.
4. On-campus events have priority over off-campus events.

All registered campus wide and affiliated student organizations are eligible to allocate money from the Student Senate.

Associated student organizations can propose their initiative/project to student senate to see if the student senate would like to collaborate on an initiative /project. If the project supports the senate's mission, enhance educational and University experiences, they can decide how they want to contribute to the associated student organizations project.

Professional Development Assistance
The Student Senate is reorienting the allocation of activity fees to fund University experiences. Because of this, projects like the Professional Development Assistance awards that historically reimbursed students for conference registration fees are no longer available. Funds will now be primarily disbursed to support educational events occurring at our university.

Procedures for Obtaining Funding
1. Follow guidelines for "recognition" as put forth in the Organization Recognition Policies and Procedures
2. Organizations must submit paperwork including a detailed description of intentions for funds, who will manage them, how they will be managed, and who will manage them, by the priority deadline, if applicable, to receive priority. If the funds are to be used for events, please include proposed event dates and locations.
Click here for the form
3. The form will be reviewed and voted upon by the Student Senate at their bi-weekly meetings.
4. Student Senate will inform the student org of the decision (approval/denial) after their bi-weekly meetings.

A. Student Senate will inform the Student Affair's Business Manager of the approved organization funding request.
5. If granted money,
    A. <u>Campus wide</u> student organizations will be responsible for submitting all Senate approved purchasing requests to the Student Affair's Business Manager, Ariel Redell ariel.redell@cuanschutz.edu, with the Purchasing Request [form](#).
        A. Purchases must not go over the Senate approved dollar amount (including S&H costs).
        B. All purchasing requests must be submitted to the Student Affair's Business Manager at least 3 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).

    B. <u>Affiliated</u> student organizations will be responsible for submitting all purchasing requests to their responsible office.
        A. Purchases must not go over the Senate approved dollar amount (including S&H costs).
        B. The responsible office will reach out to the Student Affair's Business Manager, Ariel Redell ariel.redell@cuanschutz.edu, to request the Student Senate SpeedType, which will be used to complete approved purchases.
        C. The Student Affairs Business Manager will also require an itemized invoice or receipt related to the approved purchases.

Money Management

Depositing Funds:

Campus Wide student organizations: funds shall be deposited into the Office of Student Affair's (OSA) university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by the OSA Business Manager and the student organization's Treasurer. Student organizations may not deposit monies into any bank account outside of the university. A new Treasurer will have a

~~mandatory training with the Student Engagement Coordinator and Business Manager at the beginning of each school year. Fundraising and general funds will need be to be accounted for separately.~~

<u>Campus Wide and Affiliated student organizations:</u> funds shall be deposited into one or more of the organization's advisor or department's university accounts in accordance with campus fiscal policies. Funds will be deposited and managed by the Responsible Offices and the student organization treasurer. Student organizations may not deposit monies into any bank account outside of the university. Please work with your advisor and department business manager to manage.

<u>Associated student organizations:</u> are not permitted to deposit funds with the university. Therefore, if an account is necessary, the associated student organization is responsible for maintaining bank accounts outside the university. The university will bear no responsibility for these accounts.

Fundraising: Affiliated and Campus Wide recognized student organizations are allowed to conduct fundraising activities on campus. All fundraising activities, including printed materials soliciting donations for the benefit of the student organization, must be reviewed and approved by the Responsible Office. Fundraising is the act or activity of soliciting and collecting gift revenue benefiting the University. Examples of fundraising activities include the collection of gifts or money through contributions or donations, sale or auction of merchandise or services, collection of registration or sponsorship fees, imposition of admission charges or registration fees, and/or membership fees. Student organizations are strictly prohibited from securing a raffle license as a fund-raising activity.

All procedures outlined in the University of Colorado, Office of the University Controller, Finance Procedural Statement titled: "Fundraising Events" must be followed for all fundraising efforts and supersedes any statement within this policy.

Donations/Contributions: Recognized student organizations shall not donate university funds, including monies generated from fundraising activities, as a contribution or charitable gift to any organization. Any contributions to political campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative must comply with all applicable laws and university policies.

This prohibition does not include donations to non-profit organizations when (1) the donation is directly related to achieving the university's educational, research, or public service mission and (2) the donation has been approved in advance by the Vice Chancellor. See the Administrative Policy Statement titled: "Donations."

Student Organizations may except donations. Tax deductions are not available to donors. Student Organizations are not considered non-profit.

External Awards: Recognized student organizations applying for financial assistance in the form of an award from external organizations, like a foundation, community civic group, or local business, may do so using the related identifying information of the university (e.g. tax identification number, etc.). When an organization secures an award, the check should be made payable to the "Regents of the University of Colorado" and deposited according to university fiscal rules and policies.

- Associated organizations are not allowed to apply for awards or financial assistance using the university name or tax identification number.
- Award applications filed by an affiliated and campus wide student organization must be reviewed and approved *prior to submittal* by the Responsible Office.

Purchasing:
If your organization is interested in purchasing an item there are two ways to start your purchase. For the lowest cost and for on-time arrival, the purchasing process should begin at least **4+weeks** before the date required. Please do not contact the Procurement Department on your own.

1. Request Funding from Student Senate: This should be 6+ weeks before the date required.
   - Organizations must submit paperwork including detailed description of intentions for funds, who will manage them, and how you will manage them, by the priority deadline, if applicable, to receive priority. If the funds are to be used for events, please include estimated dates and locations. Click here for the form.
     - You will need to use this form to list any purchases.
   - The form will be reviewed and voted upon by the student senate at their bi-weekly meetings.
   - Student Senate will inform the student organization of the decision after their bi-weekly Monday meeting.
     - Student Senate will also inform the Student Affair's Business Manager of the allocated funds.

If granted money,
- o <u>Campus wide student organizations</u> will be responsible for submitting all Senate approved purchasing requests to the Student Affair's Business Manager, Ariel Redell ariel.redell@cuanschutz.edu, with the Purchasing Request [form](#).
  - Purchases must not go over the Senate approved dollar amount (including S&H costs).
  - All purchasing requests must be submitted to the Student Affair's Business Manager at least 3 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).
- o <u>Affiliated student organizations</u> will be responsible for submitting all purchasing requests to their responsible office.
  - Purchases must not go over the Senate approved dollar amount (including S&H costs).
  - The responsible office will reach out to the Student Affair's Business Manager, Ariel Redell ariel.redell@cuanschutz.edu, to request the Student Senate SpeedType, which will be used to complete approved purchases. The Student Affairs Business Manager will also require an itemized invoice or receipt related to the approved purchases.

2. If you already have funds,
   - o <u>Campus wide student organizations</u> will be responsible for submitting the purchasing form to the Student Affair's Business Manager, Ariel Redell ariel.redell@cuanschutz.edu.
     - Purchases must not go over the amount in your account (including S&H costs).
     - All purchasing requests must be submitted to the Student Affair's Business Manager at least 3 weeks prior to the event (depending on the type of request, some items may take additional time to process i.e., branded materials, etc).
   - o <u>Affiliated student organizations</u> will be responsible for submitting all purchasing requests to their responsible office.
     - Talk with your responsible office for instructions.

Collecting Funds:
You can only collect funds electronically and with a credit card.

- o Electronically collected funds can be set up through a website. You will need to provide a speed type (that recognizes revenue) and account number. Work with your responsible party to access these account numbers.
  - ▪ Email Katelyn.blanas@cuanshcutz.edu to setup the registration and collection of funds.
  - ▪ or
  - ▪ Email the office of communications to set the registration and collection of funds, **communications@cuanschutz.edu**.
- o Your advisor will need to be present if collecting funds in-person.
  - ▪ If collecting funds in-person, you can rent iPads from Student Affairs.
    - • Email Katelyn.blanas@cuanshcutz.edu to rent the iPads from Student Affairs.

Gift Cards:

You will need 1 month of planning to set up gift cards for an event. Process to set up Gift Cards:

1. Campus wide organizations work with the Student Engagement office and Affiliated organizations works with your Responsible Office.
2. Send and receive approval for a recognition program.
3. Receive approval for the gift card program
   a. Need to identify a staff member as the primary "supervisor" of the program.

Use of the University's Procurement, Travel Office, Payroll and Personnel Systems

Affiliated student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status. Use of each one must be approved and coordinated through the Responsible Office (see section C.2.f). When referring to its relationship to the university, an affiliated student organization may use: 'the University of Colorado Denver (student organization).'Associated student organizations shall not use the university's name, IRS tax-exemption, tax identification number or governmental status.

The Associated Student Organization must be able to use the tax identification number of its related local, state, or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts. If neither option is available, then the organization must fulfill the Affiliated Student Organization criteria, or it shall not obtain recognition at the university. Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case-by-case basis at the discretion of the Director.

Associated student organizations may not represent themselves to the public as affiliated student organizations. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus.When referring to its relationship to the university, an Associated Student Organization must use 'the student chapter of (local, state or national organization) at the University of Colorado Denver.'

Outside organizations are not affiliated or associated with the university or any the university college, school, or program. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university's logo, trademark, letterhead, tax identification number, or tax-exempt or governmental status under any circumstances.

Use of University's Name, Trademark, IRS Tax –Exemption Status

Recognized student organizations may be allowed to use the university's name, the CU logo, trademark, letterhead, tax identification number, and tax exempt or governmental status.

> f. Use of each one must be approved and coordinated through the Responsible Office. When referring to its relationship to UC Anschutz, a recognized student organization may use: 'the University of Colorado Anschutz (student organization)'
> g. The recognized student organization must work within the brand guidelines published here: https://www.cuanschutz.edu/offices/communications/brand/student-clubs-organizations
> h. Associated student organizations shall not use the university's name, IRS tax-exemption, tax identification number or governmental status.

The Associated Student Organization must be able to use the tax identification number of its related local, state or national organization, or it must become a legal entity on its own with its own tax identification for use on external bank accounts.

i. If neither option is available, then the organization must fulfill another recognized Student Organization criterion, or it shall not obtain recognition at UC Anschutz.

j. Associated Student Organizations must obtain prior approval from the Director of University Licensing to use the CU logo or trademark. Approval will be granted on a case by case basis at the discretion of the Director.

k. Any questions that may arise regarding this relationship should be directed to the Responsible Offices on campus. When referring to its relationship to UC Anschutz, an Associated Student Organization must use 'the student chapter of (local, state or national organization) at the University of Colorado Denver.'

l. Outside organizations are not affiliated or associated with UC Anschutz or any UC Anschutz college, school or program. Therefore, these organizations shall not represent themselves as affiliated or associated with the university; they shall not use the university's logo, trademark, letterhead, tax identification number, or tax-exempt or governmental status under any circumstances.

Alcohol

As stated in the UC Anschutz Administrative Policy Statement titled: "Alcohol", the consumption of alcohol on campus properties (owned, leased or licensed) is prohibited except at approved events.

Recognized Student Organizations wishing to have alcohol at an event must follow the processes outlined here. Requests should be submitted at least 30 days prior to event date to allow the Alcohol Advisory Committee time to properly review. Please direct any questions related to events with alcohol to Caroline Kirkwood at 303-315-2286 or FS-Compliance@ucdenver.edu.

Events with Alcohol: The University of Colorado recognizes that serving alcohol at events may be allowed with proper approvals. Well-planned and managed

events can decrease the risk of alcohol-related incidents.

Departments hosting events with alcohol have overall responsibility and accountability for properly managing their events in accordance with Colorado State liquor laws and university campus policies and procedures.

In general, the approval process for an event with alcohol, on-campus or off-campus, requires the department to take the following steps:

1. Review the following guidance on events with alcohol.
Events with Alcohol - Risk Management
Events with Alcohol Guidelines and Risk Assessment
Campus Administrative Policy #3050 - Alcohol Service
2. Reserve a location for event
3. Decide on invitation method and draft a guest list
4. Reserve a caterer or other food service
Caterers must comply with Standard Insurance Requirements
Vendor must possess proper Liquor Liability Insurance and list the University as an Additional Insured.
5. Hire a TIPs certified bartender (licensed vendors typically employ TIPs certified servers)
6. Ensure allowable alcohol funding is available and sufficient to cover cost of event
7. Complete Alcohol Authorization Form
The Alcohol Authorization form **MUST** be completed anytime University funds are being used to pay for ANY portion of a Large Official Function (>10 people attending) that includes alcohol service.
8. Route Alcohol Authorization Form to department Officer for approval
9. Submit Officer signed form to FS-Compliance@ucdenver.edu

Requests should be submitted at least 30 days prior to event date to allow the Alcohol Advisory Committee time to properly review.
Please direct any questions related to events with alcohol to Caroline Kirkwood at 303-315-2286 or FS-Compliance@ucdenver.edu.

Alcoholic Beverages Purchased for Personal Consumption at Official Functions:
1. Purchase of alcoholic beverages shall only be made from gift fund (Fund 34) SpeedTypes with a Gift Purpose Code 2 of Y, designating that the SpeedType is restricted for purposes including entertainment, donor cultivation, or personnel recruitment.

2. 1. Purchases must be coded in the Finance System as Official Functions with Alcohol, Account 550102.
3. 2. When alcohol (in any dollar amount) is being purchased for an official function, the Official Function form must be completed. (However: For transactions in the Concur Travel and Expense System, official function and alcohol information is provided directly in the transaction screen, and the system routes the report for appropriate approval. Therefore, the paper Official Function form is not required for Expense System processing. See "Paper Forms and the Expense System," below.)
   a. The form must be approved by the organizational unit and by the Vice President/Vice Chancellor for Finance or his/her delegate(s)
   b. If the total cost of food and beverage (including alcoholic beverages and including all related taxes/tips) is greater than $10,000, or if the per-person cost is greater than $85 (regardless of total cost), then the Official Function form must also be approved by an appropriate officer.
4. 4. For bulk purchases of alcoholic beverages made by the President/Chancellor, Official Function forms will be completed when items are subsequently removed from inventory for specific university events.
5. 5. For donor cultivation, solicitation, and stewardship official functions, see below.

Alcohol Guidelines and Risk Assessment - Helpful Tips

PSC Procedural Statement: Alcoholic Beverages Purchased for University Events

Legal Liability

As indicated in the Administrative Policy Statement titled "Fiscal Roles and Responsibilities," the individual(s) involved in a transaction made in violation of state or university laws and policies may be held personally liable for that transaction. Additionally, any transaction made that violates any contract, grant or donor restriction may also cause the individual involved to become personally liable.

Conduct Review Process

Our students are held to high standards as defined in the Student Code of Conduct and other university policies, procedures, and rules. Students remain subject to the provisions of the Student Code of Conduct and university policies, procedures and rules at all times, including while engaged in activities of university recognized student clubs and organizations (each, a "Group").

In addition, Groups are also held to the same high standards of conduct. Leaders and members of Groups should at all times be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group ("Group Representatives") and guests of the Group ("Group Guests"), reflect on both the university and the Group.

As a result, a Group may be held responsible for both the Group's misconduct and for the misconduct of any one or more of its leaders, members, Group Representatives and/or Group Guests. Such misconduct includes any violation of the Student Code of Conduct or any other university policy, rule, or procedure.

Affiliated Student Organizations will follow their programs Student Code of Conduct and review process.

Campus wide and associated student organizations review process is TBD.