



**LEARN  
ENGAGE  
ADVOCATE  
DISCOVER**

---

**Registered Student  
Organizations**

**RSO 101**



# TODAY'S GUIDE



**Funding**

**Engagement &  
Leadership**



**RSO Services &  
Marketing**

**Belonging,  
Diversity, Equity,  
Inclusion, and  
Title IX**

# FUNDING



## Business Office

Kristal Boxberger  
Raeleann Weigel  
Sarah Nattier

## Purchasing Office

Sandi Cook  
Shelley Bryant

## Student Fiscal Services

Cory Elsen  
Derek Ebert

## Student Government Association

David Schulte-SGA  
Treasurer

## Foundation

Ricardo Zamora

# WORKDAY


---

# SECURITY ACCESS

- Gain security access to make cash sales or submit other financial transactions for the Student Activity account by email: [sfsmail@fhsu.edu](mailto:sfsmail@fhsu.edu).
  - Include: Your Name, FHSU ID, Organization Name, Officer Position, Cost Center Manager.
  - Security Access will only be given to an organization officer or advisor.
- Student Fiscal Services will submit the request for access. The request will be approved by the Cost Center Manager, Director of SFS, and the Business Office.
- Your security access change may take 3-7 days (depending on the approval process).
- Students should use their name@mail.fhsu.edu to log into [Workday](#).
- FHSU student employees will use name.se@fhsu.edu to log into [Workflow](#) forms. This includes: *Cost Center Change Form, Travel Receipt Forms, Transportation Requisitions.*




# WORKDAY

**FORT HAYS STATE UNIVERSITY**

STUDENTS FACULTY/STAFF VISIT GIVE DIRECTORY NEWS

ABOUT ACADEMICS ADMISSIONS ATHLETICS ONLINE STUDENT LIFE



---

## STUDENT RESOURCES

Home / Division Of Student Affairs / Student Resources

### WHAT YOU NEED TO SUCCEED

The busy schedules of students who are involved in classes, career development and on-campus activities keep Fort Hays State University always improving the ways in which we can help you with classes, stress and life.

You're not alone in your journey to excellence. We're here to help and cheer you on - every step of the way.



TIGERTRACKS


BLACKBOARD

LIBRARY

GMAIL


WORKDAY




 <https://www.myworkday.com/fohs/d/home.html>

ate Univ Workday Write Cloud Fax

Search

**FORT HAYS STATE UNIVERSITY**

Welcome, Kelsi J Pfannenstiel


**Inbox**  
128 items


Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$170.98  
7 minute(s) ago - Due 09/11/2018; Effective 09/06/2018


Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$146.21  
8 minute(s) ago - Due 09/11/2018; Effective 09/06/2018


Cash Sale: 999 Customer for Cash Sales on 09/06/2018 for \$33.04  
8 minute(s) ago - Due 09/11/2018; Effective 09/06/2018


[Go to Inbox](#)


**Applications**  
13 items


**Time**


**Directory**


**Benefits**


**Career**


**Personal Information**


**Time Off**


**Pay**

**Expenses**

**Cash Sales (Deposits)**

**External Resources**

**Customer Collections**

**Supplier Accounts**

# **BUSINESS OFFICE** **EXPENSES**



- Expenditures are processed through the FHSU Workday system
- Purchases cannot exceed the organization's account balance
- SGA vs. Student Activity Funds
  - SGA Allocations and Appropriations must follow SGA, University and State of Kansas guidelines.
  - Student Activity funds have fewer restrictions and allow more flexibility
  - Student Activity accounts are NOT tax exempt-unless purchasing for resale.
- Gifts, Prizes and Awards expenditures must follow strict guidelines. For details regarding these purchases review the full policy and procedure: **[Gifts, Prizes and Awards - Revised June 2022.](#)**

# **BUSINESS OFFICE**

## **PAYMENT BY CREDIT CARD**

*\*\*\*\*Preferred method of payment to suppliers\*\*\*\**



### **Student Activity Accounts**

- Credit Cards are checked out through SFS.
- Can be checked out and used for travel expenses.
- DO NOT use student activity credit cards to make purchases that will be paid from state funds.

### **SGA Allocations/Appropriations**

- Only state issued p-cards can be used for state expenses.
- DO NOT use state p-cards to pay for expenses to be paid for student activity funds.
- If a student organization does not have access to a state p-card, they can contact Purchasing to make purchases to be paid from state funds.

# **BUSINESS OFFICE**

---

## **PAYMENT BY CHECK**



- If supplier does not accept credit card payments, a supplier invoice will need to be submitted in Workday to remit payment by check.
  - Follow this procedure to create a supplier invoice in Workday:  
**Create Supplier Invoice.**
- DO NOT wait until invoices are due to initiate the process to request a check. The approvals and processing of the check can take several days, and student organizations do not want to run the risk of being assessed late fees on invoices.

# **BUSINESS OFFICE**

## **REIMBURSEMENTS**



- When an individual (member, advisor, etc) pays for student organization expenses personally and needs reimbursed, follow the [\*\*Create Expense Report-SA Company\*\*](#) to process reimbursement to the individual.
- If the individual is being reimbursed from SGA funds for travel related expenses, prior to the trip a Travel Receipt Form must be started in the Business Office workflow and a Spend Authorization will need to be submitted [\*\*Create Spend Authorization for Trip Approval\*\*](#). After the trip is complete, finalize and submit the Travel Receipt form and follow the [\*\*Create Expense Report: FH Company - For Travel Expenses\*\*](#) or [\*\*Create Expense Report: FH Company - Student\*\*](#) to submit the expense report for reimbursement.
- Unless it is the only option, it is NOT recommended that individuals pay personally for expenses. Reimbursements can take time to process, thus potentially creating a financial burden to the individual.

# **BUSINESS OFFICE**

## **EXPENSES NOT ALLOWED**



- Illegal purchases: lottery tickets, alcohol, drugs, tobacco, or other purchases not in accordance with University policies.
- Purchases without an itemized receipt.
- Advisor expenses from SGA.
- Advisor expenses from SA funds must be approved at a club meeting—minutes of the meeting must be attached to the expenses.
- SGA funds cannot be used for fundraising. SA funds are allowed for fundraising, see Fundraising Project Policy in the Student Organization handbook PRIOR to hosting a fundraising event.
  - Any organization considering a raffle must contact Student Engagement in advance for guidance and approvals.

# **BUSINESS OFFICE**

## **TRAVEL**



- If trip expenses are being paid with Student Activity funds, a Student Activity credit card should be checked out from SFS to pay for expenses.
- If trip expenses are being paid with SGA Allocations, a state p-card should be used to pay for expenses. If the student organization doesn't have access to a state p-card, contact the Purchasing Office.
- Need Assistance with travel???
  - For questions on the logistics of travel and compliance with policies and procedures, contact the ***Business Office***.
  - For assistance with making arrangements and/or submitting forms, contact the ***Purchasing Office***.
  - For a complete list of University travel policies and procedures go to **[FHSU Travel Policy Manual](#)**.

# **BUSINESS OFFICE**

## **MEALS WHILE TRAVELING**



### **Student Activity Accounts**

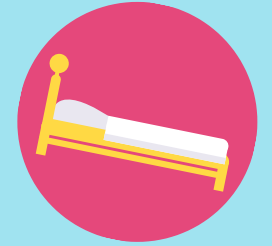
- Student Activity credit card can be checked out and taken on trip to cover student meals.
- Students can pay personally and be reimbursed after the trip.
- Advisor can pay personally for student meals and get reimbursed; however, a certification of expense form will have to be completed and signed by each student. Advisors with a p-card **MUST NOT** use them for meals!!!

### **SGA Allocations/Appropriations**

- Meals are reimbursed to the traveler (after the trip) based on the daily M&IE rate. Meal allowance is determined by the destination, departure times and arrival times of travel.
- Some situations may warrant a cash advance being distributed to students for meals.
- Advisors **MUST NOT** use their state p-card or personal funds to pay for student meals!



# BUSINESS OFFICE LODGING



- LODGING CANNOT BE PREPAID. Reservations can be made to hold rooms and under certain circumstances a one night's deposit may be required, but the full stay cannot be paid in advance.
  - *\*\*\*Airbnb's only option is to pay in full when making the reservation. As long as this is a more economical option vs. a hotel, the prepayment is allowed.\*\*\**
- Lodging rates are established by the State of Kansas and are determined by the destination of travel and the month that the travel occurs in. Rates can be found on the Business Office webpage, [Expenses/Travel](#) section.
- Itemized receipts are required and must show the room rate, miscellaneous costs and taxes charged.
  - Note: If travel is paid from state funds and travel is in the State of Kansas, tax should not be paid to the lodging establishment.

# **BUSINESS OFFICE** **TRANSPORTATION**



Employees and students traveling on university business are required to use the most economical and advantageous modes of transportation.

- Detailed information regarding transportation policies can be found in the **FHSU Travel Policy Manual**

## **POSSIBLE COMPLICATIONS**

- Are you traveling separate from other travelers for personal reasons?
- Are you leaving or returning somewhere other than your official station?
- Is someone going with you that isn't on state business?
- Are you extending your trip for personal time?

# **BUSINESS OFFICE** **CONTACT**



Phone: 785.628.5948

Email: [apayable@fhsu.edu](mailto:apayable@fhsu.edu)

**Webpage**

Sheridan Hall 106

# PURCHASING OFFICE

## GENERAL ACCOUNT INFORMATION

- Please schedule an appointment for assistance - email [purchasing@fhsu.edu](mailto:purchasing@fhsu.edu) or call 785.628.4250 or 785.628.4463.
- FHSU Student Activity and SGA procedures [Policies, Procedures, and Templates - Workday](#)
  - Travel arrangements, Workday, and Workflow travel forms.
  - Supplier purchases by check or SA credit card.
  - Workday expense reports for personal reimbursement.
  - [Foundation forms](#) for donations over \$25 (use Gift Deposit form).
  - Oktoberfest - credit card check-out, cash box submittal.
  - Anything with a FHSU logo must be approved by [University Marketing](#) prior to purchasing - [creative@fhsu.edu](mailto:creative@fhsu.edu)

# **PURCHASING OFFICE**

---

## **GENERAL ACCOUNT INFORMATION**

- All contracts and agreements for events, speakers, etc. require pre-approval. General Counsel reviews the document(s), the **President of FHSU or Vice President of Administration & Finance are the only people authorized to sign the contract or agreement.**
- Traveling FHSU Policy for **Educational Travel:**
  - Print, complete, and sign the appropriate Student Waiver, Release, and Indemnification Agreement form (#1 or #2). This form must be hand delivered to the General Counsel Office in Sheridan Hall #314.
  - Please allow 6-8 weeks prior to the departure date when using SA or SGA allocations, including; airfare, lodging (cannot be prepaid), and registrations.
  - For SGA appropriations contact the Purchasing Office for reimbursement – copies of itemized receipts will be required!
  - **ALL travel requires trip approval!** Submit a Spend Authorization for Worker in Workday.
    - 'Worker' would be the student employee, faculty/staff traveling, or advisor.
    - Groups submitted under either faculty/staff traveling or advisor.

# PURCHASING OFFICE

---

## COST CENTER BALANCES

- You are responsible for maintaining your organization's records.
- To check your balance:
  - [Workday Finance Reports](#)
    - Select Cash by Cost Center (Total)
    - Be sure to change the Company code to SA if checking Student Activity balances.
- Maintain all supporting documentation, including:
  - SA/SGA cost center reconciliation documentation, customer receipt books, copies of invoices/supplier receipts, travel related receipts, etc.

# PURCHASING OFFICE

---

## OKTOBERFEST

- The Volga German Society requires an upfront booth fee depending on size of the booth and electrical needs. This fee will be paid out of your student organization's cost center (SA) by the Purchasing Office on your behalf.
- These fees are found on the [2022 Oktoberfest Booth Request form](#) on TigerLink. There is no longer a 5% commission. All merchandise must be approved prior to event.
- Follow the [Resale](#) policies for items purchased and resold at Oktoberfest. Items purchased to sell at Oktoberfest are not taxable to the organization at the time of purchase and will be taxable at the time of sale. To obtain a tax exemption form please contact the Purchasing Office.
- All cash/checks from Oktoberfest sales must be deposited in the form of a Cash Sale through Workday. **Do not pay expenses out of the sale proceeds.** *Reimbursement for expenses must be processed through the FHSU Workday system.*



# PURCHASING OFFICE

---

## OKTOBERFEST

Step 1 – Must be registered & recognized as a Student Organization through Student Engagement.

Step 2 – Must complete the [2022 Oktoberfest Booth Request form](#) – found on Tiger Link.

- Merchandise designs must be uploaded with the form submission. Hand-drawn proofs are not accepted.
- **Priority Deadline – Friday, September 16, 2022 by 12:00 p.m.**
- **MUST** have at least one member from the organization attend Oktoberfest training:
  - **Wednesday, September 14th from 3:00 p.m. to 4:00 p.m. Black & Gold Room.**

Step 3 -Purchase items – see steps above for SA Credit Card checkout or have vendor bill organization. Contact Student Fiscal Services with questions.

Step 4 – Check out a Cash Box for sales during the event – see steps above. Contact Student Fiscal Services with questions.

Step 5 – Deposit Sales – The week after Oktoberfest, submit a Record Cash Sales in Workday and delivery ALL funds in a Security Bag to SFS. Contact Student Fiscal Services with questions.





# **PURCHASING OFFICE**

---

## **CONTACT**



Email: [purchasing@fhsu.edu](mailto:purchasing@fhsu.edu)

Phone: 785.628.4250 or 785.628.4463

Sheridan Hall 318

# STUDENT FISCAL SERVICES

---



## Cash Boxes

# STUDENT FISCAL SERVICES

---

## CASH BOX POLICIES / GUIDELINES

- Step-by-Step procedures are found on the SFS website at:  
**<https://www.fhsu.edu/workday/student-fiscal-services/>**
- Cash Boxes are for the purpose of making change.
- A maximum of \$100 can be requested (or less if the cost center does not have adequate funds).
- Submit the request at least two business days in advance of the event.
- Cash Boxes are limited, so requests will be honored on a first-come, first--serve basis.

# STUDENT FISCAL SERVICES

---

## CASH BOX POLICIES/GUIDELINES

- Must be picked-up from SFS by 4:00 p.m. on scheduled work days.
- Only authorized individual(s) listed on the spend authorization can pick up the cash box with a photo ID. Funds may be automatically deducted from the cost center if not returned at the time specified.
- Return exact amount of cash as issued (in any denomination); your sales will be deposited as a cash sale.

# STUDENT FISCAL SERVICES

---



## Student Activity Credit Cards

# STUDENT FISCAL SERVICES

---

## STUDENT ACTIVITY CREDIT CARD POLICIES/GUIDELINES

- Step-by-Step procedures are found on the SFS website at:  
<https://www.fhsu.edu/workday/student-fiscal-services/>
- Submit the spend authorization **at least** two business days in advance.
- Submitter is responsible for making sure that there is enough money in the cost center for the purchase prior to submitting the spend authorization.
- **Only authorized individual(s)** listed on the spend authorization can pick up the credit card, with a photo ID.

# STUDENT FISCAL SERVICES

---

## STUDENT ACTIVITY CREDIT CARD POLICIES/GUIDELINES

- Purchases are taxable unless purchased for resale.  
Examples: Pizza purchased for meetings = TAXABLE  
Food purchased to sell at Oktoberfest = NOT TAXABLE
- Only purchases requested and up to the authorized amount on the spend authorization can be made.
- Any unauthorized purchases or amounts exceeding the authorized limit will be charged to the activity account. The faculty sponsor will be responsible for taking the appropriate action to reclaim the fund due to the activity account.

# STUDENT FISCAL SERVICES

---

## RETURN OF STUDENT ACTIVITY CREDIT CARD

- SA Credit Card must be returned to Student Fiscal Services with an itemized receipt and by the End Date on the Spend Authorization. Usually the same day of check-out, and no more than 24 hours later.
- A credit card slip is not sufficient documentation since it does not list what was purchased. If the vendor cannot provide an itemized receipt, a Lost Receipt Verification form must be completed.
- If returning items after the credit card has been returned to Student Fiscal Services, contact Student Fiscal Services.
- **Please follow the SFS Policies/Guidelines for credit card usage. Failure to abide by the SFS Policies/Guidelines may result in the loss of the use of SFS credit cards by an individual or the club.**



# STUDENT FISCAL SERVICES

---



## Record a Cash Sale

# STUDENT FISCAL SERVICES

---

## CASH SALE HELPFUL HINTS

Step-by-Step procedures are found on the SFS website at:

**<https://www.fhsu.edu/workday/student-fiscal-services/>**

Most Commonly Used Revenue Categories:

Membership Dues (R00024)-R *Non-Taxable*

Food Sales (R00076)-R *Taxable*

Clothing Sales (R00087)-R *Taxable*

Most Commonly **Misused** Categories:

Dues, Memberships, and Subscriptions (529100)-R

Human Food for Consumption (532010)-R

Clothing(530100)-R

# STUDENT FISCAL SERVICES

---

## CASH SALE HELPFUL HINTS

Determine Tax Applicability Options:

- Taxable Sales (Destination) Use if a sale was made in Kansas *but* outside of Hays.
- Non-Taxable (Entity) A tax-exempt certificate must be attached to the cash sale or already on file with SFS.
- Non-Taxable (Out of State)
- Non-Taxable (Resale) A resale exempt certificate must be attached to the cash sale or already on file with SFS.
- Do not change Tax Applicability from Taxable Sales to Non-Taxable Item.

# STUDENT FISCAL SERVICES

---

## CASH SALE WITH MULTIPLE LINE ITEMS

Cash sales can include multiple line items for the following reasons:

- One payment type applying to multiple cost centers
- One payment type applying to multiple revenue categories
- Transactions with different Tax Applicability or Tax Codes
- To add multiple transactions of the same Payment Type to one Cash Sale, click the plus sign under *Invoice Lines* and complete all the required fields.

# STUDENT FISCAL SERVICES

---

## ATTACH BALANCING DOCUMENTATION

- Attach the Cash/Check Balancing Worksheet, as well as:
- Destination Sales Log Sheet, if applicable.
- Non-Taxable (Entity), a tax-exempt certificate must be attached to the cash sale in order for the deposit to be approved and processed.

The screenshot shows a web interface with three tabs: 'Invoice Lines', 'Tax', and 'Attachments'. The 'Attachments' tab is selected and highlighted with a red box. Below the tabs, the word 'Attachments' is displayed. A large dashed rectangular area contains a red-bordered box with the text 'Drop files here', 'or', and a 'Select files' button.

# STUDENT FISCAL SERVICES

---

## SUBMIT THE CASH SALE FOR APPROVAL

After you have submitted a Cash Sale it will be routed to SFS for verification and approval.

On the confirmation page, open the drop down under *Details and Process* to find your cash sale number. You will need this number when you complete the Security Deposit Bag.

You have submitted Cash Sale: 999 Customer for Cash Sales on 02/09/2017 for \$50.00

Up Next

Accounts Receivable Data Entry Specialist

Approval by Accounts Receivable Data Entry Specialist

Due Date 02/10/2017

▼ Details and Process

For CSH00036 - 02/09/2017 - 50.00 - USD

Do Another

[Record Cash Sale](#)

# STUDENT FISCAL SERVICES

## PREPARING THE SECURITY DEPOSIT BAG

Fill out the Security Bag in Entirety

Company: SA (Student Activity)

Location # -> Cash Sale number

Date (of deposit, not event)

Prepared By: Name & **Phone Number**

Total \$ amount of cash sale

-Security Bags must be delivered in person to the SFS Office within 24 hours of submitting the Cash Sale in Workday!

**ALERT SECURITY BAG**™

Serial Number: 3578468

**INSTRUCTIONS:**

1. Use ballpoint pen. Work on a smooth, flat surface.
2. Complete required information in all white areas of the bag and receipt.
3. Tear-off perforated receipt. Remove adhesive backing and fold at line indicated to create tamper evident seal.

**Currency**

**DELIVER TO:**

**SENDER INFORMATION:**

Company: FH, SA, AT

Location #: CSH0024 Date: 4-10-17

Prepared By: Ryan Post - 4461

**Deposit Said to Contain:**

Cash: \$ 100.00

Checks: \$ —

Other: \$ —

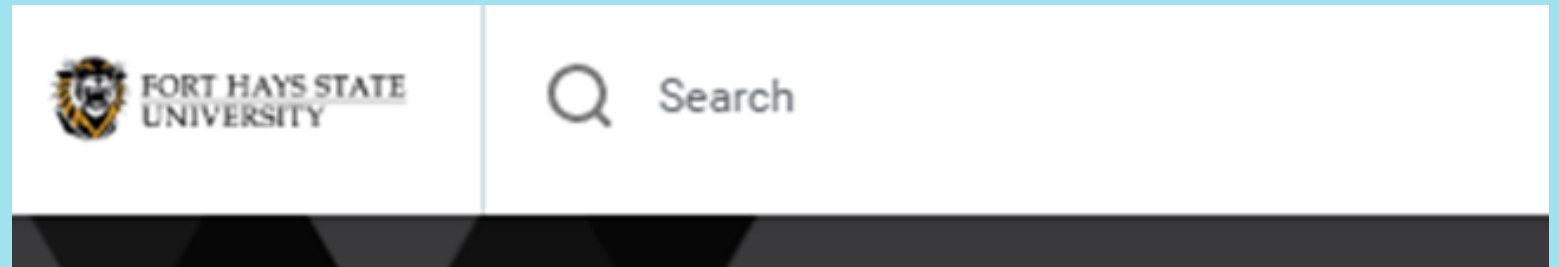
Total: \$ 100.00

# STUDENT FISCAL SERVICES

---

## FIND SAVED OR COMPLETED CASH SALES

- Open the Cash Sale from your Workday archive, or...
- Search the Cash Sale Number in Workday.



- Cash Sales in *Draft* Payment Status can be opened, changed if necessary, and submitted again.



# STUDENT FISCAL SERVICES

---

## SFS DEPOSIT POLICIES & GUIDELINES

- Deposits are to be made at least once a week for any cash or checks received.
- Outdated checks (60 days +) will be accepted at the risk of the organization, not FHSU. If the bank rejects the check, the organization advisor will be notified and the funds will be deducted from the cost center.  
Do not accept post-dated checks.
- When accepting checks, make sure that:



- They are payable to FHSU, not the Organization or personal names.
- The written amount (legal line) and numerical amount match.
- All checks are signed.

# STUDENT FISCAL SERVICES

---

## SFS DEPOSIT POLICIES & GUIDELINES

- Use an endorsement stamp, endorse the back side of the check with the Cost Center.
- Insufficient funds checks (or stale-dated checks) will be charged back to the Cost Center. The Cost Center manager (organization advisor) will be notified via Workflow and campus mail.
- SFS does not require individual receipts to accompany the deposit. *However, receipts must still be retained by the department/student organization as they may be requested during an audit.*
- Do not pay expenses out of sale proceeds.* Reimbursements for expenses must be processed through the FHSU Workday system.

# STUDENT FISCAL SERVICES

---

## CONTACT



Email: [sfsmail@fhsu.edu](mailto:sfsmail@fhsu.edu)

Phone: 785.628.5251

Picken Hall 317

# FOUNDATION RESOURCE:

---

## CROWDFUNDING



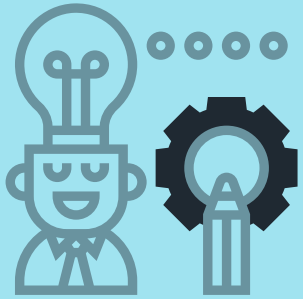
**FHSU FOUNDATION  
I FED THE TIGER**

Learn more: [ifedthetiger.com](http://ifedthetiger.com)



# **RSO SERVICES & MARKETING**

**LEARN. ENGAGE. ADVOCATE. DISCOVER.**



# RSO-ENGAGEMENT RESOURCES FOR STUDENT ORGANIZATIONS



**Tiger[Link]**

**corq**



**STUDENT ENGAGEMENT**  
**ENGAGE@FHSU.EDU | 785-628-4664**  
**2ND FLOOR OF FWCSS**





# **REASONS TO USE THESE PLATFORMS**

- Roster & Organization Management**
- Events**
- Forms & Documents**
- News & Photos**
- Organization Messaging**

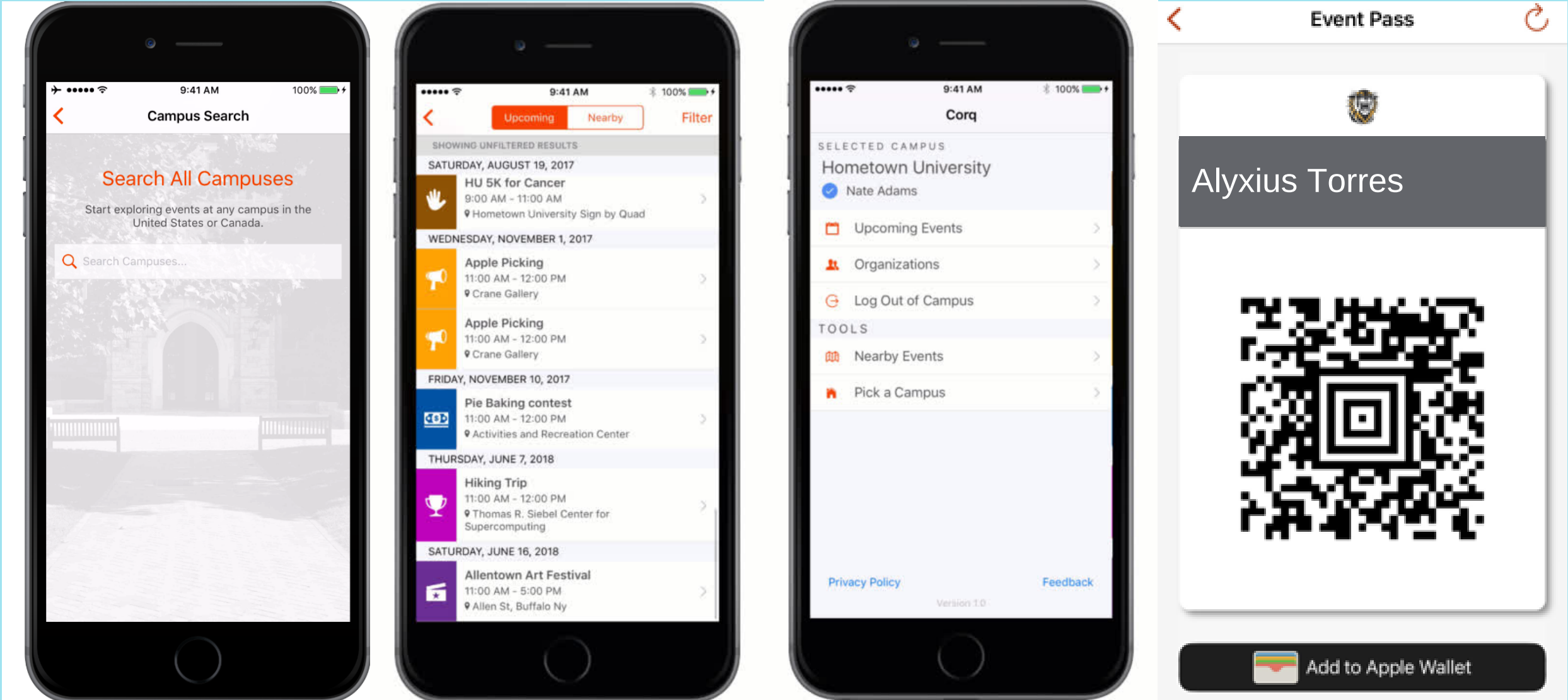
# CREATING AN EVENT ON TIGERLINK

- 1** **MUST have Management access to the department/office/organization page**
- 2** **Manage › Tool Drawer near top left › Events › Create Event  
Submit event for approval**
- 3** **Student Engagement will approve your event as soon as possible**
- 4** **You will receive a notification email from TigerLink about the approval**




# USING THE MOBILE APP CORQ

THE APP WILL BE UTILIZED BY ATTENDEES OF YOUR EVENT, THEIR UNIQUE QR CODE ALLOWS THE EVENT HOST TO SCAN THEM IN FOR ATTENDANCE












# FINDING THE EVENT ACCESS CODE ON TIGERLINK WEB BROWSER




Career Center  
Hometown University


Manage Organization

-  Home
-  Roster
-  About
-  Events
-  News
-  Gallery
-  Documents
-  Forms

Explore View 

 Action Center Home

**FE** Action Center



## Career Center

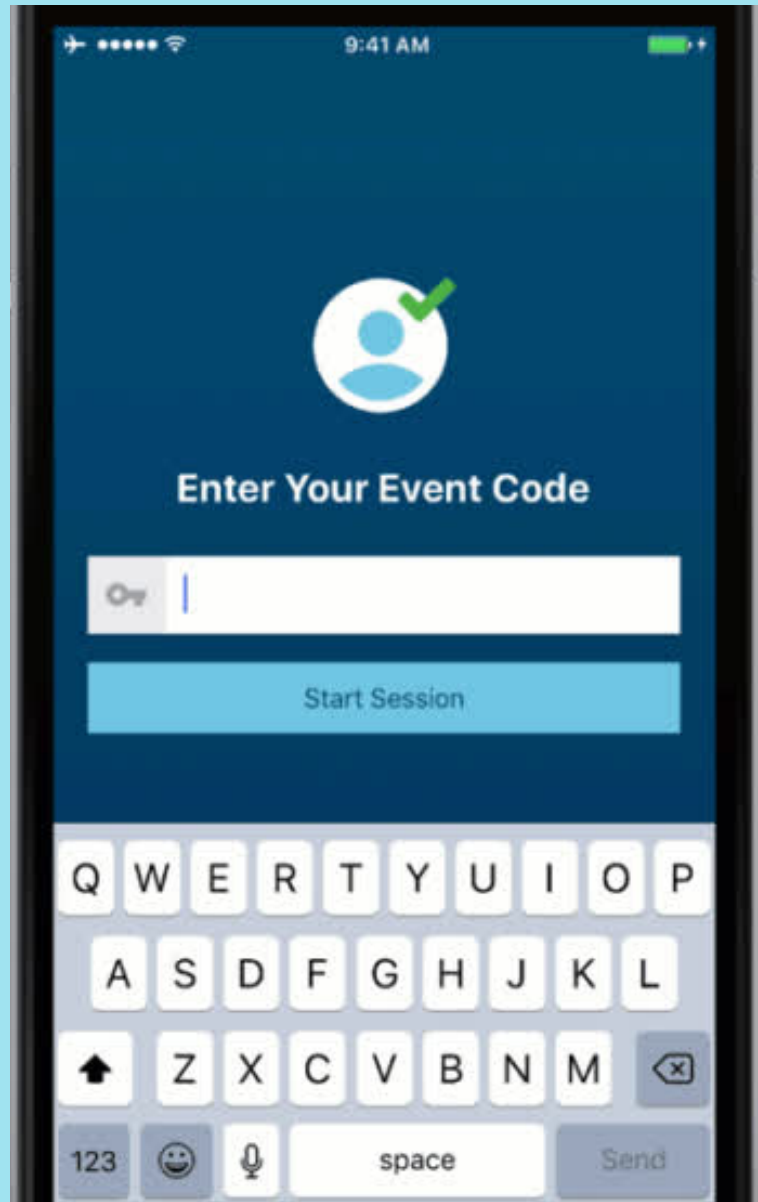
524 Members

Primary Contact: James Patil

© Campus L

# CHECKING EVENT ATTENDEES IN WITH CAMPUS LABS EVENT CHECK-IN APP

Enter your event code and login to your TigerNet ID information



Scanning and checking in attendees



Scanning and checking in attendees in without the Corq app





# **Engagement & Leadership**

**LEARN. ENGAGE. ADVOCATE. DISCOVER.**



# **Belonging, Diversity, Equity, Inclusion, & Title IX**

**LEARN. ENGAGE. ADVOCATE. DISCOVER.**

# HARASSMENT

---

UNWELCOME CONDUCT THAT IS BASED ON A PERSON'S

- Gender
- Race
- Religion
- National Origin
- Color
- Age
- Marital Status
- Sexual Orientation
- Disability
- Veteran Status
- Genetic Information

Prohibited under Title VII of the Civil Rights Act

# SEXUAL HARASSMENT

---

SEXUAL HARASSMENT CAN BE DEFINED AS ANY OF THE FOLLOWING

- Unwelcome Conduct on the Basis of Sex
- Quid Pro Quo Harassment
- Dating/Domestic Violence
- Stalking
- Sexual Assault
  - Rape
  - Fondling

Prohibited under both Title VII and Title IX



# MANDATED REPORTERS

---

## INSTITUTIONAL RESPONSE TO SEX DISCRIMINATION (TITLE IX)

- An institution is required to prompt and effective action to any report of sex discrimination in its education program or activity, prevent its recurrence, and remedy its effect § 106.44 (a)

### WHAT DOES THIS MEAN?

- Mandated reporter
- Prompt reporting
- Reasonable steps to end harassment and prevent recurrence

### WHO DO YOU REPORT IT TO?

- Specific incidents - AMY
- Struggling student - HEALTH & WELLENES



# WAYS TO REPORT

---

CONTACT AMY SCHAFFER THROUGH PHONE (785.628.4175) OR  
EMAIL: ALSCHAFFER@FHSU.EDU

REPORT FHSU.EDU WEBSITE RIBBON



[ABOUT](#) [ACADEMICS](#) [ADMISSIONS](#) [ATHLETICS](#) [STUDENT LIFE](#) [ONLINE](#) [CHAT](#)

VISIT

APPLY

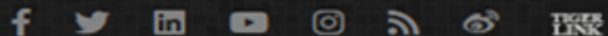
GIVE

[Ideas/Concerns/Help](#)



**FORT HAYS STATE  
UNIVERSITY**

Fort Hays State University  
600 Park Street  
Hays, KS 67601-4099  
785-628-FHSU (3478)



© 2018 Fort Hays State University. All rights reserved.

IF A CRIME - CALL UNIVERSITY POLICE 785.628.5304 OR 911

# QUESTIONS?

---

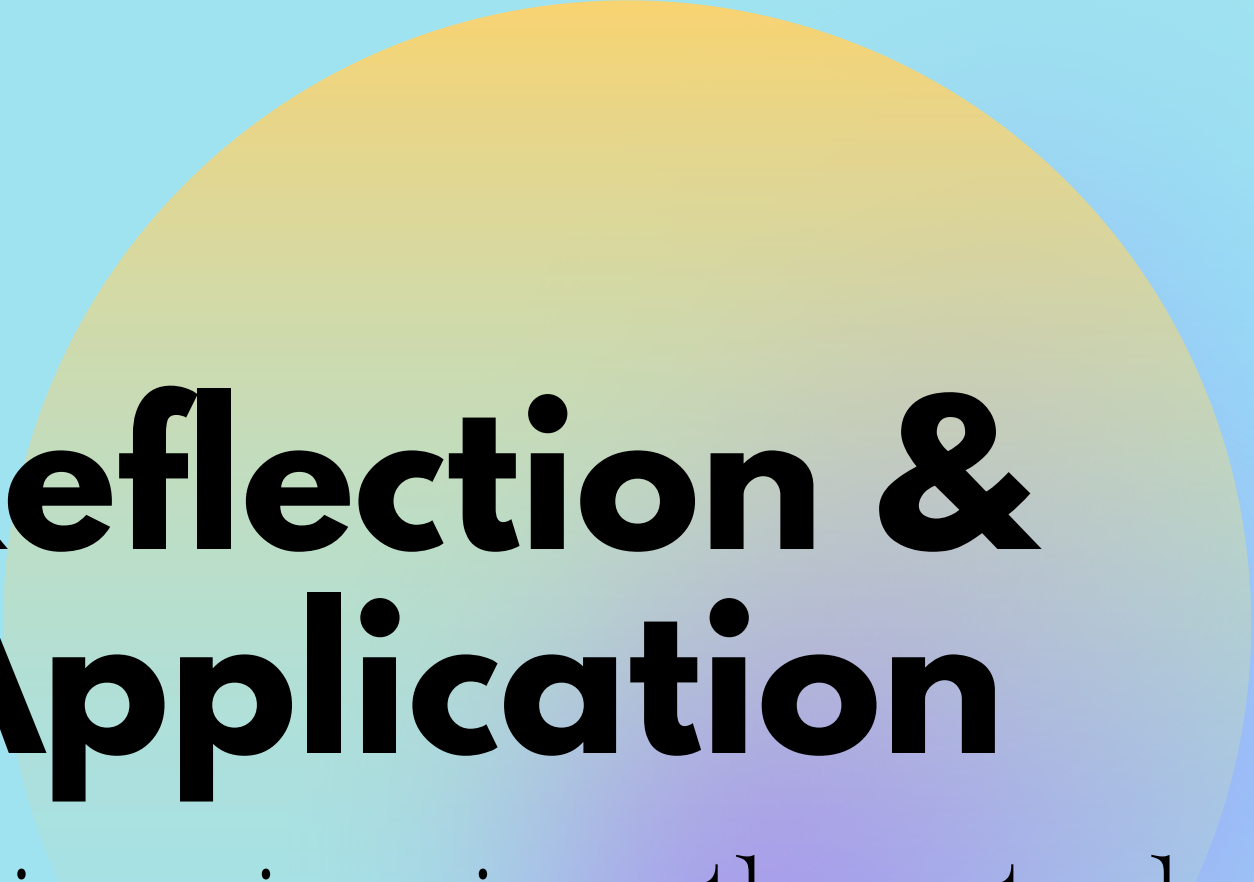
**Amy Schaffer**

**University Compliance Officer**

**Sheridan Hall #314**

**785.628.4175**

**alschaffer@fhsu.edu**



# Reflection & Application

“If your actions inspire others to dream more, learn more, do more, and become more, you are a leader.”

**LEARN. ENGAGE. ADVOCATE. DISCOVER.**