# CENTER FOR STUDENT INVOLVEMENT
# STUDENT ORGANIZATION COMMITTEE
# Recognized Student Organization (RSO) Handbook
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# INTRODUCTION

Membership in a student organization is a vital part of student's life at Fort Hays State University (FHSU), as it will enhance their total educational curriculum. Through their involvement in an organization they will be provided with opportunities to grow mentally, physically, socially, and spiritually. Students are encouraged to find a balance between academics and extra-curricular activities to form a well-rounded university career.

Student organizations are coordinated through the Center for Student Involvement (CSI) located in Memorial Union, Lower Level 014. This office maintains a master list of registered University organizations and is responsible for reviewing, registering, and recognizing student organizations association with FHSU. The University currently registers over 100 clubs and organizations representing varied interests. Official registration approved by the University is necessary for student organizations to use campus facilities, sponsor activities, receive funding through the Student Government Association, appear in the Student Handbook, and participate in campus-wide activities or host fundraisers.

This handbook is designed to assist both the advisor and the student in starting a new organization or effectively maintaining an existing group. Additionally, this material also includes resources to help find tips on preparing a budget and running a meeting, as well as provides an overview of University policies and procedures that pertain to organizations.

The Center for Student Involvement is happy to address any questions or concerns regarding the information contained herein.

# STUDENT ORGANIZATIONS COMMITTEE

The Student Organizations Committee (SOC) of Fort Hays State University (FHSU) has the responsibility of oversight to the recognition process and to advocate for resources/services on campus for all student organizations associated with FHSU. The SOC also formulates policies relating to initial and continued recognition of all student organizations. Also, it is responsible for publication of the policies it originates and devising procedures for executing those policies through the Center for Student Involvement (CSI).

The SOC is made up of 12 members. Six members are students recommended for appointment by the Student Government Association (SGA) President. The FHSU President or his/her designee appoints six faculty/staff members to the committee and designates the chair.

# GUIDELINES FOR STUDENT ORGANIZATIONS

**DEFINITION**

A student organization is an organization that is committed to serving the students of FHSU, the campus of FHSU and the community of Hays. The organization should be composed primarily of currently enrolled students. Specifically, 80% of the membership or more should be enrolled as FHSU students. The organization must serve a purpose unique from that of an existing organization and/or academic department.

**MEMBERSHIP CATEGORIES**

In order to be registered, organizations must have a minimum of five active members (FHSU enrolled students) two of which must serve as organization officers. Organizations shall not have membership requirements based on race, creed, national origin, sexual orientation, or physical handicap. All student organizations, with the exception of social fraternities and sororities, may not discriminate on the basis of sex.

**TYPES OF STUDENT ORGANIZATIONS:**

- Residential groups (on-campus residence halls or apartments)
- Social groups such as fraternities, sororities, and colonies
- Religious/Spiritual groups
- University departments and/or divisions
- Academic honorary or other societies for recognition
- Campus-wide groups

**REQUIREMENTS FOR RECOGNITION**

Each student group desiring to be registered by the University must be approved by the Center for Student Involvement (CSI). Students interested in forming a new or registering an existing organization at Fort Hays State University must:

- Complete the Student Organization Application for Registration Form online at http://tigerlink.fhsu.edu .
    - Name and address of organization
    - Type of organization
    - Student Organization website address (if applicable)
    - Statement of purpose and need for the organization (The statement of purpose and objectives must be in harmony with those of FHSU.)
    - Names, addresses, telephone numbers and FHSU ID numbers of President and Treasurer. (If no treasure is selected, one other member must be listed as an officer)
    - Name(s) of advisor(s)/sponsor(s)
    - Approval from the organization's President, Treasurer and primary advisor/sponsor
    - Agreement by the President acknowledging the Statement of Non-Discrimination statement
- A FHSU faculty or staff member must agree to be the organization's advisor/sponsor.
- Provide a copy of the organization's constitution and by-laws if changes have been made **or** the organization is new. (It is recommended that the constitution on file with CSI is no more than 4 years old.)
- Submit an updated roster regularly.

**OFFICERS**

There must be a minimum of two officers. Officers must be FHSU enrolled students and must maintain a cumulative grade point average (GPA) of 2.00. Officer GPA status is checked by the CSI each semester. The CSI should be notified of officer changes within seven (7) days. It is strongly suggested that all Student Organizations elect officers at the end of the spring semester (at least by the second-to-last meeting) so they can plan activities and events during the summer for the upcoming school year.

**FACULTY/STAFF ADVISORS**

Each organization must have a FHSU faculty or staff advisor selected by the organization. An advisor cannot be a current undergraduate student. Organizations may have a co-advisor who is an off-campus person.

**CAMPUS/COMMUNITY SERVICE**

Organizations are expected to perform a minimum of 20 documented hours of campus/community service each year. Service hours should be submitted to Tigers In Service as timely as possible, or before the end of the academic year. Tigers In Service (TIS) is a student-run program designed to match volunteers with service opportunities in the Hays area. Sponsored by the Student Government Association, the Center for Civic Leadership, and the Office of Student Affairs, TIS is a clearinghouse for students with a desire to participate in community service activities.

Contact TIS, housed in the Center for Civic Leadership, 785-628-5537, for information on projects for your organization and to report your organization's service hours performed. Find out how your organization can register to volunteer, report service hours and possibly receive an award! http://www.fhsu.edu/ccl/tigersinservice/.

**FINANCES**

All organizational funds are to be deposited in an organization's activity account in the FHSU Student Fiscal Services Office. *Additional information can be found in this handbook under the Organizational Funding section.*

**FUNDRAISERS**

All fundraising projects MUST BE APPROVED by the Center for Student Involvement. An Application for Fundraising Project form must be submitted to the Center for Student Involvement at least four (4) business days prior to the event. You may register your fundraiser at http://tigerlink.fhsu.edu .

**GIFTS, PRIZES, AND AWARDS**

The purchase of gifts, prizes, and awards must be approved in advance by Shana Meyer, Assistant Vice President for Student Affairs/Student Life (slmeyer@fhsu.edu). Please include your Organization Advisor in the process. After approval, be sure to follow the university policy for submitting a plan that details the required documentation – including tax information collection from the recipient by way of a W9 or W8BEN. Forms are available with the Business Office. The University policy can be found at: http://www.fhsu.edu/academic/provost/handbook/ch_6_gifts_purchased/

**COMPLIANCE**

Fort Hays State University student organizations are expected to comply with the laws of the state of Kansas and the United States of America, as well as the policies of Fort Hays State University. Any student organization found in violation of any Kansas or Federal law or of any FHSU policy is subject to sanctions, which may include rescinding recognition of an organization. The organization may reapply one (1) year after disbanding if the organization has proven that steps have been taken to remedy the situation causing the violation and that any issues or damages stemming from the violation have been satisfactorily resolved. Refer to your Campus Directory/Student Handbook or online at: http://www.fhsu.edu/studenthandbook/ Campus Policies & Procedures: http://www.fhsu.edu/policies.

**ALCOHOLIC BEVERAGES**

SOC recognized organizations are responsible for compliance with Kansas and FHSU policy/policies regarding alcoholic beverages during official and unofficial activities. Members are accountable for infractions of this policy as individuals and as a group.

**DISBANDING**

When an organization chooses to disband or become inactive, it is the responsibility of the President and/or Faculty Advisor to notify the Center for Student Involvement (CSI) and the Student Organization Committee (SOC) in writing of this intention and documenting the appropriate closure of financial accounts by the end of the academic year in which the organization was disbanded. An organization that is inactive for an entire academic year OR does not comply with FHSU policies and community standards may be reviewed and disbanded by the SOC.

# REGISTERING A NEW ORGANIZATION

1. Inquire in the Center for Student Involvement (CSI) about the possibility and advisability of establishing a new organization.
2. Secure from the CSI the guidelines and policies for student organizations and the "Application for Registration" form to submit to the CSI, this form can be found online at: http://tigerlink.fhsu.edu .
3. Secure a member of the FHSU faculty or staff who will serve as advisor to the organization.
4. Hold an interest meeting to attract students who might join the organization.
5. Submit an Application for Registration to the CSI that includes the following information:
   - Name of the organization.
   - A minimum of two (2) officers (President, Treasurer). Officers must be FHSU enrolled students and meet the 2.0 cumulative GPA requirement each semester -- include current address, phone number, and FHSU ID number.
   - Formulate a constitution and by-laws under which the organization will operate. (A sample constitution can be found at http://www.fhsu.edu/csi/stuorg/start-an-organization/). The proposed statement and constitution should be approved by a majority of the organization's chartering members.
   - Location of funds (FHSU).
   - Name of faculty/staff advisor.
   - Approval from the president, treasurer and the faculty or staff sponsor(s).
   - Agreement by the president of the non-discrimination statement.
6. Submit an alphabetized membership list of all the organization's members. To be a recognized student organization, the organization should be comprised of at least five (5) currently enrolled FHSU students (of which include the two officers) who wish to be members in the organization. 80% of the membership or more must be enrolled full-time FHSU students.
7. It is expected that each organization complete a minimum of 20 hours of campus/community service per year. Hours are reported to Tigers In Service (TIS) housed in the Center for Civic Leadership.

Applications for registration for the academic year will not be accepted after the Friday of final week of the Fall semester.

**NOTE:** The CSI must be presented with:

- A completed Student Organization Application for Registration.
- A copy of the organization's constitution and by-laws.
- An official list of members with the required information as outlined above.

All registered student organizations are expected to comply with the policies of the CSI and Student Organizations Committee and those of the University.

# REGISTERING AN EXISTING ORGANIZATION

The Center for Student Involvement (CSI) reviews the registration of organizations every year during the fall semester in order to renew the recognition status of groups and update the records of approved student organizations on the FHSU campus. The application to maintain registration for the academic year is to be submitted to the CSI no later the Friday of finals week during the Fall semester. Applications can be found in the Appendix of this handbook, the CSI office, and online at http://www.fhsu.edu/stuorg/forms/.

**NOTE:** The Center for Student Involvement must be presented with:

1. A completed Student Organization Application for Renewal Form at http://tigerlink.fhsu.edu
   Materials you will need include:
   - Name of the organization.
   - A minimum of two (2) officers (President, Treasurer). Officers must be FHSU enrolled students and meet the 2.0 cumulative GPA requirement each semester -- include current address, phone number, and FHSU ID number.
   - A revised copy of the organizations constitution IF the copy on file is older than 4 years.
   - Location of funds (FHSU).
   - Name of faculty/staff advisor.
   - Approval from the president, treasurer and the faculty or staff sponsor(s).
   - Agreement by the president of the non-discrimination statement.
2. Submit an alphabetized membership list of all the organization's members. To be a recognized student organization, the organization should be comprised of at least five (5) currently enrolled FHSU students (of which include the two officers) who wish to be members in the organization. 80% of the membership or more must be enrolled full-time FHSU students.
3. It is recommended that organizations review their constitutions every four years, submit any changes to CSI for review and a revised copy be filed with CSI.
4. It is expected that each organization strive to complete a minimum of 20 hours of campus/community service per year. Hours are reported to Tigers In Service (TIS) housed in the Center for Civic Leadership.

Applications for registration for the academic year will not be accepted after the Friday of finals week during the Fall semester.

All registered student organizations are expected to comply with the policies of the CSI and Student Organizations Committee and those of the University.

# CENTER FOR STUDENT INVOLVEMENT POLICIES & SERVICES

**GENERAL**

1. The Center for Student Involvement (CSI) provides three computer work stations with printing abilities, work room, conference room, fax machine, mailboxes, copy machine, and limited storage space (lockers and cabinets) for student organizations registered by the CSI/SOC. Organizations requesting cabinet space and/or storage lockers are required to contact CSI, as these spaces are on a first-come, first-served basis. Student Organizations will be granted cabinet and/or locker space for the entire length of the current academic year.
2. The CSI will accept requests for cabinet or locker space during the year on a first-come, first-served basis should space be available. Any disputes regarding the use of office space will be referred to the Union Policy Board through the Union Director for resolution.
3. Organizations are reminded that allocation of cabinet and/or storage lockers space is a privilege and the CSI reserves the right to remove organizations from an allocated space for violating policies stated in this document and/or if they do not maintain registration through the CSI/SOC.
4. The Student Government Association (SGA) and the University Activities Board (UAB) have permanent office space in the CSI in the Memorial Union and have priority to utilize the components of their office space.

**ACCESS TO OFFICES**

There will be no access to offices located in the CSI when the Union has closed, unless done so in conjunction with a scheduled event or meeting. If anyone is in an office after the Union is closed, the Building Manager will notify the Union Director and privileges may be rescinded for that student officer.

**STUDENT ORGANIZATION LOCKERS**

1. Each organization that is granted a locker will be assigned a combination lock. Security of locker contents will be the responsibility of the organization. The CSI and Memorial Union is not responsible for any lost or stolen items contained in the lockers.
2. All contents must be removed if locker space is not renewed for the following year. The registration process will be held during the fall semester. Any contents not removed by the last day of finals in December, for organizations that have not re-registered, will be removed by the CSI and the organization will forfeit the rights to any materials.
3. The CSI staff reserves the right to open and remove locker contents if locker is beyond rent period or if there is a reason to believe the locker contains prohibited items.
4. Organizations requesting more than one locker and/or cabinet space will be granted an appropriate number of lockers and/or cabinet space **ONLY** if space permits.

**MAILBOXES**

Mailboxes for all Student Organizations on campus are provided and located in the CSI. The mailboxes will be accessible only during the times that the CSI is open. The Union Staff will not open the CSI during any other times for organizations to pick up their mail.

## CAMPUS-WIDE POSTER ROUTE

The CSI provides the opportunity for recognized student organizations and divisions and/or administrative areas of Fort Hays State University to publicize upcoming events through means of bulletin boards located in buildings on campus and the kiosks. See Guidelines in the Publicity section of this document or online at http://www.fhsu.edu/csi/posterroute/.

## TABLE TENTS

The CSI provides unique eight-sided acrylic table displays in which recognized student organizations and divisions and/or administrative areas of Fort Hays State University may publicize upcoming events. See Guidelines in the Publicity section of this document or online at http://www.fhsu.edu/csi/tabletents/.

## WORKROOM

1. The workroom can be utilized to create posters and large-format publicity. The workroom is located in the University Activities Board (UAB) office in the CSI. UAB has priority to utilize the workroom.
2. Student Organizations must sign-in with a member of the CSI staff before using the workroom. Student Organizations are encouraged, but are not required, to schedule a time to use the space.
3. The cost of supplies will be covered by the CSI for general Student Organizations. The University Activities Board will use its own supplies.

## CONFERENCE ROOM

1. The conference room is located in the SGA office in the CSI; therefore, SGA has the priority to utilize the conference room.
2. Student Organizations may reserve the conference room for use through the Administrative Assistant of the SGA or a member of the CSI staff. Usage of the conference room is on a limited basis with the approval of SGA. Only SGA will be able to utilize the conference room on Thursday afternoons and evenings.

# ORGANIZATIONAL FUNDING

**FINANCES**

All organizational funds are to be deposited in an organization's activity account in the FHSU Student Fiscal Services Office, PH317. University policies and procedures for these activity accounts must be followed. For information on these policies and procedures go online to http://www.fhsu.edu/purchasing/policies-procedures-and-templates/. For help with the current FHSU accounting software system, please contact the Purchasing Office at 785-628-4250. For Deposit questions and individual training contact Student Fiscal Services, PH317 or call 785-628-5251. Deposit slip forms and instructions are located at http://www.fhsu.edu/sfs/.

**FHSU ACCOUNTING SYSTEM INSTRUCTIONS**

The instructions on how to use the current FHSU accounting system can be found on the following website: http://www.fhsu.edu/purchasing/policies-procedures-and-templates/. If your organization Treasurer, Advisor, or person in charge of the financial information has not been trained on the system process and procedures, please contact the Purchasing Office at 785-628-4250 or 785-628-4463 to setup an individual training session.

**BUDGET AUTHORITY AND BACKUP BUDGET AUTHORITY**

All organizations must assign a budget authority who is a full-time FHSU faculty or staff member for purposes of approving the organization's financial transactions. It is highly recommended that a backup budget authority also be selected. Transaction requests will be delayed if the budget authority and/or backup budget authority do not provide approval timely. It is important to select individuals who are available during normal University hours.

**FHSU ACTIVITY ACCOUNT POLICY**

Fort Hays State University administers activity accounts for the convenience of student organizations as well as faculty and staff groups. Activity accounts are for university-related activities. University or state funds, with the exception of statutorily identified fees associated with student publications, athletics, or student unions, may not be transferred to these accounts. Sales made on behalf of activity accounts are subject to sales tax. Student Fiscal Services is responsible for remitting sales tax to the State of Kansas for taxable sales.

**ESTABLISHING AN ACTIVITY ACCOUNT**

To request an Activity Account, complete the Lotus Notes Account Request form (on the Lotus Notes Workflow icon) with final approval by the faculty sponsor or person responsible for the funds. A review committee will determine if the account meets the eligibility criteria. E-mail notification will be sent to the person requesting the account once a decision is made.

**ACCOUNT CHANGE/UPDATE**

Organizations are required to complete a Lotus Notes Workflow Account Changes New form when there is a change in sponsor or IFAS PR Submitter. The Computing and Telecommunication Center (CTC), will assign a new password for these changes and send the ID and password to the organization's sponsor informing them they are responsible for distributing the ID and password to their officer(s). The officer(s) are responsible for initiating PRs and monitoring their accounts using the CDD reports on the IFAS System.

One generic ID is set up for each organization.

- If a student calls for the password, they will be directed to their sponsor.
- The organization submitters will not receive a unique ID since they change so frequently.

The Lotus Notes Account Change form also needs to be completed when an organization becomes inactive.

- If the account has a balance, the funds will be transferred to a holding account until the organization becomes active again.

**TRANSACTION PROCESSING**

All transactions for Activity Accounts are initiated using the current FHSU accounting system. All persons selected to manage the Activity Accounts will be expected to comply with University policies and procedures for all transaction processing.

Organization members authorized to initiate transactions who do not have personal access to Internet Explorer can use the computers located in Center for Student Involvement LL-014 in the Memorial Union. The faculty sponsor for each Activity Account will be assigned a generic ID, a password, and instructions to forward to the designated persons needing to conduct transactions. The generic ID will allow permanent history to be viewed by anyone who has access to the ID.

**DEPOSIT INFORMATION**

*For assistance in preparing your deposit, contact the Student Fiscal Services office to schedule an appointment 785-628-5251.*

*****NOTE: If your deposit will include taxable items sold, delivered or serviced outside the City of Hays, special forms must be completed. Contact the Student Fiscal Services office for assistance.**

Detailed instructions for all deposits are located at http://www.fhsu.edu/sfs/policies---procedures/

**TRAVEL**

Funds can be used for student organization trips. Only expenses incurred by FHSU students, faculty, and staff can be paid. SGA funds can only be used for FHSU students. The activity account credit card can be used for allowed expenses. See travel policy and procedures at http://www.fhsu.edu/purchasing/policies-procedures-and-templates/.

**CASH BOX REQUEST**

Cash boxes are available for FHSU events and activities only. Funds are limited so requests will be honored on a first-come, first-serve basis. Instructions for requesting a cash box can be found at http://www.fhsu.edu/purchasing/policies-procedures-and-templates/.

**CREDIT CARD REQUEST**

Student organizations can check out a credit card for allowable activity account expenditures. Instructions for requesting a credit card can be found at http://www.fhsu.edu/purchasing/policies-procedures-and-templates/.

**CONTRACTUAL SERVICES POLICY AND PROCEDURES**

The Contractual Services form is used to determine if payment for services performed will be considered FHSU payroll or paid directly using the Purchase Requisition. The Contractual Services form is located on

the FHSU Lotus Notes Workflow. Refer to http://www.fhsu.edu/purchasing/policies-procedures-and-templates/ for current procedures.

**LOST RECEIPT VERIFICATION POLICY AND PROCEDURE**

If mitigating circumstances have occurred that result in a lost receipt or the inability to obtain a receipt, the faculty sponsor can submit a Lost Receipt Verification as a request for special consideration. The Review Committee will approve or deny the request and send appropriate notification. The Lost Receipt Verification can be found on FHSU Lotus Notes Workflow. Instructions for completing the form can be found at http://www.fhsu.edu/purchasing/policies-procedures-and-templates/

**ACCOUNT BALANCES**

Each organization or group is responsible for maintaining records and balancing the account. The appointed person (usually the treasurer) should record all deposits and expenditures as they occur, either in a ledger or on a spreadsheet. Membership procedures within the organization should include instructions for reporting transactions. Accounts should be reconciled with the current FHSU accounting system. All supporting documentation including account reconciliation documentation, customer receipt books, copies of invoices/vendor receipts, etc are to be maintained for a minimum of five years.

**ACCOUNT RESPONSIBILITY (AUDIT INFORMATION)**

Accounts will be audited for compliance with University and State of Kansas policy by the FHSU Internal Auditor, SH 316, 785-628-4445. Misuse of activity accounts will result in review of circumstances by the Vice President for Administration and Finance and may result in the discontinuation of the account or other action as deemed necessary. Organizations must have a policies and procedures manual to help provide guidance and reference for officers and members of the organization. A sample policies and procedures manual can be found at http://www.fhsu.edu/intaudit/.

**COMMUNICATION**

E-mail is the primary source for providing information about changes in procedures or policy to authorized persons. Additional information can be found at: http://www.fhsu.edu/purchasing/policies-procedures-and-templates/

Please note that additional restrictions, policies or procedures may apply to Recognized Student Organizations. Please feel free to contact either of the following offices with questions regarding financial information:

| | | |
|---|---|---|
| **Purchasing Office** | 785-628-4250 | *PRs, cash box requests, requests for credit card checkout, reports* |
| **Business Office - Accounts Payable** | 785-628-5948 | *Outstanding payment invoices* |
| **Student Fiscal Services** | 785-628-5251 | *Deposits, credit card checkout, cash box checkout* |

# FUNDING OPPORTUNITIES

Regardless of an organization's purpose, some form of funding is necessary. Clubs and organizations at Fort Hays State University can receive funding from three primary sources:

- Membership dues
- University approved fundraising projects
- Student Government Association

**MEMBERSHIP DUES**

Some organizations require members to pay yearly dues in order to generate revenue. The CSI/SOC must approve the amount an organization wishes to state as local chapter dues. Some student organizations require specific fees, such as national dues in nationally affiliated groups. If such fees are required by an organization, they must be reflected in the constitution, either as a by-law or as an amendment.

**FUNDRAISERS**

*Organizational Fundraising Regulations:*

1. All organizations must register and be approved for all fundraising projects with the Center for Student Involvement at least four (4) business days prior to any orders being placed for fundraising products.
2. To host a fundraiser for your organization, please reister your event at http://tigerlink.fhsu.edu, and indicate that the event is a fundraiser. You will receive an approval or denial status from the Center for Student Involvement. ***Please note**: The fundraising form requires you check yes or no if a cash box is needed; Checking Yes DOES NOT initiate the procedure of securing a cash box. Contact The Purchasing office at (785) 628-4250 or visit their website at* http://www.fhsu.edu/purchasing/policies-procedures-and-templates/ *and follow the cash box policy and procedures.*
3. The University is not responsible for the loss of merchandise or money. The organization is expected to pay all incurred debts. Failure to do so will result in loss of recognition by the University.
4. Any student who fails to return merchandise or monies from sales to the organization may face disciplinary action.
5. Organizations must follow the university policy on Gifts, Prizes, and Awards. These policies can be found at: http://www.fhsu.edu/academic/provost/handbook/ch_6_gifts_purchased/

**UNIVERSITY SOLICITATION POLICY**

When planning fundraising projects, registered student organizations must follow the University Solicitation Policy. It is against University policy for anyone to solicit, peddle, canvass, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by University authorities. Campaigners, salespeople, and other individuals participating in solicitation activities on campus should be reported immediately to the office of Student Affairs. The sales of products and services by individuals, partnerships, corporations, or such other entities not associated with or related to the university are prohibited. **In addition, sponsorship of sales of products and services by individuals, partnerships, corporations, or other such entities not associated with or related to the University is also prohibited.** Requests for exceptions to this policy may be made in writing to the Vice President for Student Affairs, Sheridan Hall 208.

**FHSU LICENSING PROGRAM**

Students are encouraged to use FHSU identifiers (such as Victor E. Tiger, images, logos, etc.) in their activities. There are, however, specific guidelines on how the identifiers are to be used. All Officially recognized student organizations are not required to be licensed, but all student organizations must contact the Office of University Relations, Sheridan Hall 204, for approval, prior to product manufacture, when using Fort Hays State University's name and identity marks.

The FHSU Identity Standards Manual can be found online at http://www.fhsu.edu/is/.

**STUDENT GOVERNMENT ASSOCIATION FUNDS**

Any funding requested from the Student Government Association (SGA) must comply with the guidelines and stipulations of the Constitution of the Student Government Association of Fort Hays State University.

NOTE: For accounting purposes, SGA funds are considered State funds rather than Activity Account funds. Transactions must be processed following the State policies and procedures found at: http://www.fhsu.edu/purchasing/policies-procedures-and-templates/.

In order to be eligible for SGA funding and to make a request, Student Organizations must:

1. Be a recognized student organization or organizations given a waiver by the SGA President, ratified by the Student Senate. The Student Organizations Committee section of this handbook contains details concerning the registration of student organizations.
2. Determine the type of funding they are requesting. There are four types of SGA/University funding available: allocation, appropriations, equipment fund, and the Educational Opportunity Fund.
3. Complete the required forms. This handbook includes information about each funding process. Forms are available online at http://www.fhsu.edu/sga/, or in the Student Government Association Office in the Memorial Union – Lower Level 017. Please call the SGA office at 785-628-5311 for assistance in completing the forms.

**Appropriations Fund:**

Funds are distributed to SOC approved student organizations or organizations given a waiver by the SGA President, ratified by the Student Senate for the purposes of trips, or other events in which approved organizations serve the interests of Fort Hays State University, the Student Government Association, and the State of Kansas. Amounts are limited to $1,000 per academic year. These funds cannot be used for alcohol, individual gain, parties, dances, awards, individuals not enrolled at FHSU, organizations receiving allocation funds, or other activities deemed unacceptable by the Appropriations Committee members and the Student Senate. The weekly deadline for submission is noon on Wednesdays.

**Allocations Fund:**

Funds are distributed to SOC approved student organizations or organizations given a waiver by the SGA President, ratified by the Student Senate for the purposes to increase the involvement and education of students attending Fort Hays State University. Funds may be used for the purposes of trips, or other events in which approved organizations serve the interests of Fort Hays State University, the Student Government Association, and the State of Kansas. These funds cannot by used for alcohol, individual gain, parties, dances, awards, individuals not enrolled at FHSU, or other activities deemed unacceptable by Allocations Committee members and the Student Senate.

Allocations Timeline*

| | |
|---|---|
| November | Letters and request forms are sent to registered student organizations, informing them of allocations rules and deadlines. |
| First Monday in December | Preliminary budgets and requests are due: *This deadline is not mandatory and figures submitted are not binding on the final request. A preliminary budget and request is highly recommended. This budget must be clearly marked "Preliminary."* |
| Fourth Friday in January | Final budgets and requests are due: *This deadline is mandatory and figures submitted are binding. Every organization seeking an allocation must submit a final budget and request. This budget must be clearly marked "Final."* |
| February (and March if needed) | Allocations hearings are held for organizations; organizations applying for allocations must schedule a hearing. |
| March | Allocations Bill is written by the committee. |
| March | First reading of Allocations Bill by Student Senate. |
| Next regular Senate meeting | Second reading, Senate deliberations and action. Groups should have a representative present for the duration of the meeting. |
| Next regular Senate meeting | SGA President signs or vetoes Allocations Bill - if signed, the bill is forwarded on as a recommendation to the FHSU President - if vetoed by either President, the bill returns to Senate and the process is repeated until the SGA President and the FHSU President signs the legislation. |

* Please keep in mind that vacation periods may include a Thursday, and that SGA does not meet during vacation periods.

**Equipment Fund:**

The purpose of the equipment fund is to provide for single-year capital purchases and/or to fund repairs on existing equipment made by organizations that qualify to receive money from the Appropriations Committee. Receiving funding from allocations will not exempt an organization from receiving funding from the equipment fund. Requests above $1500 must be matched dollar for dollar by the organization submitting the request. 1. The $1,500 limit shall be cumulative for each organization submitting multiple requests from the equipment fund per academic year. 2. No organization may request more than $10,000 from the equipment fund in one academic year. Requests must include a copy of any and all receipts relating to equipment purchases and/or repairs paid for with money from the fund account.

**Educational Opportunity Fund:**

The purpose of the EOF fund is to provide student-controlled funding sources to new, creative, and innovative programs which serve to increase and enhance the educational opportunities of the students at FHSU. Funds are distributed to SOC approved student organization, any university organization, student service, or office may request funding from the EOF.

EOF Timeline*

| | |
|---|---|
| January | Letters and proposal forms are sent to registered student organizations and university departments, informing them of EOF rules and deadlines. |
| February | Proposals are due; reports on the utilization of funds from the previous year (if applicable) are due. |
| February | EOF committee meets to review reports and proposals, makes determination of how the funds will be allocated. |
| February | EOF Bill is written by the SGA President. |
| March at a regular Student Senate meeting | First reading of EOF Bill by Student Senate. |
| Next regular Senate meeting | Second reading, Senate deliberations and action. |
| Before the next regular Senate meeting | SGA President signs or vetoes Student Senate bill - if signed, the bill is forwarded on as a recommendation to the FHSU President - if vetoed by either President, the bill returns to Senate and the process is repeated until the SGA President and the FHSU President signs the legislation. |
| March | Notification to groups/departments by Scholarship Services. |
| June | Excess funds are returned to the EOF. |

* Please keep in mind that vacation periods may include a Thursday, and that SGA does not meet during vacation periods.

# SCHEDULING – FACILITY / VEHICLE RESERVATIONS

**CHARTWELLS FOOD SERVICE – STUDENT ORGANIZATION POLICY**

If an organization desires to have any type of food served in the Memorial Union for meetings or events, the group must work with Chartwells Food Service Company, contracted by the University for such purposes. Chartwells provides a full range of services from light refreshments and beverages to full banquets.

- ✓ These items are available to student organizations at a discount of 20% off regular listed prices. Campus Departments, offices, faculty, staff, and community entities should refer to the Chartwells' Catering Guide for items available at regular pricing.
- ✓ Orders over $125 will be delivered to the event location in the Union.
- ✓ Orders under $125 on weekdays must be picked up prior to 4 pm from the Union Chartwells office on the first floor. Orders under $125 on weekends must be picked up prior to 4 pm on the preceding Friday from the Union Chartwells office on the first floor.
- ✓ Student organizations may alternately bring their own food to the Memorial Union after 4:00 PM and on weekends for small catering events (total food cost less than $125), with the permission of the Food Service Director and the Memorial Union Director. Abuse of this policy may result in the suspension of this privilege for the student organization in question.
- ✓ All requests must be placed five (5) business days in advance of the function. No changes/cancellations may be made to the guaranteed count three (3) or fewer business days in advance of service. Late orders, last minute requests, and event cancellations with less than 3 business days notice may incur charges.
- ✓ Student organizations' advisors must reserve the catered event and request the 20% discount at the time of booking.
- ✓ All items must be picked up at the catering office in the Memorial Union within 30 minutes of the event.
- ✓ All items will be served in disposable containers with all utensils, plates and napkins.
- ✓ Student organizations that choose to bring in their own food to the Memorial Union will have no access to the servery, kitchen or food service/catering equipment.
- ✓ All catering supplies (platters, tongs, pitchers etc.) must be returned to the catering office or charges will apply.

Please contact the catering office at 785-628- 5396 Monday – Friday between the hours of 8:00 AM and 4:00 PM.

**CUNNINGHAM HALL**

Organizations desiring to use space in Cunningham Hall should contact the Department of Health and Human Performance, Cunningham Hall 139, at 785-628-4376 during regular University hours. The Intramural Director and Chair of the Department of Health and Human Performance must jointly approve intramural field scheduling. Priorities for use of Cunningham Hall facilities are as follows:

- ➢ Teaching and research
- ➢ Campus recreation and intramurals
- ➢ Department of Health & Human Performance (HHP) special events
- ➢ Other instruction by departments across campus
- ➢ Athletic Department programs (in-season events have priority over off-season events)
- ➢ University-sponsored events

- Community-sponsored events
- Individual non-campus sponsored events (non-profit making)
- Outside promoters (profit making)

**GROSS MEMORIAL COLISEUM/LEWIS FIELD STADIUM**

Events held in Gross Memorial Coliseum or Lewis Field Stadium are approved and scheduled by the Director of Athletics or his/her designee. The office is located in Cunningham Hall 138 and the phone number is 785-628-4050. Priorities for use of the Coliseum and Stadium are as follows:

- Instruction and research
- Athletics
- Intramurals
- HHP sponsored events (clinics, tournaments, related conferences, meets)
- University sponsored events
- Community and civic organizations
- Individually and commercially sponsored events (charitable events have priority over profit-making events)
- Outside promoters

**MEMORIAL UNION**

Student organizations may reserve rooms in the Memorial Union by calling the Senior Administrative Assistant for Reservations at 785-628-5305 or visiting the Memorial Union Administration, MU208. It is advisable to contact the Union as soon as possible in the meeting planning process. Organizations will need to provide the following information:

- Date of the event
- Number of people attending
- Desired room arrangement
- Whether or not food/refreshments will be served

The Memorial Union Administrative office also handles scheduling of the Beach/Schmidt Performing Arts Center. Requests for use of that facility should be directed to the Memorial Union Director at 785-628-5307. A list of Memorial Union policies can be found at:
http://www.fhsu.edu/union/policies_guidlelines/

**OTHER CAMPUS BUILDINGS**

All other requests for the use of classrooms should be made through the Registrar's Office in PH 302, 785-628-4334. Student organizations must submit the Facilities Request form for use of University facilities to this office. Exceptions to this policy are for the following facilities: the Memorial Union, Beach/Schmidt Performing Arts Center, Gross Memorial Coliseum, Lewis Field Stadium and Cunningham Hall.

Requests for the use of Felten-Start Theatre, should be made through the Department of Communication Studies, 101 Malloy Hall, 785-628-5365. Hal Palmer Recital Hall-Malloy Hall 115, and Rehearsal Room-Malloy Hall 126 (outside the approved use for regularly scheduled classes) should be made through the Department of Music, Malloy Hall 134, 785-628-4533.

## QUAD

Student Organizations may schedule events by first completing a Request for Use of University Facilities from the Assistant Director of the Memorial Union, in the Center for Student Involvement on the lower level of the Memorial Union. Once the form is complete, it must be returned to the Assistant Director of the Memorial Union in the Center for Student Involvement, MU 014, 785-628-4664, for approval. After approval has been granted, please return the signed form to the Center for Student Involvement. The Student Organization will receive a copy of the request and notification that the event has been scheduled; a copy of this form needs to be submitted to the Center for Student Involvement.

## POLICY ON USE OF STATE VEHICLES (AS OF 8/7/07)

State vehicles may be requisitioned from the University Motor Pool if the travel is for "official state business" only. The student organization sponsor acts as the Budget Unit Supervisor, verifying that the trip is "official state business" and that the driver has a valid driver's license, will approve the transportation requisition.

State employees with a valid driver's license may drive state vehicles if the travel is for "official state business" only. Faculty, staff, students, or volunteers are considered employees of the University if they are in active status on the payroll system. Only employees of the state or persons reasonably engaged in official state business are allowed to ride in a state-owned or leased motor vehicle.

A student organization representative or sponsor will call the Physical Plant office to reserve a vehicle. The organization then **must** follow up the reservation by completing the appropriate travel authorization form and Transportation Requisition form. The Physical Plant phone number is 785-628-4424, motor pool information: http://www.fhsu.edu/physicalplant/.

## RESIDENTIAL LIFE

### Classrooms

McMindes Hall and Wiest Hall classrooms can be reserved through the Registrar's Office, SH 106, 785-628-4222 for use during the day. To reserve a classroom for use during the evening contact the Hall Director for McMindes Hall, 785-628-4900.

### McMindes Hall East & West Living Room

To reserve the McMindes Hall East or West Living Room, contact the Hall Director for McMindes Hall, 785-628-4900.

### Chuck's Place

To reserve Chuck's Place in Wiest Hall, contact the Hall Director for Wiest Hall, 785-628-4600.

### Custer Hall Gazebo

Custer Hall gazebo is can be reserved through the Residential Life Office in McMindes Hall 126, 785-628-4245. All reservations must be approved by the Residential Life Director.

## BUILDING SUPERVISORS

| Building | Supervisor | Phone # |
|---|---|---|
| Akers Energy Center | Mr. Roger Weigel | 4238 |
| Albertson Hall | Dr. Jeff Briggs | 4200 |
| Beach Hall/ Sternberg | Mr. James Helget | 5944 Campus<br>5540 Sternberg |
| Brooks Building | Mr. Dana Cunningham | 4424 |
| Cunningham & Gross | Mr. Glen McNeil | 5335 |
| Custer Hall | Mr. Ed Howell | 5304 |
| Davis Hall | Dr. Fred Ruda | 4315 |
| Forsyth Library | Mr. John Ross | 4431 |
| Heather Hall | Mr. Steven Schleicher | 5863 |
| Malloy Hall | Mr. Ben Morris-Cline | 4485 |
| Martin Allen Hall | Dr. Jennifer Bonds-Raacke | 4405 |
| McCartney Hall | Dr. Mark Bannister | 5339 |
| Memorial Union | Ms. Edie McCracken | 5801 |
| Picken Hall | Dr. Joey Linn | 4222 |
| Rarick Hall | Dr. Paul Faber | 4234 |
| Residential Life | Mr. Brian Faust | 4245 |
| Sheridan Hall | Mr. Mike Barnett | 4251 |
| Stroup Hall | Dr. Katherine Willock | 4498 |
| Tomanek Hall | Dr. John Heinrichs | 4536 |

# PUBLICITY

## POSTER ROUTE POLICY & UNIVERSITY POSTING POLICY

**Guidelines for display of posters for the poster route:**

The Center for Student Involvement provides the opportunity for **only** recognized student organizations and divisions and/or administrative areas of Fort Hays State University to publicize upcoming events through means of bulletin boards located in buildings on campus and the kiosks. When space permits, FHSU departmental flyers announcing non-event information of interest to the general student population may also be posted.

These guidelines pertain only to Center for Student Involvement bulletin boards; they are in no way meant to be the policy for posting materials on departmental, Cultural Affairs, Student Government Association, or University Activities Board bulletin boards. Individuals or organizations need to check with these groups to determine their guidelines. Materials promoting course offerings and schedule changes do not fall within these guidelines, as well. University policy regarding these materials should be followed. **All postings** are to be consistent with University policy.

All student organization and departmental materials to be hung by the Center for Student Involvement on official poster route bulletin boards must be approved by the Center for Student Involvement staff, Lower Level 014 of the Memorial Union, pursuant to the following guidelines:

1. Student organizations must be recognized by the Student Organization Committee (SOC) in order to post information for upcoming events. No commercial advertisements will be posted unless they relate to events sponsored by a recognized student organization or a division and/or administrative area of Fort Hays State University.
2. Materials need to include the name of the event, date, time, place (on-campus building name, room name and/or number or off-campus name and street address), a FHSU-approved logo, and the sponsoring organization's or department's full name.
3. The deadline to submit a poster/flyer for the poster route is **11:30 am on Mondays and Thursdays**.
4. Due to bulletin board space limitations, the preferred size for materials 8.5" X 11", but cannot exceed 11" X 17".
5. No poster or flyer will be approved if it promotes obscenity, discrimination (racial, sexual, age, disability, etc.), exploitation (as described in University policies), or illegal activities. All advertisements must be consistent with University policies and procedures (alcohol, political, etc.).
6. Postings not approved pursuant to these guidelines will be removed and discarded without notification.
7. It is strongly recommended that a proof be given to the Center for Student Involvement for approval before additional copies are made. As space permits, materials may be displayed for up to **three (3) weeks in advance of the event**. Center for Student Involvement employees will hang the posters in designated areas.
8. Submit 40 copies of poster/flyer materials to the Center for Student Involvement by deadline (note item 3 above).

Any exceptions to these guidelines must be authorized by the Center for Student Involvement in the 014 Lower Level of the Memorial Union or at 785-628-4664.

**UNIVERSITY POSTING POLICY**

The intent of this policy is to provide Fort Hays State University students, faculty and staff with maximum opportunity and space to advertise approved events, products, services, and at designated locations throughout the campus on bulletin boards, outdoor kiosks, and other posting areas, within the guidelines set forth in this policy.

Advertising of events on Fort Hays State University's campus is limited to events approved by Fort Hays State University, including but not limited to events sponsored or organized by registered student organizations, students involved in campus campaigning, and University divisions, departments, and offices that are conducting University business, in accordance with separate University policies governing the use of campus facilities.

**General Guidelines for Posting:**

The Memorial Union provides space for both on- and off-campus groups to post flyers. Permissible postings comply with this policy and are in some way related to the Union's general purpose and functions as a student service and support center. Any person or group seeking to post items in the Memorial Union should submit a request to the Memorial Union Director, Memorial Union 2nd floor, 785-628-5305. The Memorial Union Director will review the request and approve or deny it. If the request is denied, s/he will provide written explanation of the denial. Any person or group whose request to utilize the Memorial Union for posting purposes is denied may then submit the request, along with the denial, to the Vice President of Student Affairs, located in 208 Sheridan Hall, who will serve as the appeal board.

The Center for Student Involvement, Memorial Union 014, must approve all outdoor postings on campus, including sidewalk chalking and hanging of outside banners, and will do so under the terms and conditions set forth in this policy. The Center for Student Involvement, Memorial Union – Lower Level 014, must approve all Poster Route postings including kiosks. In the event a request for posting is denied by the Center for Student Involvement, a written explanation for the denial will be issued. Any person or group wishing to protest this decision shall submit a written request along with the denial by the Center for Student Involvement, to the Vice President of Student Affairs who will issue a decision on the request.

Items to be posted on academic departmental boards require permission from the appropriate academic department. Bulletin boards in classrooms fall under the jurisdiction of academic departments, and are not intended to be available for posting by the general public. It is intended that bulletin boards in academic areas will be reserved for academically-related postings.

Signs, posters, flyers, etc., should be posted for a period not exceeding three weeks. The sponsoring organization of an event has the primary responsibility for removing promotional information within 48 hours after an event.

All posters and flyers to be displayed on Fort Hays State University's campus must conform to the University's Student Code of Conduct and not contain any obscene and demeaning sexual content, and any racial, or other discriminatory reference.

Postings may not be misleading, promote the excessive use of alcohol or the use of illegal drugs; or promote engagement in illegal activities.

All posters must clearly indicate the full name of the registered student organization and/or department sponsoring the event, activity, etc.

The posting of paper with tape on sidewalks or using any kind of paint on sidewalks is not permitted.

No handbills exclusively used to advertise a product or service not related or beneficial to the mission of the University or its students are permitted.

Placing flyers, posters, etc. under windshield wipers of cars parked on campus is not permitted.

No posting is allowed on windows, doors, walls, floors, trees, trash cans, lamp posts, building markers, bridges, or other surfaces that are not designated for such purposes.

**Specific Guidelines Related to the Form, Location, Method and Manner of Posting:**
Subject to the other provisions of this policy relating to posting, the following is intended to provide guidelines for the specific location and form of posting allowed.

**Kiosks:**
The Center for Student Involvement (CSI) must approve all postings in campus kiosks, under the terms and conditions set forth in the Poster Route policy (see Publicity section in this handbook.) The CSI monitors kiosks weekly and will remove unapproved materials. In the event a posting is removed due to improper approval, if contact information is located on the posting, the CSI will make contact explaining the kiosk posting procedures.

**Lawn Signs:**
Lawn signs may be permitted for special events or occasions where appropriate, depending only upon the size of the sign and whether any physical damage to the campus will occur as a result of use of the sign. Requests can be brought to the Center for Student Involvement, MU 014. Final approval for lawn signs will be made by the Center for Student Involvement in conjunction with Physical Plant, after considering the size of the sign and the method of affixing the sign to the campus. The permissible content of the sign is governed by other portions of this policy.

**Outside Banners:**
Banners are allowed in some locations, but must be approved by the Center for Student Involvement, MU 014. The permissible content of the banner will be governed by other provisions of this policy. Special care must be taken not to damage or injure trees. Banners are to be no larger than 5’ X 7’.

Banners must be of material that will stand wind stress. A twin size sheet is the preferred size using twine or clothesline rope to hang the banner. Metal wire or chains are not allowed.

Registered student organizations are responsible for hanging and taking down banners. The University reserves the right to remove any form of advertising which does not comply with any provision of this policy.

To post a banner that will hang off the outside the Memorial Union please contact the Memorial Union Director, MU 208 for approval and size requirements.

**Sidewalk Chalking:**
Using chalk on sidewalks to promote campus events is allowed, assuming all other provisions of this policy are adhered to and approval has been given by the Center for Student Involvement, MU 014, 785-628-4664.

Specific areas are designated as no chalking areas. These areas include walls, trash cans, landings of buildings, steps, bricks, and all vertical surfaces. Groups will be charged for clean-up if chalking occurs in a prohibited area.

**Posting in the Residence Halls:**
Posting in all of the residence halls must be approved in advance by the Director of Residential Life, Agnew Hall 114, 785-628-4245, who will determine the request in accordance with this policy and the provisions of any policy applicable to residence halls in general, or any specific hall in particular. Posting in a specific residence hall must be approved by the Hall Director of that specific residence hall. In the event that the Director of Residential Life denies a request for posting in the residence halls, the Director shall issue a written explanation for the denial. In the event that the requested use of the residence halls for posting is denied, the person or group submitting the request may submit the request and the Director of Residential Life's denial to the Assistant Vice President of Student Affairs who will determine the request in accordance with the terms of this policy. Residence halls are not available for posting by the general public.

Door-to-door solicitation of products or services in the halls is not allowed. Printed advertising material may not be affixed to or placed under students' doors. Student rooms are not to be used for advertising of goods or services by outside persons or entities.

**MEMORIAL UNION TABLE TENT, BANNER AND TELEVISION ADVERTISING POLICY**
**Table Tent Policy:**
The Memorial Union has eight-sided table displays on each table in the seating areas of Union Station and Cody Commons. Table Tents can be no larger than a 4" x 6" or quarter sheet of flat letter paper (4" x 5.5"). Only flat flyers in the approved plastic holder may be placed onto a table (table tents need to be cut to size). Only one advertisement per event, announcement, or service is allowed. Advertisements for an event may be displayed for up to three (3) weeks in advance of the event. A maximum of 48 table tents (12 sheets of letter paper) may be displayed – approximately 28 in Union Station and 20 in Cody Commons. Space is limited – first come first serve. Table tents are approved through the Center for Student Involvement (CSI) office, MU 014, 785-628-4664. The CSI staff will place and clear the table tents placed in the Memorial Union. All flyers/posters or table tents will be removed that do not comply with these guidelines. The Memorial Union/CSI will not accept the responsibility for any flyers/posters or table tents taken or removed.

**Banner Policy:**
Recognized Student Organizations and University departments have the opportunity to display banners inside the Union after receiving approval from the CSI, MU 014, 785-628-4664. Only banners which

advertise campus-wide events/activities/announcements sponsored by University organizations will be approved.
*Construction*: Banners may be no larger than 2-3 feet high and 6-7 feet wide. Banners must be made out of paper (no bed sheets), with the exception of special events where other criteria is offered.
*Criteria*: CSI will hang and remove the banners. Banners may be displayed no longer than three weeks.
*Location*: Limited space is available on a first come, first serve basis. Reservations for banners within the Union can be made with the Senior Administrative Assistant in the Center for Student Involvement on the lower level of the Memorial Union, 785-628-4664.

Banners outside the Memorial Union (hanging off-building): Contact the Memorial Union Director (Memorial Union – 2nd floor, 208) for approval and size requirements.

**Union Television Advertising Policy:**
Three TV monitors located: main floor Southeast entrance, lower level Cody Commons, and lower level feature wall lounge area (outside of CSI) may be used for advertising any FHSU entities' events, announcements, and resources. Ads must be submitted to the Center for Student Involvement (CSI) for approval and posting in Microsoft PowerPoint slide or a JPEG format to csi@fhsu.edu. Please contact the CSI, lower level 014 Memorial Union, csi@fhsu.edu, (785) 628-4664 for details.

**PUBLICITY TIPS**
The following tips may be helpful in publicizing your opportunity or event. Use some, or use them all--just make sure to get special permission when required. For further information or for assistance, the Center for Student Involvement, Memorial Union – Lower Level 014, 785-628-4664 or csi@fhsu.edu.

**ON-CAMPUS**

- Place your event on the Master Calendar, http://www.fhsu.edu/calendar
- Register your event on the digital bulletin board at http://tigerlink.fhsu.edu.
- Contact Kurt Beyers in the University Relations office, SH 204, for a possible press release (Hays Daily News, The Leader, Radio Stations).
- Contact The Leader, fhsuleader@gmail.com, for placement in their Campus Brief's section.
- Create flyers for posting on the campus poster route bulletin boards. (Please get postings stamped with approval from the Center for Student Involvement for posting via the Poster Route).
- To send an All Students email, please send an email to Shana Meyer, Assistant Vice President for Student Affairs, slmeyer@fhsu.edu, who will forward it on to all FHSU students.
- To send an All Users email on the lotus notes system, contact your on-campus advisor, as they can send it to all FHSU Lotus Notes users.
- Write a note on classroom chalk boards or wipe boards, if approved by the professor/instructor.
- Contact the local radio and ask if they'd donate a PSA (public service announcement).
- Purchase professionally created posters through the Center for Student Involvement **Posters *Plus*** service**.** The Student Graphic Designer, mugraphics@fhsu.edu or 785-628-4664, may be able to help you create something, or she will be able to refer you to someone who can! Student Organizations receive a 15% discount on the cost of printing posters through this service.

- Chalk sidewalks in prominent locations around campus, approval by the Center for Student Involvement, Memorial Union 014, 785-628-4664.
- Create table tents or a banner for display in the Memorial Union. Approval and distribution is handled through the Center for Student Involvement, csi@fhsu.edu or 785-628-4664.
- Go to a department head or faculty/staff meeting, or directly contact faculty/staff to make sure they know about your event. They may announce it in class!
- Have a mini-event as a teaser in the middle of the cafeteria or union station, in a class (get instructor permission first), or in an academic building lobby area.
- Order food from Chartwells Food Services as an enticement for students to come to the event, or give away door prizes for those who stay throughout the event. Make sure to promote these opportunities!
- Announce your event in your classes.
- Create postcards & sent via US Mail. Your organization can get labels from The Center for Student Involvement, please allow 7-10 days for ordering.
- Create an event or group on Facebook

**STUDENT GOVERNMENT ASSOCIATION**

- Contact the Vice President of SGA about making an announcement of your event during a senate meeting; this will help Senators know about your event.

**HAYS COMMUNITY**

- Create flyers for posting in the Hays community. Grocery stores, churches, daycare centers, department stores, bars, laundry mats, and other high-traffic establishments are good, depending on whom you are targeting.
- Go to the school district 489 office located at 323 W. 12th St. to get permission for flyers to be sent home elementary, junior/middle school, and high school students. You could also call the office at
  785-623-2400.

**TIPS FOR EVERYWHERE**

- Word of mouth is important! Get people excited about your event. Talk it up and involve others.
- Create mini handbills to hand out.
- Purchase balloons with your information printed on them, or take the cheaper route, and write on balloons, then blow them up.
- Use BIG posters (ie, butcher paper) or odd sizes to catch peoples' attention.
- See if your presenter has professionally made posters you can use for free. You may need to write dates, times, and locations, on them.
- Create a webpage or facebook event to specify details of your event (then make sure to publicize the webpage or send the event to all your friends).
- Purchase professionally made stickers, or make them yourself with sticker kits (available at most discount stores), or with Avery labels through your laser printer!
- REMEMBER--People LOVE to be in the know, they love freebies, and you can't beat free food!

**RADIO/TV**

The Campus Radio Station, KFHS (600 AM/94.5 FM), and the Campus Television Station, KFHS-TV can provide additional methods of publicity. Contact the Department of Information Networking and Telecommunications in Heather Hall or by phone 785-628-5373.

**SERVICES AVAILABLE**

Recognized Student Organizations may use:

- The CSI workroom supplies (free of charge for student organizations) to create banners. Call the CSI office at 785-628-4664 to schedule a time.
- The CSI also offers Poster Plus Services. For a complete list of poster printing prices, please visit: http://www.fhsu.edu/csi/postersplus/

**STUDENT PUBLICATIONS**

The staff of the *University Leader* produces a weekly newspaper for the FHSU community of students, faculty, and staff. Classified and/or display advertising space may be purchased from the Leader. For ad requirements and rates, student organizations should contact the Leader at 785-628-5301, or visit their offices in Malloy Hall 106. Meeting notices and other student organization announcements may be published in the "campus briefs" section of the newspaper. The Leader staff determines what may be published as a "campus brief" on a space-available basis.

**UNIVERSITY RELATIONS**

Staff in the University Relations Office gathers faculty, staff and student, and University news for distribution to the media. The office provides graphic design consultation for University departments and campus organizations and edits numerous campus publications. In addition, UR provides assistance for creating and/or updating and editing Web pages for departments and organizations. The Office is located in Sheridan Hall, Room 204 and the phone number is 785-628-4206.

**UNIVERSITY RELATIONS' MASTER CALENDAR**

To submit an item to the Web-Based Master Calendar of Events ( http://www.fhsu.edu/calendar ), please contact the Advisor of your organization or the FHSU Webmaster, at sklaus@fhsu.edu or 785-628-5520.

**SHOWING MOVIES FOR AN EVENT**

Copyright infringement is a serious offense under the law, and is also the equivalent of stealing from a film distributor. It is important that you organization represents itself well by doing the right thing—getting permission to show the film. As an FHSU organization, the University counts on your organization to behave in a manner consistent with University policies, and state, local, and federal law. When you want to show a film in the Memorial Union, you will be asked to provide proof that you have obtained permission (the "rights") to show the material.

Permission Sources:

- SWANK Motion Pictures, Incorporated – www.swank.com, 1-800-876-5577
- Criterion – www.criterionpic.com, 1-800-890-9494
- Conduct a web search – www.imdb.com, (Internet Movie Database)

  To perform a search, type the name of your film in the search area, choose your film, and go to "Company Credits" look up "distribution."

STILL can't find out who distributes the film? Call (310) 247-3020, to the Reference Library of the Motion Picture Academy. ** Films shown in a classroom by an Instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions.*

## RESOURCES FOR YOUR ORGANIZATION

**VISIT THE CSI OFFICE FOR TIPS ON**

- Running a Successful Meeting
- Sample Meeting Agenda
- Parliamentary Procedure
- Example Officer Responsibilities
- Advisor's Responsibilities
- Recruitment and Retention of Members
- Application/Permission Forms
- ...and much more!

Also, visit our website http://www.fhsu.edu/csi/.