

REGISTERED STUDENT ORGANIZATION HANDBOOK

STUDENT ENGAGEMENT



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INTRODUCTION

Membership in a student organization is a vital part of student life at Fort Hays State University, as it enhances the total educational curriculum. Through involvement in an organization, students are 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 experience.

Registered Student Organizations (RSOs) are coordinated through Student Engagement (SE) located on the second floor of the Fischli-Wills Center for Student Success. This office maintains a master list of registered University organizations on TigerLink and is responsible for reviewing and registering student organizations associated with FHSU. Currently, there are over 150 registered student organizations representing varied interests registered with FHSU.

Official registration with the University is necessary for student organizations to use campus facilities, sponsor activities, participate in campus-wide activities, host fundraisers, and receive funding through the Student Government Association.

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 handbook includes information about finances, university facilities, and provides an overview of university policies and procedures that pertain to organizations.

In addition to this handbook, student organization leaders and advisors should become familiar with TigerLink, the university's online involvement portal. Through TigerLink, individuals can create a profile and find involvement opportunities based upon mutual interests. For student organizations, there are a variety of resources available, including an organizational profile, document storage, event advertisement, service hour reporting, roster management, forms, and elections. TigerLink is the official directory of student organizations, and each organization will renew annually through the site.

LEGAL RECOGNITION

All Registered Student Organizations (RSOs) registered with the Student Engagement office are registered as a separate entity from Fort Hays State University.

While RSOs are approved and overseen by a university department, the RSO itself is separate and does not constitute itself as a university department or as a unit of the University.

RSOs are not permitted to speak on behalf of the University or utilize the logos of Fort Hays State University outside of University guidelines. While RSOs are required to comply with all University policies and procedures, the organizations are responsible for their own behavior, policies, finances, and legal issues, and assistance and/or intervention by the University will be granted on a case-by-case basis only.

Additionally, no endorsement will be given by the University of an organization in an organization's posts, websites, social media, or other mediums; organizations may not claim endorsement by the University, even if a University department shares an organization material to help promote the organization's activities.

The University does not regulate external organization websites; in the event that an organization utilizes a website outside of TigerLink, the organization must note that FHSU does not endorse or associate with the content posted on that website.

GUIDELINES FOR REGISTERED STUDENT ORGANIZATIONS

Definition

A registered student organization (RSO) is an organization that is committed to serving the FHSU campus and students and the community of Hays. RSO's must be composed primarily of currently enrolled students and must serve a purpose unique from that of an existing organization and/or academic department.

Organization Categories

Student organizations are divided into categories to aid students when searching for organizations of interest. Student organization categories include:

- Campus Wide Student Organizations – groups any student can join.
- Departmental Student Organizations – groups associated with an academic department.
- Honor Societies – groups that recognize student achievement.
- Religious/Spiritual Organizations – groups that serve a religious or spiritual purpose.
- Residence Halls – groups associated with FHSU residential life.
- Social Fraternities and Sororities – groups which are single sex fraternities or sororities.
- Pre-Professional Student Organizations—These are groups that are intended to prepare students for a specific profession.

Requirements for Registration (Yearly)

Student Engagement (SE) reviews the registration of organizations every year to renew the recognition status of groups and update the records of recognized student organizations.

Registered Student Organizations must meet the following requirements yearly:

- Complete the Student Organization Registration Form on TigerLink annually.
- Complete the Student Organization Review Process with Student Engagement annually.
- Agreement of the President, Treasurer, and Advisor to the Non-Discrimination Statement and Grade Release Form annually when their positions are accepted on the organization's TigerLink page.
- Update TigerLink Page:
 - Roster
 - Constitution (If Needed)
- Compete and submit 20 community service hours on TigerLink for the academic year.
- Attend the following required meetings:
 - RSO 101 Training (Fall Semester)
 - Leadership Academy (Fall Semester)
 - Black and Gold Academy (Spring semester)
- Complete the Student Organization Accreditation Process (SOAP)

All steps must be completed by April 30th of the academic year. If an organization fails to complete the renewal process, they will lose their status as a Registered Student Organization. Loss of RSO status includes but is not limited to: freeze of Student Activities and SGA funded accounts, unable to reserve spaces for free in the Memorial Union, and loss of access to Student Engagement resources. Organizations that fail to meet the April 30th deadline will need to meet with the Student Engagement office to review RSO registration requirements.

STARTING A NEW REGISTERED STUDENT ORGANIZATION

Student Engagement (SE) can assist with the formation of new registered student organizations. New organizations can be started by any student who identifies a need or interest that is not currently represented in existing student organizations. To start a new organization, the following steps should be followed:

1. Inquire in SE about the possibility and advisability of establishing a new organization.
2. Have a name and purpose unique from any existing organization.
3. Secure two (2) currently enrolled FHSU students to serve as the organization President and Treasurer.
4. These students must have a minimum 2.0 cumulative GPA.
5. Secure an additional three (3) currently enrolled FHSU student members for a total of five (5) student members.
6. Secure a full time FHSU faculty or staff member to serve as the on-campus advisor.
7. Develop a constitution and/or Bylaws for the organization.
8. When your group meets the Requirements for Registration you must submit the New Organization Registration Form on TigerLink.
9. The form can be accessed on the left-hand side of the Organizations page on TigerLink.
10. Carefully review the application instructions.
11. Complete the Organization Profile, providing details about the organization.
12. Select the Organization Category appropriate for your organization. Select only one.
13. Select the Organization Interests appropriate for your organization. These are used to recommend your organization to students with similar interests.
14. Upload an appropriate photo or logo as the Profile Picture for your organization.
15. List the members of the organization on the Organization Roster. Members must be listed using their official FHSU email address.
16. Upload a copy of your Constitution and/or Bylaws.
17. Review all information to ensure accuracy and completeness.
18. Click the submit button to submit your registration form to SE for review.
19. Student Engagement will review your form and inform you of the status of your application.
20. When the organization registration form is approved, the President, Treasurer and the On-Campus Advisor must agree to the Non-Discrimination Statement and/or Grade Release Form when they accept their positions on TigerLink.
21. Once the Non-Discrimination Statement and/or Grade Release Form has been completed by all parties, you will be notified of your status as a Recognized Student Organization.

Applications for registering with a new organization will be accepted throughout the academic year until April 1st. Organizations interested in forming after April 1st must wait until registration opens for the next academic year.

STUDENT ORGANIZATION ACCREDITATION PROCESS (SOAP)

The Student Organization Accreditation Process (SOAP) is part of the annual registration process for RSOs. SOAP will open on TigerLink April 1st and will close April 30th of each academic year. Organizations that fail to submit SOAP in this timeline will be inactive until SOAP and the entire registration process is complete.

SOAP Requirements:

- Roster of Active Members
- Organization membership meetings – time/frequency of meetings
- TigerLink page updated.
 - Primary Contact
 - Membership
 - About
 - Additional Information
- Submit Service Hours and Approved on TigerLink
- Two Program Reviews
- Executive Summary for the Academic Year

Program Review

Program review is the evaluation of two events or programs attended in the academic year. These reviews are to be no longer than 500 words and should cover the following questions along with an explanation of the event the organization attended or hosted.

1. Explanation of the event.
 - a. What did you do? Who hosted the event?
2. What did your organization take away from the program?
3. What did they learn from the process of planning an event (if applicable)?
4. How will you implement what was learned to better the organization?

Executive Summary

The executive summary encompasses what the organization achieved and learned over the academic year. The executive summary should be no longer than 500 words and explain how the organization achieved the following student organization learning outcomes:

1. Develop effective communication skills.
2. Demonstrate intellectual growth.
3. Demonstrate continuing personal growth.
4. Engaged in healthy behaviors.
5. Develop meaningful relationships.
6. Engage in matters of local, regional, and global social and civic responsibility.
7. Appreciated others.

Process for Submitting SOAP:

1. Start a re-registration form through TigerLink.
2. Submit the following information via screenshots:
 - a. Roster Updates

- b. TigerLink Page Updates
 - c. Service Hours
 - d. Meeting Date and Time
- 3. Submit the following via PDF
 - a. Program Review
 - b. Executive Summary

REGISTERED STUDENT ORGANIZATION DEFINITIONS and POLICIES

Membership

In order to provide an enriching opportunity to all students, 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. Furthermore, student organizations exist for current students, while organizations may accept non-students as members, the vast majority must be currently enrolled students. Specifically, a minimum of 80% of the organization membership must be enrolled as FHSU students.

Officers

Each organization must have a minimum of a President and Treasurer in order to be recognized. The President and Treasurer must be currently enrolled FHSU students and maintain a cumulative grade point average of 2.0. The President and Treasurer are required to agree to the Non-Discrimination Statement and Grade Release Form annually and their grades will be checked each semester. If the officer does not meet the grade requirement they must be replaced immediately. If there are officer changes during the year the TigerLink roster should be updated, and Student Engagement notified as soon as possible. It is strongly suggested that student organizations elect officers at the end of the spring semester so they can plan activities and events throughout the summer for the upcoming school year.

Advisors

Each organization must have a full time FHSU faculty or staff member to serve as the on-campus advisor. This advisor should be selected by the organization and must agree to the Non-Discrimination Statement Form annually. Organizations are encouraged to utilize additional advisors, including graduate students and off-campus advisors.

Title IX

Fort Hays State University is committed to an environment in which students, faculty, and staff are free of all forms of harassment, exploitation, and intimidation. It is the university's policy to prohibit harassment of individuals on the basis of their status as a member of a protected class, which includes race, color, religion, gender, age, national origin, marital status, sexual orientation, veteran status, and physical or mental disability. The protections afforded by this policy apply equally to all university employees and students. Organization advisors are responsible for reporting any incidents of harassment, exploitation, and intimidation to the Title IX Coordinator. The University's Title IX policy and contact information can be found [here](#).

Compliance

Registered 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 law or FHSU policy is subject to sanctions, which may include loss of university recognition. The organization may reapply one (1) year after disbanding if the organization has proven that steps have been taken to remedy the situation and that any issues or damages have been satisfactorily resolved. Refer to University Policies online at: <http://www.fhsu.edu/policies/>.

Judicial Procedure

Per the University Judicial Process, discipline is handled as close to the level of the problem as is possible and reasonable. Therefore, discipline issues involving recognized student organizations are referred to the Coordinator of Student Engagement Life in

Student Engagement. More information about the University Judicial Process can be found online at: <http://www.fhsu.edu/judicial/>.

Disbanding

When an organization chooses to disband or becomes inactive, it is the responsibility of the President and/or on-campus advisor to notify Student Engagement in writing. The appropriate closure of financial accounts should be made by the end of the academic year in which the organization disbanded. An organization that fails to complete the renewal process OR does not comply with FHSU policies and community standards may be reviewed and disbanded by Student Engagement.

Inactive Status

When an organization has failed to complete the RSO renewal process for two (2) consecutive years, the Student Engagement Office will review the student organization and move it to inactive status. In order for the RSO to be an active RSO and be registered with the university, they must complete the steps for a new student organization and meet with the Student Engagement Office to review status details.

Community Service

Registered Student Organization members are encouraged to participate in meaningful service experiences and Organizations are expected to perform a minimum of 20 documented hours of community service each year. Individuals can report service hours on TigerLink from

Definitions

- **Philanthropy** is dispensing or receiving aid funds set aside for humanitarian purposes. This is an event in which one spends time to raise money or gives a monetary donation.
- **Community Service** is a hands-on activity in which a organization has direct interaction with the people they are helping.
 - Time donated to serve the community.
- If an organization or an individual participates in service over the weekend, there is an 8-hour maximum per day limit.

General Guidelines

- All community service should be unpaid and address or bring awareness to a social issue in the larger community.
- The recipient of the service should be the community either directly (working with community members), indirectly (working with agencies that help the community), or non-directly (helping a non-profit with their operations).
- **What Does Not Count**
 - Transportation or Travel Time
 - Any planning or implementing of an event that your own student organization hosts (such as philanthropy events) does not count as service.
 - Personal preparation time such as purchasing supplies, looking up resources online, or packing.
 - Any duties required of a leadership position will not count as it is a requirement of the position.
 - Attending games for non-university affiliated teams coached will not count.
 - Academic Credit
 - Integrated Service-Learning courses, Practicums, Athletic Training hours, and Clinical hours will not count for service as they are Major requirements and integrated into the curriculum.

- Unpaid internships with no compensation for non-profits or public sector organizations will count.
 - Political campaigning.
 - Engaging with the membership of an organization such as a church or youth group will not count as service.
 - Activities that benefit a closed membership (being an adult scoutmaster for the Boys Scouts of America, being a youth leader at church, etc.) would not count as service.
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- **What Does Count**
 - Time spent during orientation, on-site training, or required workshops for the completion of the service (completed within one month of the actual service project). For example: being trained in the basics of digging a trench, understanding youth protection guidelines of an agency, etc.
 - Volunteering at a voter registration will count if it is sponsored by a nonpartisan organization.
 - Pre-approved service: The Big Event, Welcome Weekend, Swipe Out Hunger. etc.
 - Run/Walk
 - If your RSO hosts a run/walk to raise money for a charity it would be a philanthropic event.
 - Any time spent preparing the event would not count as community service.
 - Any members who run/walk in an event could not count this as community service.
 - If a national organization hosts a run/walk and a member helps with set up that can count as a community service hour.
 -
 - Participating in an on-campus blood drive will receive 1 hour (2 for a double-red donation). Successful donations off-campus meet the same criteria.
 - Coaching non-university affiliated teams during practice will count.
 - Mission Trips, Immersion Programs, Alternative Breaks, and other similar full/multi-day experiences will receive a standard maximum of 8 hours per day.
 - Other service opportunities can be approved as well. If you have questions, please contact the Student Engagement office at engage@fhsu.edu

STUDENT ENGAGEMENT SERVICES

Technology and Printing

The Student Engagement office has a computer workstation with printing abilities for student organization use. Organizations can also utilize the copy machine for printing, black and white copies, and document scanning. To make copies, an organization specific code is required; please inquire at the Student Engagement front desk about your organization's copier code. Organizations who do not have a current code may request one from the Student Engagement Administrative Assistant. Organizations can also utilize the fax machine to send and receive fax messages.

Storage

Student Engagement will accept requests for storage space during the year on a first-come, first-served basis if space is available. Organizations are reminded that allocation of storage space is a privilege and Student Engagement 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 Student Engagement. Both short term and long-term storage is available for organizations. Long term storage will be assigned by Student Engagement and will be reevaluated at the end of every year when the storage closet is cleaned and reorganized. Short term storage space is available to organizations and is limited to a designated area in the front of the storage closet. An office assistant will assist organizations with locating and distinguishing these two storage options.

Mailboxes

Student Engagement will accept requests for mailboxes for student organizations on a first-come, first served basis. The mailboxes will be accessible only during the times that SE is open. The Union Staff will not open SE during any other times for organizations to pick up their mail. Organizations are reminded that allocation of mailboxes is a privilege and Student Engagement reserves the right to remove organizations for violating policies stated in this document and/or if they do not maintain registration through Student Engagement.

Graphic Design

Registered student organizations can utilize the in-house graphic design students to develop a logo, posters, brochures, or an overall advertising message. In order to begin the process of having a graphic designed, an organization must complete a Graphic Design Request, available on the Student Engagement TigerLink page. After a request is submitted, a graphic designer may contact the organization to request additional information and to approve the design proof. Please allow 3-4 weeks design time for proofs and changes.

Workroom

Student Engagement maintains a workroom that can be utilized to create posters and large-format publicity. Student organizations must sign in with a member of the Student Engagement staff before using the workroom. Student organizations are encouraged, but are not required, to schedule a time to use the space. The cost of supplies will be covered by Student Engagement for student organizations, and supplies cannot be removed from the workroom.

Equipment Rental

Student Engagement will accept requests for equipment rental through the supplies that are stored in the Student Engagement office. Rentals are on a first come first served basis. Students must complete the form on TigerLink and leave an ID at the Front Desk of the Student Engagement office while items are checked out. Some rentals will also require proof of a liability waiver that has been provided for the event.

TigerLink Support

TigerLink is Fort Hays State University's student involvement system used to help students become involved on campus and manage experiences outside the classroom. Student Engagement can provide support for individuals and organizations for the purpose of utilizing the features available on TigerLink. Helpful tips and resources are available online at

<https://engagesupport.campuslabs.com/hc/en-us/categories/200246814-Using-Engage>.

Student Engagement will not assist with, nor provide services for outside websites utilized by student organizations.

TIGERLINK HOW TOs

Editing Organization Profile

Updating your organization is key to ensuring you have the most accurate information out to students.

Editing Your Roster – Updating Officers and Members

Part of your organizations officers responsibilities is to keep an updated roster of who is and who is not members of your organization. As well as updating officers when needed.

Creating a Form

Forms are a great way to gather information for your event or student organization.

Submitting Service Hours

Service hours are required to remain active in your RSO status. 20 hours are needed per academic year.

Creating an Event

Events on TigerLink are a great way to keep track and promote your events to the student population. Events approved on TigerLink will automatically

Using Corq

Corq is the online application that is used for students to obtain their event pass and to see what events are occurring on campus.

Using the Campus Labs App

The Campus Labs App is the platform that is used to track attendance at your events. We highly encourage your organization use this to track attendance, send out surveys, and other features.

The Student Engagement office is Tiger Tech for TigerLink – if you have issues or concerns with TigerLink, please contact us at engage@fhsu.edu

REGISTERED STUDENT ORGANIZATION SERVICES – MEMORIAL UNION

The FHSU Memorial Union provides Registered Student Organizations with a variety of free services to help promote, assist, and enhance the experience of students involved in RSOs.

Advertising for Your Organization:

- Digital signage and Neptune radio advertising is available to student groups to promote virtual or in-person events. More info can be found here: <https://www.fhsu.edu/union/services/quadunion-advertising>
- Poster route and campus posting.
 - Full guidelines for Poster Route as well as additional opportunities and guidelines for campus posting can be found online at <https://fhsu.edu/policies/documents/campus-posting-policy/index.pdf>.

Union Catering Company:

All food sold and/or distributed by registered student organizations must be catered by the Union Catering Company. For additional information please contact sales@ucc.com or call 785-628-5396.

Exemption Request for food can be requested through the Memorial Union here.

Space Reservations:

Space reservations and needs for Registered Student Organizations can be inquired at the Memorial Union Administrative Office (MU 208) or by calling 785-628-5305

REGISTERED STUDENT ORGANIZATION SERVICES – Various Departments

Forsyth Library

Space reservations and needs for Registered Student Organizations can be inquired at the Memorial Union Administrative Office (MU 208) or by calling 785-628-5305

State Vehicles

State vehicles may be requisitioned from the University Motor Pool if the travel is for "official state business" only. The student organization advisor must complete the Transportation Requisition on the Workday Workflow to verify that the trip is "official state business" and that the driver is an employee of Fort Hays State University and has a valid driver's license.

A student organization representative should call the Physical Plant office at 785-628-4424 to reserve a vehicle. The organization must follow up the reservation by completing the appropriate Workday Workflow Transportation Requisition form. Additional motor pool information is available online at: <https://www.fhsu.edu/administrative/physicalplant/>

FINANCIAL SERVICES

Fort Hays State University administers activity accounts for the convenience of student organizations. All organizations must assign a cost center manager who is a full-time FHSU faculty or staff member for purposes of approving the organization's financial transactions. This faculty or staff member will be able to request an activity account by submitting the Cost Center Request form in the workflow. All organizational funds are to be deposited in the organization's activity account. University policies and procedures for these activity accounts must be followed. No organizational funds are to be deposited in an outside, non-FHSU bank account.

Once an activity account is established, financial transactions will be managed through the FHSU accounting system. Common transactions may include tracking account balance, requesting payment for invoices, and requesting credit cards and cash boxes. Policies, procedures, and instructions on how to use the FHSU accounting system can be found on the following website: <http://www.fhsu.edu/purchasing/policies-procedures-and-templates/>.

Please contact the following offices with questions regarding financial information:

Purchasing Office

Sheridan Hall 318

785-628-4250 or 785-628-4463

The Purchasing Office can assist with accounting system training, Workday and Workflow forms, submitting requests for a credit card or cash box, and reports.

Student Fiscal Services

Picken Hall 317

785-628-5251

Student Fiscal Services can assist with cash sales (deposits) into activity account, credit card checkout, and cash box checkout.

Business Office

Sheridan Hall 106

785-628-5948

The Business Office is the principal source of information about University procedures and reimbursement for activities performed on behalf of the University.

FINANCIAL POLICIES

Gifts, Prizes, and Awards

The purchase of gifts, prizes, and awards must be approved in advance by the Assistant Vice President for Student Affairs. Your organization advisor can submit gifts, prizes, and awards approval form through the Workflow in the Workday. Here you will outline a plan that details the required documentation – including tax information from the recipient by way of an IRS Form W-9 or Form W-8BEN. The policy concerning gifts, prizes, awards, and promotional items can be found at the following website: <https://www.fhsu.edu/bus-off/Other%20Policies%20and%20Procedures%20/gpa-guidelines>.

FINANCIAL HOW TOs

General Procedures for Organization Treasurer

Information for you to remember to complete as treasurer and the typical items you should be doing for your organization.

Requesting a Student Fiscal Credit Card

How to request your student activities credit card to make approved purchases.

Looking Up Your Student Activities Balance

How to review your account balance to manage your budget.

Submitting a Travel Request

This must be completed to travel with your student organization.

Reimbursement Process

It is preferred that you check out your organizations credit card, but you can reimburse individuals for expenses needed for your organization.

Paying via Check

If you have a speaker or services that require payment via check in order to avoid credit card fees.

Changing Cost Center Manager

This step needs to be complete as soon as you have a new treasurer or advisor in order to not miss any key deadlines with your organization finances.

Record of Cash Sale (Cash Deposits)

How to deposit money into your student activities account.

Submitting Allocations

Allocations are provided by the Student Government association and the process begins December every year.

General SGA Funding Guidelines

Helpful tips on what SGA funds can and cannot be spent on.

FUNDING OPPORTUNITIES AND FINANCE RESOURCES

Regardless of an organization's purpose, some form of funding is necessary. Registered Student Organizations at Fort Hays State University may receive funding from three primary sources: membership dues, fundraising projects, and the Student Government Association. Funds may only be collected in the form of a check or cash. Clubs and organizations are not approved to accept credit cards as a form of payment. Venmo, Paypal or other electronic forms of receipt of monies are not permitted.

Membership Dues

Some organizations require members to pay dues in order to generate revenue. Membership dues may be assessed in a variety of ways and can include one-time fees, recurring dues or dues to a national organization. If dues or other fees are required, they must be reflected in the organization's constitution or by-laws.

Fundraising Projects

All fundraising projects must be approved by Student Engagement prior to any purchase of fundraising materials. An Application for Fundraising Project form must be submitted on TigerLink at least four (4) business days prior to the event. Your form will be reviewed by Student Engagement, and you will be notified of your approval or denial status. The University is not responsible for the loss of merchandise or money during a fundraiser. The organization is expected to pay all incurred debts and any applicable taxes; failure to do so can result in loss of recognition.

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. There are three types of SGA funding available: Allocations, Appropriations, and the Educational Opportunity Fund. For detailed information about the funding please visit the Student Government Association website: www.fhsu.edu/sga/

- Allocations
 - The allocations budget is comprised of funds collected by student fees for the purpose of providing funding for predetermined events and trips for organizations for the following fiscal year. Preliminary requests are submitted in December and final requests are due in February. For more information, visit www.fhsu.edu/sga/faqs
- Appropriations
 - The SGA Appropriations budget is a limited fund reserved for student organizations that have NOT received funding through Allocations. This money CANNOT be used for anything considered personal gain. There are three different types of appropriations available for eligible organizations: trip requests, speaker/event requests, and equipment requests. For more information, visit www.fhsu.edu/sga/faqs
- Educational Opportunity Fund
 - The purpose of the Educational Opportunity Fund is to provide a student-controlled funding source to fund programs which serve to increase and enhance the educational opportunities of students at Fort Hays State University. Proposals must meet one or more of the following criteria: 1) New, innovative idea that will improve department, organization, or University as a whole; 2) Student employment opportunity that provides an educational benefit to student(s); 3) Student-led project that expands the reach of the University; or 4) Proposal that will be for the betterment of the campus community. For more information, contact the president of SGA.

UNIVERSITY FACILITIES

Recognized student organizations have the ability to utilize a variety of facilities on the Fort Hays State University campus. Reservation procedures vary from facility to facility, so it is important to coordinate with the appropriate office.

Cunningham Hall

Organizations desiring to use space in Cunningham Hall should contact the Department of Health and Human Performance, Cunningham Hall 139, on 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.

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. The office is located in Cunningham Hall 138 and the phone number is 785-628-4050.

Malloy Hall

Felten-Start Theatre, Hall Palmer Recital Hall, and the Rehearsal Room are available for student organization reservations on a limited basis. If your organization is interested in utilizing these spaces, contact the Department of Music in Malloy Hall 134 or 785-628-4533.

Residential Life

Requests to utilize spaces inside the residence halls should be directed to the Department of Residential Life, McMIndes Hall 126 or 785-628-4245. The Department of Residential Life also handles reservations for outdoor spaces around the residence halls, including McMIndes Hall lawn and Custer Hall lawn and gazebo.

Academic Buildings and Outdoor Spaces

All requests for the use of classrooms and any outdoor spaces not specified above should be made through the University Facilities Scheduling Officer in the Registrar's Office Picken Hall 302 or 785-628-4334.

LICENSING AND COPYRIGHT INFRINGEMENT

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. Recognized Student Organizations are not required to be licensed, but all student organizations must contact the Office of Strategic Communications, (formerly University Relations and Marketing) Hammond 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/>.

Movie Screenings

Copyright infringement is a serious offense under the law and is also the equivalent of stealing from a film distributor. It is important that your 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 movie, you will be asked to provide proof that you have obtained permission (the "rights") to show the material. Student Engagement can assist organizations in securing the licensing for showing a movie.

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."
- Call the Reference Library of the Motion Picture Academy, 1-310-247-3020

PUBLICITY

There are many resources available to publicize organizations and events. These resources are free and available to all recognized student organizations.

TigerLink Events

TigerLink serves as the central calendar for student life; notably, there is an electronic flyer board where groups can advertise upcoming events and meetings. To register for an event, select "Manage Organization" on the host organization page. In the top left drop down menu, select "Events" and then "Create Event." From here, you will be able to provide the details of the event and upload an image to appear on the electronic flyer board.

Daily Student Announcements

To submit a message to be included in the Daily Student Announcements, email announcement@fhsu.edu. Include RSO, dates you would like the announcement to run, and a TigerLink event webpage link. A link must be included for the event for it to be posted.

Tiger Daily Email

To submit a message to be included on the TigerDaily Newsletter, email TigerDaily@fhsu.edu the message that you would like to be included. Include date, time, location, and contact information for any events that you are having announced via this newsletter. Include any specific days that you would like the message to be published in the newsletter within your request.

Tiger Media Network

The Tiger Media Network (TMN) is the converged media hub on the campus of Fort Hays State University. The goal of the Tiger Media Network is to cover campus, local, and national events for the entire Fort Hays family. TMN is located in Hammond Hall 134 and can be reached by phone on 785-628-5240.

Strategic Communications Office (Formerly University Relations and Marketing)

Staff in the Strategic Communications Office gather faculty, staff, 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. The Office is in Hammond Hall, Room 204 and the phone number is 785-628-4206.

General Publicity Tips

- Create the event in TigerLink.
- Utilize poster route and on campus posting procedures.
- Upon receiving permission, attend a faculty/staff meeting if there is a department that might be interested in your event.
- Announce your event in your classes.
- Create an event on Facebook.
- Create flyers for posting in the Hays community. Grocery stores, churches, daycare centers, department stores, restaurants, laundry mats, and other high-traffic establishments are good for advertising. Make sure to receive permission from the establishment before posting.
- See if your presenter has professionally made posters you can use for free.
- Word of mouth is important! Get people excited about your event by talking it up and involving others.

CONCLUSION

Student Engagement is dedicated to helping registered student organizations be successful at Fort Hays State University. This handbook is a resource for student organizations, but students are also encouraged to contact Student Engagement with any questions. Additional information about student organizations can be found online at www.fhsu.edu/stuorg.

In addition to providing support to student organizations, Student Engagement provides numerous involvement opportunities to Fort Hays State University students including: Diversity Affairs, Fraternity and Sorority Life, orientation programs, Tiger Team. For details regarding these areas, please visit our website at [https:// www.fhsu.edu/engage/index](https://www.fhsu.edu/engage/index).

We are also conveniently located on the second floor of the Center for Student Success next to the Student Government Association office and we offer a great space for students to study, eat, and explore your creativity or just hang-out with the friendly staff.