Recognized Student Organization Handbook
2014-2015

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Last Revised: 01/20/2015
Welcome to the Campus Activities Center

Hello!

Welcome to the new and improved Recognized Student Organization (RSO) Handbook! Over the course of the past year, the staff of the Campus Activities Center (CAC) has put a tremendous amount of time and energy into revamping and updating this document to better assist you, the RSO, in succeeding.

In addition to the revamping of this document, we have spent time creating a brand new Advisor Handbook as well as several walk-throughs of our student organization software management tool, Collegiate Link.

Ultimately, the CAC and its staff is here to help you succeed outside of the classroom. We are to act as a resource for your organization. The top priorities of our office are to serve RSOs and to advise our program boards. In addition to this document, I highly recommend you bookmark our webpage at http://www.uwyo.edu/cac as it houses several documents, policies, upcoming events, etc. The content on the site will be updated consistently throughout the year.

Over the course of the next year, you will see several returning services and programs intended to benefit RSOs including: our annual Club & Organization Fair, RSO Renewal Orientation Sessions, Event Planning Sessions, CAC RSO Advising Hours, Poster Run, etc. Additionally, we will be offering new programs and services such as a Leadership Series in conjunction with the Service, Leadership, and Community Engagement (SLCE) office, advisor outreach programs, more in-depth training and consultation for new RSO formation, an updated equipment check out program, and much, much more!

While this document is not(and never will be) the be all, end all answer to everything RSO related, it was created with the intention of giving your RSO a great starting point in guiding your organization in the right direction. The handbook contains tailored information on event planning, budgeting, advertising, RSO renewal, officer transition, and much more. We hope you take the time to read the content we have developed for you. We are very much looking forward to serving you in a greater capacity in the coming years, and we hope that you take advantage of the services and resources we provide.

Go Pokes!

Jennifer Kirk
Assistant Director, Wyoming Union
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*Never doubt that a small group of thoughtful, concerned citizens can change the world. Indeed it is the only thing that ever has.* ~ Margaret Mead
Introduction to the CAC and RSOs

Most of the materials referenced in this handbook can be found on the official RSO website.

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What does it mean to be a Recognized Student Organization?
A brief Q&A on student organizations at the University of Wyoming

What is a student organization?
We're glad you asked. A student organization is exactly what it says: An organization composed of and run by students. Aside from this, student organizations widely vary in their size, mission, and purpose. A group of people getting together to watch a movie is just as valid as a group that gets together to clean up Prexy's Pasture.

What is a Recognized Student Organization (RSO)?
An RSO is a student group that meets the standard qualifications and has gone through the proper protocols to register their organization. While student organizations exist across campus without ever registering, they are missing out on all the benefits that come along with being officially recognized. All of the following services are completely free* to RSOs:

- Advertising and marketing of events
- Advising from professional staff
- Awards of Excellence Program
- Funding opportunities from ASUW
- Leadership consultation and development
- *Lounge and meeting space in the Union

Mailboxes
Organization Fair
Organization website through Collegiate Link
*Technical support from ASTEC
*Use of University facilities and grounds
Workshops

*In the event that an event has an entry fee, these following services will come with an extra cost. Please see our section on Event Planning for more details.

So not all student organizations are RSOs?
Correct.

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If my group isn't an RSO, how do we become one?
For an idea of what is needed to become an RSO, take a look at pages 8. If your group is already an RSO, you will have to renew your status once a year. An idea of what this process looks like can be found on page 8.

Why do we have to go through these processes? Doesn't that just make it harder on us?
These procedures are in place for a number of reasons, and we are always looking for ways to make them easier. For one, it ensures the Campus Activities Center (CAC) has accurate records of which RSOs are currently active on campus and who their leaders are. With this information, we keep a database through Collegiate Link of all the groups on campus in a search engine that will allow potential new members of your group to find you. It also allows us to ensure fair access to the resources coming out of the CAC and across campus. If a student organization isn't registered, then they will not have access to any of the benefits of an RSO.

We admit, some of the processes can be time consuming. However, in each instance, we have constructed them with your best interests in mind and make every effort to keep them as short and clear as possible. For instance, if you were to be registering an event through Collegiate Link, your answers to the questions on the form will determine which offices are notified to review your submission. Without this online form, you would have to do all of that work yourself.

If you have a suggestion or a question regarding any of our processes, procedures, or forms, please do not hesitate to ask! We are here to serve you.

So, as an RSO, we have all the same rights, privileges, and access as an academic department, right?
Wrong. From UW Regulation 8-234: "It should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves, and that sponsorship of guest speakers does not imply approval or endorsement by the University or the sponsoring group of the views expressed by the speaker."

Basically, student organizations are considered a separate entity from the university. Student organizations are provided the resources to succeed on campus, but that does not mean they are sponsored by the university.

Well, that should do it. I think we covered everything here.

Where can I go to get access to these resources?
While almost every section of this handbook has its own, dedicated web page, everything referenced in this handbook can be found under the Resources & Forms tab on the RSO website.

What if I have more questions later on?
If the answer to your question isn't found in this handbook, or any of the guides found on our website (http://www.uwyo.edu/rso), then feel free to contact us in any of the following ways:
Email: rsohelp@uwyo.edu
Phone: 307-766-6340
Come on by the office: Wyoming Union Lower Level, Monday & Friday 8am-5pm, Tuesday-Thursday 8a-7p

And don't forget to follow us on Social Media!
Facebook: Wyoming Union
Twitter: UWyoCAC
Instagram: UWyoCAC
SnapChat: UWyoCAC
RSO Policies

Most of the materials referenced in this section can be found under the "Resources & Forms" section on the RSO website.

University of Wyoming Disclaimers in Concern to Recognized Student Organizations:
Official recognition of a student organization does not by itself constitute any type of endorsement by the University of the organization's purpose, and it does not constitute any assumption of responsibility, liability, or sponsorship (fiscal or otherwise) by the University for the organization's activities.

The University of Wyoming respects the creation of student organization homepages as published material on the Internet. Organizational homepages represent the views, interests, and activities of the organization; they do not represent official positions or policies of the University. The views expressed in them are those of the page authors, and comments on the contents of those pages should be directed to the authors.

Relevant UW Documents for RSOs
The following University of Wyoming Regulations were used in determining all policies outlined in the RSO Handbook. If you have questions or concerns regarding a UW policy, please see a professional staff member in the Campus Activities Center.

Presidential Directive 2-1988-1: Hazing

Presidential Directive 2-1992-1: Use of Buildings, Grounds, & Services By Student Organizations, Political Activities by RSOs, and Information Circulars

Student Code of Conduct: The Student Code of Conduct outlines rights and responsibilities of students and student organizations enrolling at the University of Wyoming or any of its sponsored programs.

UW Regulation 2-178: Political Activity, Use of University Buildings, Grounds, Catering, & Services

UW Regulation 8-234: Recognition Process, Privileges, Rights, & Responsibilities of Recognition, Activity Registration, Use of Facilities, and Off-Campus Activities

Wyoming Union Regulations & Operating Procedures: Use of Buildings, Grounds, and Services By Student Organizations

Anti-Hazing Policy
The Campus Activities Center is committed to the belief that abusive behavior, harassment, and assault do not build character, do not build leadership skills, and do not foster group loyalty or unity.

Hazing is an abuse of power and relationships, and its purpose is to demean others. Hazing is defined as any action taken or situation created intentionally, whether on or off UW property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students, or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Please see PD 2-1992-1 for UW's full statement regarding hazing.

Club Sports
Groups that are currently registered as a Club Sport through Campus Recreation are not required to renew their RSO status with the CAC. However, if you are looking to form a new Club Sport, you will be required to register your group on Collegiate Link. Please begin this process here. Club Sports will be required to complete all registration requirements as required by Campus Recreation to receive RSO services as outlined by the Campus Activities Center.

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Travel
While traveling for RSO business, members of your organization are not traveling as an entity of the University, but as individuals. As such, your organization agrees to release and forever discharge the University and its employees, agents, officers, trustees, and representatives (in their official and individual capacities) from any and all liability whatsoever for any and all damages, losses or injuries (including death) you sustain to your person or property or both, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys’ fees, which arise out of, result from, occur during or are connected in any manner with your participation in the Program and/or any related or independent travel, any activities or field trips (e.g., club activities or sports) irrespective of whether they are sponsored, supervised or controlled by the University in any manner.

Affiliation with Political Campaigns
This section pertains to the usage and reservation of university facilities for the purpose of “political campaigning by or for candidates who have filed for public office or for ballot measures (UW Regulation 178).” These guidelines apply in the cases where an individual has filed, publicly announced their intentions, and/or expressed their intentions to run for a public office.

1. UW students, faculty, staff, and RSOs are considered external users of facilities when acting in a manner unrelated to university purposes, such as campaigning for a candidate or hosting an event for one.
2. University facilities MAY be reserved by individuals and their supporters for the purpose of campaigning, but ONLY with the expressed authorization of the UW president or president’s designee.
3. External users may use designated bulletin boards to advertise their events, and they may be assessed fees, charges, and deposits for use of university facilities.
4. The president has granted permission to candidates, campaigns, and their supporters to reserve breezeway tables in the Union, but they are subject to the rules, registrations, and standard charges established for external users.
5. In the instance your group wishes to bring a candidate for office to UW, please contact the UW president's office prior to beginning the process.

Fronting
Fronting is defined as permitting a non-University individual or organization to use University property and/or services under the guise that the activity is a University-Sponsored or University Co-Sponsored Event in order to avoid fees. Fronting is prohibited. RSOs should ensure compliance with PD 2-1992 for use of facilities when partnering with a commercial entity. RSOs found to be fronting for an external individual or organization shall have all RSO privileges (including access to space, ASUW funding, etc.) revoked for a period up to one (1) year at the time of the infraction.

Inactivity, Disbandment, and Revocation of RSO Status

Inactivity
RSOs that do not file for renewal recognition for a period of two (2) consecutive academic years shall be considered inactive. Students who wish to reactivate a currently inactive RSO must notify the Campus Activities Center. The students must follow new RSO formation procedures in order to become recognized by the CAC.

Disbandment
Per UW Reg 8-234: Any RSO may withdraw its recognition at any time. Such withdrawal may be made by a written statement signed by both the officers and the adviser and submitted to the Director of the Wyoming Union, which indicates the disposition of the organization’s funds and certifies that there are no outstanding debts or official actions pending.

Revocation
Per UW Reg 8-234: Recognition may be revoked for the following reasons:

a. If an organization has not filed renewal material with the Director of the Wyoming Union for a period of one year.
b. If an organization’s purpose or activities are or become illegal, deviate significantly from its stated purpose, or violate University regulations, policies and/or procedures.

c. If under existing circumstances a clear and present danger exists that such activities may disrupt the education process of the University, endanger or destroy property, or create a condition that is dangerous to the safety of individuals.

d. When revocation is deemed by the President of the University to be in the best interest of the University.

Remaining Funds
Funds remaining in a defunct RSO’s account shall be utilized to cover any remaining debt incurred by the organization. Any additional funds that remain shall be dispersed according to the organization’s constitution. If the constitution language is ambiguous or lacks direction, the funds shall be turned over to ASUW.
Becoming a Recognized Student Organization

Everything referenced in this section can be found under the "Forming an RSO" section on the RSO website. You may also refer to the Creating an RSO Guidebook.

Process and Requirements
All groups seeking recognition for the first time, or after returning from an inactive status, must follow the outlined process:

- Name your group
- Schedule a meeting with a CAC staff member through our notification form on our website
- Explore your options
- Read the RSO Handbook & UW Regulation 8-234
- Find an Advisor
- Complete the Advisor Agreement Form
- Organization Membership
- Create a Constitution: Guide and Sample
- Register on Collegiate Link

Details regarding this process can be found in the Creating an RSO Guidebook.

The Campus Activities Center staff will review all recognition documents for compatibility of the group with the mission of the University of Wyoming; compliance with all UW Regulations; and evidence of future success as a Recognized Student Organization.

Probationary Period
All groups that are in the process of forming a new RSO will automatically be on probation from the moment they complete their Orientation session. The group will have two (2) months to complete the above requirements to become an official RSO. Once the requirements have been completed, the group will be officially recognized and no longer on probation.

Groups on Probation will have access to the following resources, as if they were an RSO, for the sole purposes of recruitment of members and completing the aforementioned process:

1. The ability to reserve meeting space and Union breezeway space as an RSO
2. The ability to advertise their meetings via the Poster Run
3. Access to CAC Advisor Walk-In Hours
4. A dedicated CAC staff member to assist them through the process

Groups on Probation will NOT have access to the above resources for any purpose other than recruitment and completing the recognition process. If the resources are used for anything other than the purpose of formation and recognition their registration will automatically be denied and they will be unable to resubmit for one (1) full semester from the date of the infraction. Additionally, Student organizations will NOT have access to the ASUW funding until they have completed the process and become an official RSO.

Periods the Process is Paused
There are two instances in which the CAC will temporarily pause this process: The first being during the RSO renewal process that takes place in the beginning of the fall semester and the second being to revise the process. During this time period, the CAC dedicates many of its available resources to the RSO Status Renewal Process. This is to ensure that every group, new and old, is getting the best service possible. Once that process is completed new RSOs will be able to begin their registration. Occasionally, the CAC will also pause the new RSO process to revise guidelines, implement new procedures, or completely revamp the process. This will typically take place during the summer time, and a notice will be posted on the "Forming an RSO" section of the RSO website.
RSO Status Renewal

Everything referenced in this section can be found under the "RSO Renewal" section on the RSO website. You may also refer to the RSO Status Renewal Guidebook.

RSO Status Renewal

The University of Wyoming hosts over 200 Recognized Student Organizations. Groups are categorized by interest such as: Class Honoraries, Greek, Honoraries, Political, Professional & Departmental, Faith Based, Special Interest, and Sports & Recreation.

General Requirements to Retain Recognition

- Full membership is limited to full and part-time students. University faculty, staff, and community members can serve as associate members. Voting, holding office, presiding over meetings, and soliciting funds must only be done by active student members.
- Membership is not denied to any student due to race, color, creed, national or ethnic origin, sexual orientation, or veteran status.
- All Recognized Student Organizations are required to renew on a yearly basis to be considered active by the Campus Activities Center.
- A minimum of seven (7) student members are required to petition and maintain recognition.
- One (1) full-time, UW faculty or staff person to serve as the organization sponsor/advisor. Every advisor will be required to fill out an advisor agreement through Collegiate Link outlining their responsibilities as an advisor.
- RSOs must abide by the organization’s constitution and stated purpose. RSOs’ constitutions are housed within the RSO page hosted on Collegiate Link. A constitution outlines the goal and purpose of the organization. All changes to an RSOs constitution must be approved by the CAC and may not be changed during the registration process. For information on updating the RSOs constitution or changing the RSOs name, please see the RSO Operations section of this handbook.
- RSO must abide by University of Wyoming policies, local, state, and federal laws.
- Update all changes in leadership, advising, and important student organization information as it occurs.
- Register all on-campus events other than weekly meetings by registering the event through Collegiate Link.

Status Renewal Process

Requirements to renew

To renew your status as an RSO, you must complete the following steps by the deadline designated by the CAC:

1. At least two (2) student organization officers from each renewing Recognized Student Organization (President preferred) are required to attend one orientation session held each fall semester (typically in September).
2. Complete the renewal form through Collegiate Link
   a. See our walkthrough or contact the CAC if you are having issues.
3. Have your Advisor(s) complete the Advisor Agreement Form found on Collegiate Link. A walkthrough for this is available.

RSO Orientation Session

This Orientation Session will cover a few different things, ranging from updates in the Campus Activities Center to the process of completing your Collegiate Link application. In order to fulfill this requirement, two (2) members of your executive team must attend an orientation. It does not have to be at the same time, but we must have a record of two different members attending.
Orientation Sessions will be taking place at the following times/locations in the Wyoming Union during the academic year:

**Fall Orientation Sessions**
Tuesday, 9/9/2014 from 11:00a-12:00p in the Big Horn Room
Tuesday, 9/9/2014 from 4:00p-5:00p in the Big Horn Room
Thursday, 9/11/2014 from 12:15p-1:15p in the Big Horn Room
Thursday, 9/11/2014 from 4:00p-5:00p in the Big Horn Room
Monday, 9/15/2014 from 8:30a-9:30a in the Big Horn Room
Monday, 9/15/2014 from 12:00p-1:00p in the Union Senate Chambers
Thursday, 9/18/2014 from 1:00p-2:00p in the Union Senate Chambers
Thursday, 9/18/2014 from 7:00p-8:00p in the Big Horn Room
Tuesday, 9/23/2014 from 12:15p-1:15p in the Union Senate Chambers
Tuesday, 9/23/2014 from 5:00p-6:00p in the Big Horn Room

**Spring Orientation Sessions** *(only for those not completing the requirements in the fall)*
Tuesday, 2/3/2015 from 1:00p-2:00p in the Warm Valley Room
Thursday, 2/5/2015 from 5:00p-6:00p in the Warm Valley Room
Monday, 2/9/2015 from 12:00p-1:00p in the Warm Valley Room
Wednesday, 2/11/2015 from 11:00a-12:00p in the Warm Valley Room

If an RSO is unable to complete the process in the Fall, it will be considered frozen until the spring semester renewal process.

For your benefit, we have created an [RSO Status Renewal Guidebook](#). In it, you will find step by step instructions, including a Collegiate Link walkthrough, to assist you in this process.

**Tips and tricks to make the renewal process easier**
1. Tip: Attend the orientation meeting as soon as possible. This meeting will get you up to speed with the latest information regarding the CAC, and will give you a head start on your Collegiate Link registration.
2. Trick: Collegiate Link automatically imports the current information on your RSOs site to the registration. Update items such as your organization's roster before beginning the registration (we HIGHLY recommend this actually be done at the end of the spring semester when most RSO officers are selected for the following year).
3. Tip: Ask questions. While the renewal period is very busy at the CAC, helping every group renew their status is our #1 priority during that period.
**RSO Operations**

Most materials referenced in this section can be found on the official [RSO website](#).

**Officer Transition Process**

Officers, as designated by your RSO's Constitution, typically change once every academic year. The following is a list of tips and suggestions for outgoing student organization officers to help ease the transition as the newly elected officers take over from the previous officers. The transition process is important as the incoming officers will be able to learn from the experience of the previous officers and offer continuity and continued growth for your organization.

- Determine the best way for your organization to transition, whether it is a meeting between the incoming and outgoing officers, the incoming officers 'shadowing' the outgoing officers, meeting with the RSOs advisor, etc.
- Suggested topics for the incoming officers to cover with the outgoing officers and advisor:
  - Review the group's goals from the previous year
  - Review programs and activities
  - Review membership and recruitment efforts
  - Review organizational structure, operations, and constitution
  - Mistakes made by outgoing officers and what they learned
  - Successes of the outgoing officers and how to improve upon them
  - Unfinished projects
- If your RSO does not already have one, create a notebook containing the following information:
  - Copy of the RSO Constitution and By-laws
  - Copy of the current RSO handbook and any other supporting documents provided by the CAC
  - Position description of officers and members
  - List of committees and their descriptions
  - Member and Officer contact list
  - Contact information of important people/offices on campus
  - List of basic annual procedures and/or calendar of annual events
  - Log on information for website, social media site(s), or organizational online accounts (i.e. Google, etc.)
  - Financial records
  - Evaluations of previous or current projects/events
  - Meeting minutes and agendas
  - Any historical records of the organization
  - Any other information relevant to your RSO
- Update new RSO officer information on Collegiate Link - this is important to the CAC for two reasons:
  - This will allow us to contact the most up-to-date contact listed on you Collegiate Link site.
  - This will make the renewal process of your RSO in Collegiate Link much easier in the long run.

**Advisor Transition Process**

From time to time, advisors will relinquish their responsibilities to an RSOs. When this occurs, please notify the CAC immediately. In order for your organization to continue to reap the benefits of RSO status, you must have a full-time faculty or staff member act as an advisor. If another advisor has already been chosen, we highly recommend setting up a meeting with the current officers, the outgoing advisor and the incoming advisor to discuss the responsibilities and expectations of the incoming advisor. If this is not possible because the previous advisor has for example, taken a new job elsewhere, the CAC will be happy to meet with your organization’s officers and the incoming advisor to assist with any issues that may arise. We have also created an [Advisor Handbook](#) that gives explanations on the requirements of the advisor on behalf of the CAC.
Change of Officers/Advisors
Any time throughout the year, when a student organization changes an officer or changes its advisor, the organization officers must make these changes electronically through Collegiate Link. Additionally, when changing an advisor, the new advisor will be required to fill out an advisor agreement outlining their responsibilities as an advisor found on Collegiate Link. Please see our Collegiate Link Walkthrough on how to change officers and advisors on Collegiate Link.

Changes to an RSO's Constitution
If you are looking to make changes to your constitution, run them by the CAC first in order to make sure they are in line with UW Regulation 8-234 and CAC requirements.

The process to change the RSO's Constitution is as follows:
1. An officer of the RSO must notify the Campus Activities Center of the request.
2. E-mail two (2) Microsoft Word documents to rsohelp@uwyo.edu from a valid RSO officers@uwyo.edu e-mail address and copy the RSO's advisor on the e-mail.
3. One document should be the original constitution. The second document should be the proposed edited version of the constitution. For editing this document, please use the "track changes" function in Microsoft Word. This will make our ability to see the proposed changes easier and will make this process quicker for your RSO. For assistance with Microsoft ‘track changes’ function, please see their help site.
4. If the changes are approved, the CAC will 'accept' these changes within the edited document, notify the officer requesting the change and their advisor, will delete the old constitution and will upload the updated constitution to Collegiate Link.
5. If changes need to be made to the proposed constitution, the CAC will utilize the ‘track changes’ function of the document to create a conversation and make suggestions to the changes.

Please note that some statements are required to stay within an RSO's constitution. Please see our constitution guidelines and sample constitution for guidance on these required sections.

When requested by the Campus Activities Center, the RSO must amend the organization’s constitution to reflect current University policies, as well as local, state, and federal laws.

If an RSO needs help with updating their constitution, please visit a CAC administrative staff member during their RSO advisor hours, or request to setup a meeting.

RSO Constitution Audits
When appropriate, the Campus Activities Center will periodically audit Recognized Student Organizations constitutions to make sure that they meet all applicable policies and procedures. Proper notice will be provided prior to this process beginning.

Changing an RSO's Name
The process to change an RSO’s name is the same as requesting a change to the RSO's constitution. Please follow the procedures as outlined above (your constitution should list your RSO’s name and would need to be adjusted in the process anyways). Once approved, the CAC will upload the updated RSO constitution and the name within Collegiate Link. For name change requests, we recommend waiting until after the renewal process has been completed. Please note a Recognized Student Organization may not use “University of Wyoming” at the beginning of its name. RSOs can however say “at the University of Wyoming. Example: The Hacky Sack Club at the University of Wyoming.
Advisors

Everything referenced in this handbook can be found under the "Resources & Forms" section on the RSO website.

An advisor of a recognized student organization at the University of Wyoming is an individual who assumes responsibility to provide advice and guidance to the organization in accordance with University policies and in consideration of the general welfare of the organization's members. Each recognized student organization must have a full-time faculty, staff, or administration advisor currently employed by the University to aid the organization with its activities. The advisor plays a key role in assisting an organization in setting its goals, evaluating its operations and procedures, and provides continuity to the group. Please review the Advisor Handbook for more information.

Expectations of the Advisor

- Be fully aware of the purpose and activities of the group through regular attendance at group meetings and individual consultation with the organization leaders.
- The advisor is not formally deemed to be personally responsible for acts of the organization by reason of his/her service as an advisor, but at the same time, service as an advisor includes the assumption of responsibilities to the University to provide advice and guidance in accordance with the University policies and to provide to the organization mature advice that will further the general welfare of its members.
- Acts as a reference for general information regarding University of Wyoming policies and procedures.
- Provide information relevant to the group's needs, interests, activities, and organization.
- Assist in the financial matters of the group.
- Act as a reference person in terms of the organization's history.
- Provide advice and guidance in the planning and implementation of the organization's activities.
- Insure that the group completes the Annual Recognition process each fall term.
- Encourage student participation in Club and Org Day as well as other University sponsored events for RSOs.

Change of Advisor

Any time throughout the year, when a student organization changes an officer or changes its advisor, the organization must make these changes electronically through Collegiate Link. When changing an advisor, the new advisor will be required to fill out an advisor agreement outlining their responsibilities as an advisor. Please follow the Changing Officers/Advisors Guidebook to complete this process.

Multiple Advisors

If an RSO is particularly active or there is interest from multiple individuals that meet the requirements set above, an RSO may maintain more than one advisor. If mentioned in the RSO's constitution, the RSO should adjust the wording to address having multiple advisors. All advisors for the RSO are required to submit their advisor agreement on an annual basis and one should be designated specifically for RSO event approval within Collegiate Link. It is expected that the RSO officers and the advisors will determine the specific responsibilities and roles that each advisor will take.

Advisor Resources

The CAC is excited to provide a number of resources to our advisors including, but not limited to:
- Advising assistance from professional staff
- Advisor Handbook
- RSO Awards of Excellence Program
- CAC Advisor Open House
- Leadership consultation and development
- Lounge and meeting space in the Union
- Workshops

Please check out the CAC website for updated services and offerings throughout the year.

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Event Planning

Everything referenced in this handbook can be found under the "Event Planning & Space Reservation" section on the RSO website.

Registration of Events on Collegiate Link

UW Regulation 8-234 requires student organizations to register activities and events in which “All events sponsored by a recognized student organization for the entire University community or a large portion of it and events that utilize University facilities and services." Registration of activities with the Campus Activities Center is done by registering the event through Collegiate Link. The policy also dictates that your registration must receive approval ten (10) business days prior to the date of the event; this includes securing the location, time, and date, as well as any other necessary reservations. However, if you are requesting ASUW funding, your request must be submitted at least five (5) weeks in advance.

Registering your event serves as an agreement of parties involved in providing services for the activity assuring the student organization is knowledgeable of all regulations, risks, and opportunities. This process also provides the student organization support of key university officials in making the activity a success. It is also a requirement to receive funding from ASUW Funding Board.

Failure to electronically submit an event through Collegiate Link, for an appropriate activity, may result in forfeiture of privileges granted by University recognition. For guidance on completing this event registration, please review the walkthrough found on the CAC website.

Event Planning Steps

Please refer to our Event Planning Guide for more extensive information, but here are some things you need to consider during the planning process:

- To hold an event on campus, all RSOs need to complete the Event Registration through Collegiate Link
  - We have a guide for this
- All services should be secured as soon as possible.
  - You will actually be required to secure the following (if necessary) prior to completing the registration:
    - Space for the event-See page 20 for information
    - Technical Assistance- See page 15 for information
    - Approval from Risk & Safety- See page 18 for information
    - Secure funding- See ASUW RSO Funding Board for information
      - Prior to submitting a request for this, you will need to attend an Event Planning Session
      - You will also be asked to complete the ASUW budget worksheet
- If you have not secured the above services that you will require, it will slow down the process of your event getting approved.

For more details and suggestions regarding completing these steps, please continue reading on in this section and review the Event Planning Guide. If you still need assistance or are having a hard time navigating the process, please drop by the CAC during open advising hours to meet with a staff member.

Event Planning Sessions

Attending an Event Planning Session is a requirement for any group soliciting support from ASUW's RSO Funding Board for the purpose of programming an event.

The CAC, in conjunction with ASUW, ASTEC, Risk & Safety, Central Scheduling and the Union Events office hold RSO Event Planning Sessions throughout the semester to assist RSO’s in planning out large, complex events. The Event Planning Session will not only go through all of the steps involved with planning a variety of events, but will also give you face-to-face time with the individuals that you will be working with to make your event a success.

Last Revised: 01/20/2015
Event Planning Sessions will be held in the Senate Chambers (room 221) in the Union, unless otherwise noted, at the following times for the 2014-2015 Academic Year:

10/6/2014 from 12:00-1:00p
11/3/2014 from 12:00-1:00p
11/6/2014 from 12:15-1:15p
2/2/2015 from 12:00-1:00p
2/5/2015 from 12:15-1:15p
3/2/2015 from 12:00-1:00p in Rm. 202, the Union Warm Valley Room
3/5/2015 from 12:15-1:15p
*4/6/2015 from 12:00-1:00p

*Final session of the academic year
The last session of the spring semester will count for funding requests for events taking place the month of September in the following fall semester.

The Event and ASUW Funding Form should be submitted on Collegiate Link before the first Monday in April. This is to ensure it is reviewed at the last Funding Board meeting for the fiscal year. The person attending this session MUST be involved with the event planning process in the fall semester.

For the RSO renewal process in the upcoming academic year, the RSO must have completed the registration process and must be an approved RSO BEFORE the date of your event. Registration dates and Orientation Sessions will be announced over the summer months.

If your RSO requests additional funding for events taking place after October 1st, your RSO will be required to attend an additional Event Planning Session during the academic year.

If there are any changes to policies and procedures with the entities involved in these sessions between the final Event Planning Session and the start of the following academic year, RSOs will be expected to abide by all current policies and procedures in place at the time of the event. Furthermore, RSOs will be expected to adhere to the most current RSO Handbook guidelines for upcoming year. The updated RSO Handbook will be published in August every summer via our website. Any significant changes to procedures will be communicated via the RSO listserv.

**Associated Student Technical Services (ASTEC)**
Each semester, every UW student pays the ASUW student fee, making them a member of ASUW. The organizations listed below are supported by ASUW fees and provide services and programs for all UW students.

ASTEC offers the following services:
* Live sound reinforcement
* Stage Lighting
* Projector rental and setup
* Technical consultation
* Event Partnerships
* Audio Recording
* Stage crews

ASTEC’s services should be reserved at least **two weeks** prior to the event. Event reservations need to be made online in order to be considered official in addition to your registering the event with the Campus Activities Center's collegiate link system. Rush jobs will be considered at the discretion of the ASTEC Coordinator, and will be charged a rush fee or may not be honored. Late cancellations or failure to notify ASTEC of a cancelled event or event location change within 24 hours of ASTEC rendering services may result in penalty fees, and the organization losing access to ASTEC services for that semester.
ASTEC is not responsible for room setups and does not provide staging or podiums.

To reserve ASTEC’S services, visit the reservation page at [http://www.uwyo.edu/astec](http://www.uwyo.edu/astec)

**Tips for Technical Arrangements**

- To ensure the best possible technical arrangements, please contact ASTEC as soon as you have scheduled your event. A minimum of two week’s notification allows the technical service unit an appropriate time frame for planning and arranging the event’s technical requirements. Many events on campus get booked with ASTEC months in advance, so plan ahead.
- Consult with the ASTEC Coordinator in order to assess the time needed for setup, tear down, sound check and any necessary technical rehearsal or light focusing. This time should be strictly for the technical crew; it should not conflict with any other rehearsals, sets, or strikes.
- Always ask a performer for a technical rider. The information contained in tech riders is very important and will often determine the feasibility and/or location of the event. In the unlikely event that a performer does not have a technical rider, please have them get in touch with ASTEC as soon as possible. Please note: Technical riders forego the ambiguity created by verbal agreements and three-way conversations.
- At the beginning of event setup, the student organization representative should introduce her/himself to the setup and technical crew(s). This will provide clear communication about what the organization wants and what the crew(s) can provide.

**ASTEC Fair Use Policies***

- RSOs will be limited to 16 weekly events, with 2 special events per semester
- Events will not begin before 8am
- Events must finish one hour before closing time of the Wyoming Union.

Recognized Student Organizations can use ASTEC Services at no charge if you are not charging a fee to attend your event. ASTEC will charge for their services when there is an admittance charge for the event. Additionally, student organizations may be assessed fees if their event extends beyond regular building hours, or for unusual cleanup.

* Exceptions can be made at the coordinator’s discretion with at least one month advance reservation and consultation. Decisions to provide services will be based on (a) the number of students attending; (b) if the event is contractually obligated to go beyond ASTEC’s standard hours of operation; (c) The promoter or RSO can provide sufficient planning details including a set ending time, itinerary for the performance, and all pertinent technical information; and (d) permissions have been granted from facility management at the selected venue.

**Contact Information**

ASTEC
Wyoming Union, Lower Level, Room 41 & 43
766-3837, astec@uwyo.edu
Website: [http://www.uwyo.edu/ASTEC](http://www.uwyo.edu/ASTEC)

**FOOD**

Everyone loves free food! This is always a good idea (if your group can afford it) to draw people into your events. Here are some notes and guidelines:

**Catering Policy**

There are a multitude of avenues you can take regarding having food at your event. For events sponsored solely by RSOs, UW Catering will grant exceptions to [UW Regulation 2-178](http://uwyo.edu/astec) and allow student groups to use any of the options listed below:

**UW Catering:** To minimize the cost of an event for RSOs, UW Catering has developed low-cost menus specifically for RSOs. They can be contacted at 307-766-2050.
On-Campus Caterers: For small requests in the Union, the Union Food Court may be able to assist you. They can be contacted at 307-766-6269.

External Caterers: Your organization may use an approved outside caterer for your event. For a list of approved external caterers approved by the University, please click here. If an external caterer is not on this list and your organization would like to seek approval for the caterer, please have the caterer visit this site for the proper form and procedure. This can be a lengthy process so plan ahead if you are looking to use a vendor not found on this list.

If your organization is looking to receive donations in the form of food for an event, it must come from an approved caterer from any of the above resources, or they must go through the process to become an approved vendor.

Suggestions for Planning a Catered Event:
- Shortly after reserving a space for your event, contact the appropriate catering service.
- Plan the event’s menu with the catering manager at least two weeks in advance. Speak to the Events Office to confirm details such as room set-up, number of people, and other similar arrangements should also be made at this time.
- Inform food service of the number of people expected to attend no later than 48 hours prior to the event. If less than 24 hours, there will often be a charge for items that are ordered if not 100% reusable.
- Arrangements should be made far enough in advance to insure that equipment is available.

Alcohol for an Event
Authorization to serve alcohol on campus for campus events must be requested by completing one of the alcohol request forms on the Administration website. The forms are for events on the general campus or in the Wyoming Union.

Organizers are responsible for complying with all ordinances, regulations and laws, including but not limited to liquor laws and permit requirements, if alcohol will be served at the event.

For any questions, please contact Central Scheduling at 307-766-6717/2487.

Bake Sales
Please review Section 10, Point C of the Wyoming Union Regulations and Operating Procedures for how to hold a bake sale.

1. Only UW recognized student organizations may hold bake sales within the Wyoming Union.
2. The UW recognized student organization must identify itself with a sign that is clearly displayed at the site of the sale.
3. Bake sales are limited to baked homemade food items.
4. Recognized student organizations must register bake sales, or any fundraising activity, with the Campus Activities Center.
5. The UW recognized student organization assumes all liability associated with any bake sale.

Contracts
The University Contract Process
This process takes a minimum of six (6) weeks, so please plan ahead. Before an RSO enters into an agreement, they must contact the University Campus Activity Center (CAC) at 307-766-6340. If University or ASUW funds will be used as part of the agreement, the agreement must go through the University contract process. If you have any questions related to the contract process please contact CAC at: 307-766-6340 or cac@uwyo.edu.

Film/Video Programming
Programming with film or video at the University of Wyoming must be sensitive to the educational mission of the University and comply with federal copyright laws.
Film refers to any of a variety of cellulose acetate, monitored on any viewing apparatus to provide education, information, or entertainment. Examples include: videotapes, film projected utilizing reels and a projector machine, compact discs, DVD’s, Blu-rays, and digital media files.

Copyright law prohibits the showing of film in a public setting unless approval is granted by the company who owns the film or unless the film is rented from a licensed public film vendor which generally includes additional rental fees. Film programming may be shown in a public setting at an educational institution without additional approval or licensing if the program fits under the educational exception stipulated in copyright laws. This criterion is very specific about the appropriate location and conditions for this exception to apply.

Listed below are some common violations of film copyright laws by student organizations.
The student organization or group rents a video from a local video rental store or streams a film from a media site and:
- Shows it in a residence hall lounge
- Shows it to their student organization members for a social gathering
- Plays the video at a table in the union for recruiting members or providing information.

Solution: All film programming for public viewing at the University of Wyoming by RSO must be registered with the Campus Activities Center. Student organizations planning a film program for public viewing should consult with the Campus Activities Center staff to learn more about the copyright law educational exception or to review catalogs of licensed public film/vendors and to complete the online event form through Collegiate Link.

The Campus Activities Center Staff will assist you in planning a successful film/video program that is in compliance with copyright laws.

Photography at RSO Events
It is expected that all RSOs obtain consent from individuals attending any RSO event in which photographs may be taken. Please contact the CAC if you wish to obtain consent forms for your events.

Risk & Safety
“Risk” is defined as the possibility of loss or injury. It further implies a person or thing that is a specified hazard to an insurer. Because all events present situations, which imply potential risks and liabilities, it is beneficial to the student organization to know how to anticipate and prevent risky situations and to be aware of its responsibilities in case an incident occurs. The Campus Activities Center and the Risk & Safety Office can advise Recognized Student Organizations about liability and insurance issues. Contact Information:

Knight Hall Room 247
707-766-5767
risk@uwyo.edu
http://www.uwyo.edu/administration/operations/risk-management/index.html

The University of Wyoming Risk & Safety Office advises the Campus Activities Center Staff on “risk” issues involved with activity planning, who in turn act as a liaison between your organization and the Risk & Safety Office. Upon completion of an event form through Collegiate Link, they will provide you with information and insight about risk management issues involved with your event.

Waivers
In the instance that Risk & Safety requires the organization to obtain signed waivers for your event or program, the RSO should turn in the signed waivers to the CAC within a week of the event ending.
Reserving Space on Campus

Everything referenced in this handbook can be found under the "Event Planning & Space Reservation" section on the RSO website.

There are several places on campus to hold events or meetings. Since space on campus, especially in the Wyoming Union, is in high demand it is important for your organization to reserve space early on in the planning process.

Reserving Space for a Regularly Occurring Meeting
You will not need to go through Collegiate Link, however, you will still need to go through the Union Events Office or Central Scheduling to schedule space for your regular standing RSO meetings. We also suggest you list this information on your Collegiate Link RSO webpage.

Reserving Space for an Event
Your first step will be to reserve the space through the Union Events Office, Central Scheduling, or any other appropriate offices. Following confirmation of this and other reservations, you will go start your Collegiate Link Registration.

Wyoming Union
The Wyoming Union Events Office reserves meeting and activity space in the Wyoming Union. Please contact them if you are interested in any of the following reservations.

Office: Wyoming Union Events Office
Location: 2nd Floor, Wyoming Union, Room 210
Phone: 766-3161
Hours: M-F 8:00 am – 5:00 pm
Email: unionres@uwyo.edu

Recognized Student Organizations can use Union facilities at no charge if you are not charging a fee to attend your event. The Union will charge for their services and space when there is an admittance charge for the event. Additionally, student organizations may be assessed fees if their event extends beyond regular building hours, or for unusual cleanup.

Priority Scheduling
Spaces in the Union can be reserved through the Events Office only for the current academic year. Reservations for the next academic year will not be accepted until a designated week in the spring, usually some point in April. Groups are encouraged to make reservations during this week. You can visit this website at www.uwyo.edu/union under Events Office for more information. Reservation forms are available on this site and can be submitted online. Information will also be sent out to RSO Officers and Advisors via the Collegiate Link listserv.

Breezeway Table Reservations
Breezeway tables provide opportunities for RSOs, Laramie community members, UW departments, and such, to reach a high level of individuals throughout the day in the main walkway of the Wyoming Union. Each RSO can request up to ten (10) breezeway tables a month. If a reservation is made and not used three (3) times in an academic semester the student group will lose the privilege to use breezeway tables.

Food Guidelines for Breezeway reservations:

Part D of Section 10 of the Wyoming Union Regulations & Operating Procedures:

1. Prepackaged snack items that are less than 3 oz. may be distributed for promotional purposes, after being approved by the Union Events Office.
2. All food and beverages given away at breezeway tables, other than promotional prepackaged snack items, must be purchased through UW Dining/Catering.
3. At the time the reservation or prior to the date for which the table has been reserved, the Union Events Office must be notified that food or snack items will be distributed.
Additional Campus Facilities

Many facilities on campus are offered at no charge or at a reduced rate to RSOs. Below is a list of different facilities that have been used by in the past by RSOs. Please contact each facility to check on pricing and availability, as no two places have the exact same type of processes. Please note, all RSO policies and procedures are in effect at all facilities on campus.

- **Central Scheduling**
  - 766-6717/2487

- **Arts & Science Auditorium**
  - 766-4106

- **Fine Arts Complex**
  - 766-2198

- **Education Auditorium & Gym**
  - 766-3145

- **Foundation House**
  - 766-6300

- **Washakie Center**
  - 766-3175

If you do not see the space you would like to reserve on this list, please contact Central Scheduling by calling (307) 766-2487 or (307) 766-6717.

**Food and Alcohol**

Please see page 16 of this handbook for policies on providing catering and alcohol.
Advertising and Marketing

Everything referenced in this handbook can be found under the "Publicity Services" section on the RSO website.

RSOs have many options for promoting their activities and events. Creativity and time is the key to an effective advertising plan. All print advertising such as banners, posters, etc. must include the name of the organization, and may not advertise alcoholic beverages or tobacco products, or use inappropriate language, or nudity as defined by the CAC staff.

Opportunities for Publicity
The CAC, as well as other entities, offers a number of opportunities for your RSO to advertise across campus. Here are the current offerings:

- The Poster Run
- The Poster Room
- Graphic Design Assistance
- Union Digital Signage
- Sandwich Boards in the Union
- Banners in the Union
- RSO Club & Organization Fair
- ASUW & Branding Iron Advertising Services
- WyoCal Submissions
- Collegiate Link Listserv
- UW Marketing

Publicity Policies
This policy provides guidelines for the posting of signs and banners, publicity, and advertising for Recognized Student Organizations at the University of Wyoming.

- Advertising must be approved by a professional staff member in the Campus Activities Center. If the event or fundraiser is on campus and open to the campus community, written approval must be received for the event or fundraiser through the event form on Collegiate Link. The advertisement, publicity, sign, or banner must be in good taste and appropriate for its intended purpose. Posted materials must be removed by sponsor no later than one (1) day after the event has occurred. Materials posted using the Campus Activities Center poster run will be removed by the Campus Activities Center staff.
- Posted advertisements may be placed on approved bulletin boards across campus. Only one poster per bulletin board. Typically this will be done through the Poster Run. If you are unable to make the Poster Run, see the Campus Activities Center for a complete listing of approved campus bulletin boards.
- Posting is not permitted in the areas other than approved bulletin boards, therefore interior and exterior doors, interior and exterior walls, windows, fences, vehicles, directional and informational signs, lamp posts, bus waiting areas, light poles, barricades, trees, walkways, waste baskets, etc. are not appropriate posting places.
- Posting over or removing existing material that has not expired is not allowed.
- All commercial posting by off-campus organizations, businesses, entities, and individuals is prohibited unless sponsored by a Recognized Student Organization, department, or academic unit, in which case the sponsor must be visibly noted on the poster. Per UW Regulation 3-690, it is not permissible to post a third-party business name on posters or via on-line resources when the RSO is partnering with the third-party businesses for financial gain.
- The promotion for sale or consumption of alcoholic beverages and tobacco products is prohibited.
- Sidewalk chalk is prohibited for use on University of Wyoming grounds and buildings.

Failure to comply with these policies may result in cancellation of event, forfeiture of privileges, or loss of University recognition status.
Poster Run
One of services offered for RSOs to advertise events is through the Campus Activities Center poster run. This service distributes posters to designated bulletin boards across campus free of charge. This service is only offered to Recognized Student Organizations, ASUW, and Wyoming Union services.

Posters must be no larger than 11” x 17” and are required to contain the following information prior to being included on the Poster Run:
- Sponsoring Organization
- Meeting or Event name
- Date
- Time
- Location
- If your organization receives funds from Associated Students of the University of Wyoming (ASUW) and those funds are being used for event, the ASUW logo must appear as a sponsor on all advertising materials.

If your event is being held on campus and is not a regular meeting you must register your event through Collegiate Link and have it approved before a poster can go on the poster run. Please note that you should register your event well in advance of your intended day to go on the poster run as the event has to be approved by your advisor, risk management, event scheduling office, and other involved parties. Your poster will not be allowed on the Poster Run until the event is approved.
- Bring one poster into the Campus Activities Center to have it approved by a staff member.
- Once it is approved, you will be able to stamp your poster for hanging.
- Bring 34 posters to the Campus Activities Center by Friday at 1:00 p.m. as posters are hung between 2-5 p.m. that day. If your group misses this deadline, the organization can distribute flyers on their own and the CAC will provide you with a list of the available bulletin boards. However, your poster still needs to be approved by the CAC staff and stamped.
- The Campus Activities Center staff is not responsible for bulletin boards and therefore is not responsible for posters that are destroyed or taken down.
- During peak months (September and April) bulletin boards are highly utilized. Posters are hung to the best of our ability and no preferences will be given.
- Posters will not be distributed without the completion of an Activity/Event Notification Form on Collegiate Link.

Poster Room Access
The poster room in the CAC Office offers free poster making supplies for any event registered by a Recognized Student Organization (paper, markers, paint, glitter, etc.). This service also extends to advertising for a regularly occurring meeting as well.

Graphic Design Assistance
The Wyoming Union Marketing Office is happy to offer graphic design assistance to RSOs for the upcoming year. To take advantage of this service, please contact Hannah McNamee, Union Marketing Coordinator at hmcname1@uwyo.edu or 307-766-3727, to make an appointment to discuss your ideas for the project. Please be aware of the following guidelines:
- Requests must be made at least (5) weeks in advance. No exceptions will be made.
- Project requests will be accepted on a first come, first serve basis for all RSOs, so reserve your space early!
- Each RSO will be limited to one (1) design project per semester. Design project options include:
  - Poster
  - Table Tent
  - Handbill
  - 2 ft. x 3 ft. poster
  - Digital Sign
  - Newspaper Ad
- T-Shirt
  - Special approval will be considered for projects not on the list above.
- Each RSO is responsible for all printing and advertisement costs. The Wyoming Union Marketing Office is responsible for the design work only.

Be prepared to answer the following questions when contacting the Wyoming Union Marketing Office for graphic design assistance:
- What is this project for? Projects can be for general marketing of your organization, an upcoming event, etc.
- Do you have examples of a style you would like to see be incorporated into your project?
- Do you have high resolution logos for RSO's and any other organization you are partnering with?

**Advertising in the Union**

**Union Digital Signage**

Digital signage requests should be done via Collegiate Link during the event submission process. During the submission process your RSO will be asked to upload an image meeting the guidelines below.

**Union Digital Signage Guidelines:**
- The final image size must be 1228 x 1031 pixels OR 11.4 inches (width) x 10.11 inches (height).
- No text should be smaller than 25 pt. size.
- Only use legible fonts (for example: Helvetica or American Typewriter)
- Do not use more than three fonts.
- Images, logos, etc. should not be stretched or pixelated.
- Include specific info about your event such as date, time, location, your RSO's name/logo, contact info, etc.
- Files submitted must be in .jpg or .png formats.
- The file resolution should not be less than 72 dpi.

Need assistance with Union digital signage guidelines? Please contact Hannah McNamee, Union Marketing Coordinator at [hmcname1@uwyo.edu](mailto:hmcname1@uwyo.edu) or 307-766-3727.

**If your RSO is interested in any of the following services the Union provides, please contact the Union Events Office at 307-766-3161 or unionres@uwyo.edu.**

**Banners in the Union**

There are numerous opportunities to hang banners within the Union, such as the Skylight Lounge.

**Union Sandwich Boards**

All posters hung in the Wyoming Union must adhere to Wyoming Union policy.

**Guidelines:**
- Posters hung on sandwich boards must be 2’ x 3’.
- No flyers will be allowed.
- Space is granted on a first come, first serve basis as reservations allow.
- A maximum of two (2) posters may be hung for a ten (10) day period over the course of a calendar month.

**Table Tents (also available in Washakie)**

Table tents may be reserved for both the Union Food Court and Washakie Dining Center. For information about the Washakie Dining Center requests may be done on their website.

**Breezeway Tables**

Breezeway tables provide opportunities for RSOs, Laramie community members, UW departments, and such, to reach a high level of individuals throughout the day in the main walkway of the Wyoming Union. Each RSO can request up to ten (10) breezeway tables a month. If a reservation is made and not used three (3) times in an academic semester the student group will lose the privilege to use breezeway tables.
Union Display Cases
RSOs may reserve display cases within the Wyoming Union. Reservations must be made at a minimum of three (3) days in advance and can be made for up to ten (10) days.

RSO Club & Organization Fair
The RSO Club & Organization Fair is an annual event organized by the CAC that allows your RSO the opportunity to recruit new members and publicize your upcoming events. The Fall event is typically held out on Prexy's Pasture with the Spring occurring in the Union, and we have over 70 RSO's participate. We even provide free food to draw the student population to your tables. The RSO Fair is typically held in early Fall and Spring. Pay attention to Collegiate Link and our website for announcements of our annual events so your RSO can participate!

ASUW Advertising Services
Our friends over at ASUW offer several outlets to allow RSOs to advertise events and activities for free. These include postings to their email list serve, Branding Iron advertisements, ASUW digital signage, etc. More information may be found on their website.

Collegiate Link Listserv
Weekly e-mail of events sent to all RSOs as well as events posted on the pin board through Collegiate Link. If you would like your RSO's event featured in our weekly e-mail listserv, please e-mail us at cac@uwyo.edu.

UW Marketing
Press release information may be sent to UW Public Relations for free. Please contact the CAC staff at rsohelp@uwyo.edu for information on this service.

WyoCal Postings
The CAC will automatically submit your event to WyoCal once your event is approved. Information will be transferred directly from your Collegiate Link submission, therefore it is important that all the information contained the submission is correct. Contact information provided by the submitter will be listed in the WyoCal posting.

Steamboat and UW Logo Usage
RSOs do have permission to use the University of Wyoming logo for the purposes of their organization as long as it is not altered in any fashion. Please contact Institutional Marketing at uwmktg@uwyo.edu or 307-766-3257 for additional information.

To obtain permission to utilize Steamboat, please contact Trademark Licensing at 307-766-3264.
Financial Resources & Fundraising

Everything referenced in this handbook can be found under the "Financial Resources & Fundraising" section on the RSO website: http://www.uwyo.edu/union/cac/rso/financial-resources.html

RSO Financial Accounts

All student organizations should maintain an account for their organization that is separate from the personal account of individual members of the group and the advisor.

There are two main options for student organizations for setting up accounts:

- Set up an account at any bank in the area. Both Uni-Wyo Federal Credit Union and First Interstate Bank have been great for groups to work with. To establish a bank account you will need a tax identification number (also known as employer identification number) to be identified with the account. **We DO NOT recommend that you use any individual member’s or your advisor’s social security number.** You can get a tax identification number through the IRS. The process is available online and you will receive the tax identification number instantly. For more information and to set up a tax number for your organization visit: http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN

  - **Please note:** RSOs are not allowed to use the University of Wyoming EIN without the expressed consent of an authorized university official.

- Student organizations may also elect to utilize the assistance of the ASUW office to manage their resources. When RSOs receive money through different fundraising projects, dues, etc. they can elect to take that money to the ASUW Business Office and have it placed in an account specifically for their organization. When student organizations need that money they will request funds from their account from the ASUW Business Office.

Tax Exemption

Obtaining tax exemption can be a tricky process. There are a multitude of guidelines dependent on the source of the funding, how it will be utilized and such. In many cases, it may not even be worth the effort/savings for your group to go through this process. If you are looking to obtain or use a tax exempt status for your organization, we highly recommend that you contact Kristy Isaak, the Senior Accounting Associate for ASUW, kisaak@uwyo.edu, to figure out a solution that best meets the need of your group.

RSOs are not allowed to use UW’s Tax Exemption status without the expressed consent of an authorized university official.

RSO Budgeting

Budgeting is a critical skill for any student leader and is necessary for all student organizations and programs. Budgets are planning documents to help student leaders make proper decisions about the resources needed to reach goals and the distribution of those resources. No action should be taken by a student organization without consideration of the budget ramifications and following the approval structure set forth in the organizations bylaws. Two of the most commonly used methods of budgeting for revenues and expenses by student organizations are Declining Balance and Zero Based.

Declining Balance

This type of budget is useful for organizations that collect dues and have funds available through other resources. The declining balance budget assumes you have the resources available, but need to plan for the utilization of these resources. Here is an example of a declining balance budget.
**INCOME**

<table>
<thead>
<tr>
<th>Carry Over</th>
<th>$2,367.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$750.00</td>
</tr>
<tr>
<td>Interest</td>
<td>$27.00</td>
</tr>
<tr>
<td>Fund raising</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Total Income</td>
<td>$4,144.00</td>
</tr>
</tbody>
</table>

**EXPENSES**

<table>
<thead>
<tr>
<th>National Dues</th>
<th>$500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>$100.00</td>
</tr>
<tr>
<td>Programs</td>
<td>$800.00</td>
</tr>
<tr>
<td>Travel</td>
<td>$500.00</td>
</tr>
<tr>
<td>Printing</td>
<td>$300.00</td>
</tr>
<tr>
<td>Hospitality</td>
<td>$500.00</td>
</tr>
<tr>
<td>Recruitment</td>
<td>$300.00</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Reserve**

| $1,144.00 |

---

**Zero Based**

This type of budget is used to determine the cost of implementing a project or program that is dependent on admission, fund raising, or donations from other sources. Zero based budgets help to determine if a certain activity is feasible. This budget scenario often requires RSOs to consider break-even point and various levels of participation.

Here is an example of a zero based budget assuming 500 students would pay to participate in the event.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>POTENTIAL RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speaker Fee</td>
<td>Organization Budget $500.00</td>
</tr>
<tr>
<td>Plane Fare</td>
<td>Donations $500.00</td>
</tr>
<tr>
<td>Hotel/Meals</td>
<td>Fundraising $300.00</td>
</tr>
<tr>
<td>Technical Charges</td>
<td>Admission Fees ($2.00 x 500)</td>
</tr>
<tr>
<td>Facility Rental</td>
<td>Total Estimated Resources $2,300.00</td>
</tr>
<tr>
<td>Reception</td>
<td></td>
</tr>
<tr>
<td>Total Estimated Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,080.00</td>
</tr>
</tbody>
</table>

**DIFFERENCE**

+$220

Please be aware that if your RSO uses any sort of funding or owns a bank account it is required to maintain ALL documentation of revenues and expenses for seven (7) years per IRS guidelines.

**Funding from ASUW**

**ASUW RSO Funding Board**

One benefit of Recognized Student Organization status is the opportunity to apply for student fee dollars (ASUW RSO Funding Board).

RSOs may request ASUW funding for programs and conference registration at any time during the academic year. The RSO Funding Board meets weekly during the academic year to review requests. The Board will evaluate requests based upon the number of students served, the general value and scope of the event, and whether the event falls within ASUW Finance Policy. Please review the [RSO Funding Board](#) page for more information.

- **Conference registration funding** may be requested for up to $500 per RSO per semester. Registration funds are available only to student members of the organization. Application forms are available in the ASUW Office, Wyoming Union 020 or on the ASUW website by clicking [here](#). Funds are available for registration only and will not cover lodging, travel, or meals. Please complete your request and deliver to the ASUW Office. Applications can be found on the ASUW website.
Program funding is available for RSOs during the academic year through an online application process to the RSO Funding Board. The application forms are available online through Collegiate Link and are embedded in the event registration form. Please complete and submit the request, which will be automatically forwarded to the ASUW Office to be reviewed by the ASUW Business Office or Campus Activities Center staff. In addition to the Funding Board application, RSOs are required to attend an Event Planning Session as part of the process. More information on the Event Planning Sessions can be found in the Event Planning section of the RSO Handbook.

Timeline for requesting funds for most events is a minimum of 5 weeks prior. However, if a performer or catering contract is involved it may take up to eight weeks. Most requests will be considered in the semester they are to occur. Exceptions will be made for those events that occur early in the following semester. Please submit your funding request as soon as possible.

Process for receiving funds after your application is submitted to the ASUW Business Office is as follows:

- The chairman of the RSO Funding Board will schedule a time to present your request to the Board.
- The Board will (1) approve the request, (2) approve it with amendments, or (3) deny the request.
- If the amount approved is less than $1,000, the RSO will be informed of the Board’s decision within 24 hours.
- If the amount approved is $1,000 or more, the request will go to the next ASUW Senate meeting for final approval.
- Upon approval of funding, a representative of the funded RSO must work with the ASUW Business Office and Campus Activities Center to successfully complete the planning and funding of the event within University approved procedures.

Basic guidelines for requests are:

- Programs must be on campus and open to all students.
- Programs should be visibly advertised across campus one week prior to the event and display the ASUW logo.
- Programs should be free to students except under special circumstances.
- Programs should have a valid educational purpose.
- Programs must not include alcohol, tobacco, or any other illegal substance.
- Programs should not be a charitable fundraiser.
- Programs should not have a primary purpose of promoting or inhibiting a particular religious or political ideology.
- Programs should not foster excessive entanglement between the University of Wyoming and a particular religious or political ideology.
- Other funding sources may be required for larger events.

Fundraising

Individual fundraising efforts by Recognized Student Organizations have proved to be one of the most successful methods of obtaining funds. Be creative and resourceful when brainstorming ideas.

Fundraising activities for an event require completion of an event form through Collegiate Link. Tables in the Wyoming Union Breezeway, rooms, or public spaces in other campus buildings can be reserved and utilized for the purpose of fundraising.

Presidential Directive 2-1992-1 provides guidelines for the use of university buildings, grounds and services by students and student organizations. Please review this document prior to initiation of fundraising activity at the University of Wyoming. The Campus Activities Center staff is available to answer any questions about University guidelines on fundraising or to provide advice on planning a profitable fundraising activity.

The following are a number of ideas for your group to obtain funding outside of ASUW Funding Board

Last Revised: 01/20/2015
Athletic Concessions
Athletics is happy to support RSOs by offering the opportunity for them to work the concessions at War Memorial Stadium during the football games. RSOs can earn between $264 and $528 per event. Please contact athconcs@uwyo.edu if you are interested in participating.

Bake Sales
Please review Section 10, Point C of the Wyoming Union Regulations & Operating Procedures for how to hold a bake sale.

1. Only UW recognized student organizations may hold bake sales within the Wyoming Union.
2. The UW recognized student organization must identify itself with a sign that is clearly displayed at the site of the sale.
3. Bake sales are limited to baked homemade food items.
4. Recognized student organizations must register bake sales, or any fundraising activity, with the Campus Activities Center.
5. The UW recognized student organization assumes all liability associated with any bake sale.

Co-Sponsorships
The CAC is excited at the opportunity to partner with many organizations across campus. Please visit our Co-Sponsorship site to see if we can work together. Your fellow RSOs may also be looking to put on an event of a similar nature. Reaching out to them may open doors you had not yet considered.

Fundraising Nights at local restaurants
Some local restaurants like to support our RSOs through a variety of programs. Please get in touch with ASUW to see if there are any that do a program that fits in with what your RSO is trying to accomplish.

Holiday Market
Every year leading up to the holiday season, more than 70 vendors will sell seasonal items at the University of Wyoming Union Holiday Market. RSOs have the opportunity to volunteer in a variety of ways, and in turn receive funding for their organization. For more information, call the Wyoming Union information desk at (307) 766-3161, or email unionres@uwyo.edu.

Raffles
RSOs are permitted to hold raffles for the purposes of fundraising for their organization, charitable donations, and such as long as the prizes are not money. Prizes and raffles must be conducted in line with all UW, state, and federal guidelines. When reserving space to promote raffle, please be specific as to the process and prizes when contacting the appropriate parties.

Reaching Out to a UW Department or College
Occasionally, a UW Department/College will donate funds to an RSO with a similar mission. If you are interested in this type of partnership, please review the Departmental Donation form on ASUW’s web site: http://www.uwyo.edu/asuw/resources/.

Safe Treat
Safe Treat occurs every year around Halloween in the lower level of the Wyoming Union. The goal is to provide the community with a safe place for their children to go trick or treating. RSOs are encouraged to participate in this event through providing a table with games, candy, and a variety of other things. The Union staff votes on the RSO with the best table and awards them a prize. For more information, call the Wyoming Union Events Office at (307) 766-3161, or email unionres@uwyo.edu.

Community Solicitation of Donations
Please contact ASUW ahead of time if you are planning on soliciting funds from members of the UW and Laramie community.
**Additional Services Offered by the CAC**

Everything referenced in this section can be found on the [RSO website](http://www.uwyo.edu/cac).

### Additional RSO Services & Opportunities

- Advising from the Professional Staff of the CAC
- Awards of Excellence
- Club & Organization Development Series
- RSO Equipment Check Out
- RSO Mailboxes & Campus Mail Services
- RSO Websites
- Safe Zone Training
- Walkthroughs and Guides
- Other ways to get involved on campus!

### Advising From Professional Staff

The professional staff brings a wide range of experience from across the country and areas such as business management, student organizations, event planning, and much, much more. We are available for workshop training, leadership development, and financial advising for any student organization upon request. They are an excellent resource for program development and support, which includes campus resource referrals, agent information, database of past campus events, etc. Additionally, the CAC staff maintains RSO walk-in advising hours each semester. Please contact us for more information.

**Open Advising Hours**

- Mondays: 1pm - 2pm
- Tuesdays: 3pm - 4pm
- Wednesdays: 1pm - 2pm
- Thursdays: 4pm - 5pm
- Fridays: 10:00am - 11:00am and 2pm - 3pm

### Awards of Excellence Program

The Awards of Excellence program was established to promote excellence among all Recognized Student Organizations and to reward hard work, teamwork, and community service. The awards address performance objectively and recognize outstanding achievement. Any RSO can win the awards, which have been designed to be fair to all groups no matter what the size or budget. The award ceremony takes place late each Spring semester. For more information regarding the awards program, please contact the Campus Activities Center.

### Club and Organization Development Opportunities

Throughout the academic year, the CAC will offer a number of development opportunities for your RSO. This includes hosting occasional open houses, student leadership and development sessions planned in conjunction with the Service Learning and Community Engagement (SLCE) Office, and advisor training sessions. The CAC staff will e-mail club officers and advisors a notice of these events.

The Campus Activities Center Staff can also facilitate a workshop specifically for your organization and its needs. We can present on topics such as motivation, group development, gender issues, leadership skill building, ethics, communication, creativity, conflict, embracing difference, recruitment and more. Please call ahead of time if you are interested in setting up one of these workshops.

If you are interested in this, please keep an eye out on the main CAC page: [www.uwyo.edu/cac](http://www.uwyo.edu/cac)
RSO Equipment Checkout
The CAC is excited to be able to offer the following items for rentals free of charge to the RSOs of UW:
- Karaoke Unit - This equipment must accompany an ASTEC reservation to utilize this system.
- X-Box One System
  - Each system rental comes with 2 controllers (chargers provided) and a choice of 2 of our games.
  - Current catalog of games include: FIFA '14, Kinect Sports Rivals, Just Dance 2014, Madden '15, and NBA 2K15. Please check back throughout the year to see if we have any additions.
  - A maximum of 2 can be checked out by an RSO under a reservation
- Snow Cone Machine (w/ ice chest)*
- Popcorn Machine*
- Buzzers
- Timers

Each of these items in reserved on a first-come, first-serve basis. While you are welcome to inquire about the availability of each one ahead of time, we are currently NOT accepting online reservations for this equipment. To make a reservation, please stop by the CAC in the Union, Room 012, and speak with our Senior Office Assistant.

*RSOs must provide their own supplies for each of these items.

RSO Mailboxes & Campus Mail Service
Recognized Student Organizations can use the Campus Activities Center mailboxes to receive both on and off-campus mail.

Please note that:
- Information placed in these mailboxes must be affiliated with a Recognized Student Organization or the University of Wyoming.
- Advertising by retail outlets or outside entities is prohibited.

To request a mailbox in the CAC, check the box on your annual renewal form through Collegiate Link. There are a limited number of mailboxes available, so all requests may not be honored. Mailboxes will be assigned based on need, the date the application is received, and whether the student organization fully utilized their mailbox in previous years. If you would like to check the present status of your organization’s use of this service, please contact the CAC.

Campus Mail Service is utilized for mailings on campus, RSOs must pay for any mail being delivered off-campus.

RSO Websites
Each RSO will have its own website through Collegiate Link. You will have the ability to choose the tagline of the website name when registering your student organization. You also have the ability to embed social media websites (Facebook, Twitter, etc.) of the RSOs to Collegiate Link.

Safe Zone
Safe Zone is a training program on campus that provides an open and safe discussion of the gay, lesbian, bisexual, transgender, and queer communities. This training allows for introspection and thought on various aspects of the LGBTQ community via a discussion about tolerance and acceptance. Safe Zone aims to educate individuals on issues related to the LGBTQ community and through this, trains participants to become LGBTQ Allies. Safe Zone at the University of Wyoming offers a variety of training sessions that cover topics from inequalities in the everyday lives of LGBTQ individuals to healthcare issues specific to members of the LGBTQ communities.

Please check out www.uwyo.edu/safezone for more information
**Walkthroughs and Guides**

Below is a list of guides and walkthroughs that have been created by the CAC staff. Each of these can be found on the RSO website underneath "Resources & Forms":

**Guides**
- New RSO Registration Guide
- RSO Status Renewal Guide
- Event Planning Guide
- Complex Event Planning Guide (Provides more details than the Event Planning Guide)
- Constitution Creation Guide
- Advisor Handbook
- Event Submission Guide

**Collegiate Link Walkthroughs**
- New RSO Registration
- RSO Status Renewal
- Advisor Agreement
- Event Registration
- Changing/Adding Officers & Advisors
- Approving an Event as an Advisor

**More Opportunities!**

Beyond what the CAC offers, there are many opportunities for your organization to get involved across campus! Below, you will find a list of traditional events and programs that your group can get involved with.

**Homecoming**

Homecoming is a traditional event held every fall by universities across the country. To stay privy to information on this year’s festivities, keep an eye on the Homecoming website.

**The Big Event**

Through service-oriented activities, The Big Event promotes campus and community unity as University of Wyoming students come together for one day to express their gratitude for the support from the surrounding community.

**Family Weekend**

Each year Family Weekend offers families an opportunity to share in the UW experience and spend time with their own special student. Parents, grandparents, siblings, and other family members of currently enrolled UW students are invited to visit the UW-Laramie campus for an event-packed, memory making weekend! Family Weekend is hosted by Cowboy Parents and the UW Division of Student Affairs.

**Safe Treat**

Safe Treat occurs every year around Halloween in the lower level of the Wyoming Union. The goal is to provide the community with a safe place for their children to go trick or treating. RSOs are encouraged to participate in this event through providing a table with games, candy, and a variety of other things. The Union staff votes on the RSO with the best table and awards them a prize. For more information, call the Wyoming Union information desk at (307) 766-3161, or email unionres@uwyo.edu.

**SLCE Spooky Sprint**

The Spooky Sprint is an annual event sponsored by SLCE, which Participants will be put in groups, given a shopping cart and assigned an area of Laramie in which they will collect the bags of canned goods donated by generous households in the community. Costumes are not required, but highly encouraged as the event is held near Halloween.
MLK DOD
The MLK DOD celebration is very important as UW honors Dr. King each year and promotes awareness of diversity through campus community dialogue. Goals of the week’s programming include raising awareness of diversity issues, building a sense of community, and celebrating diversity.