

# **Student Organizations Handbook**

## **2025-2026**

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## **Student Organizations Policies**

### **I. University of Wyoming Disclaimers in Concern to Student Organizations**

*The University of Wyoming does not constitute any endorsement of an organization's purpose or any assumption of responsibility, liability, or sponsorship for any student organization through official recognition.*

*Organizations 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.*

*Per UW Regulation 11-4, the Student Organization must be non-profit in nature. It may not use its position to solicit or advertise for commercial purposes. Any funds generated by the Student Organization must be put towards the operations of the organization and may not go to individual members. This excludes philanthropic endeavors.*

### **II. Relevant UW Policies for Student Organizations**

The following University of Wyoming Policies are relevant to the Student Organization community and are outlined below. If you have questions or concerns regarding a UW policy, please see a staff member in the Student Organization and Entertainment Office or email us at [stuorgs@uwyo.edu](mailto:stuorgs@uwyo.edu).

Student Code of Conduct

UW Regulation - Title IX and Sexual Misconduct

UW Regulation - Violence in the Workplace

UW Regulation - Civil Rights Discrimination

UW Regulation - Use of University Buildings, Grounds Policy, Catering, & Services

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

Presidential Directive - Use of Buildings, Grounds, & Services by Student Orgs, Political Activities by Student Orgs, and Information Circulars

Sexual Misconduct Policy and Procedures\*

\*The University of Wyoming does not discriminate on the basis of sex in its education programs and activities, consistent with Title IX that requires it not to discriminate in such a manner. Inquiries concerning Title IX may be referred as applicable to the Diversity and Employment Practices, Title IX Coordinator, Bureau of Mines, (307) 766-3459, or to the Dean of Students, Knight Hall, (307) 766-3296. Additional information may be found at <http://www.uwyo.edu/diversity/fairness>

### **III. Student Organizations Classification Policy**

The purpose is to outline requirements for Student Organizations to be registered with the University and the distinct privileges Student Organizations shall receive.

Student Organizations must meet the minimum registration requirements in order to be recognized by the University.

The following requirements must be met for registration:

- Register annually with Student Organizations and Entertainment Office, done through Cowbell (<https://uwyo.presence.oil/>)
- Provide and maintain an accurate officer roster including contact information
- Maintain required membership as outlined in the Student Organization Handbook
- Submit and maintain a constitution that contains a non-discrimination statement and is approved by Student Organizations and Entertainment Office. If you have made any edits, updates, or amendments, please forward that to the Student Organizations Coordinator for review at [stuorgs@uwyo.edu](mailto:stuorgs@uwyo.edu)

### **IV. Student Code of Conduct**

**Anti-Hazing Statement: Any intentional act or situation that (a) causes embarrassment, harassment, or ridicule and/or, (b) risks emotional, mental, or physical harm, and is committed for the purpose of membership into, affiliation with, or continuation of membership with a group or team, regardless of the person(s)'s willingness to participate. Apathy or deference in the presence of hazing is natural: both are also violations.**

#### **Student conduct procedures for allegations involving a student organization:**

Student Organizations (including club sports and fraternities/sororities) are held to the same behavioral expectations as individual students. These organizations are afforded the same rights and obligations under the Code, including being subject to the conduct proceedings outlined herein, and would be subject to the same conduct sanctions. Student Organizations also have access to the same conduct proceedings as individual students. As with individual students, student organizations are responsible for knowing the community standards, expectations for conduct, and procedures outlined in this Code. They should also be aware of the other University regulations or policies, departmental policies or procedures, rules, or governing documents for which the group may be accountable. Failing to follow any of the policies may be a violation of the code. In addition to conduct proceedings for student organizations, individual students who are members of a student organization may also be held responsible for their personal actions under this Code. Conduct proceedings for fraternities and sororities will be overseen by the Fraternal Standards Board and the Dean of Students Office at the sole discretion of the Dean of Students.

### **V. Affiliation with Political Campaigns**

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.

- UW students, faculty, staff, and Student Organizations 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
- 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
- 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
- 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, regulations, and standard charges established for external users
- If a Student Organization is hosting a candidate to campaign, or otherwise be present at an event, organization may be subject to fees to utilize any spaces
- If your group wishes to bring a candidate for office to UW, please contact the Student Organizations and Entertainment Office prior to beginning the process
- A form is required to be submitted to Student Organizations and Entertainment Office if a candidate is coming to actively campaign. This form must be reviewed and approved by University administration. Please contact Student Organizations and Entertainment Office as soon as you plan to bring a political candidate to campus

## **VI. Fronting**

Fronting is permitting a non-University individual, organization, or University entity to use University property and/or services under the guise that the activity is a Student Organization or University Sponsored or Co-Sponsored Event in order to avoid fees or take advantage of benefits specific to Student Organizations and is prohibited. Student Organizations should ensure compliance with PD 2-1992 for use of facilities when collaborating with a commercial entity. Student Organizations found to be fronting for an individual or organization shall have all Student Organization privileges revoked for a period up to one year at the time of the infraction.

### **Student Organizations Status**

#### *A. Good Standing*

For a Student Organization to obtain and remain in good standing, it must meet all requirements set forth in this manual, the Student Code of Conduct, and UW Regulation 11-4.

#### *B. Loss of Good Standing*

Student Organizations may fall out of good standing for several reasons, including but not limited to:

1. Failing to complete annual re-registration process
2. Violation of any University regulation, policy, or procedure

### 3. Two semesters of inactiveness

Student Organizations that fall out of good standing may no longer have access to benefits available to Student Organizations. If a Student Organization has simply not completed the registration renewal requirements, the groups' officers and advisors will still have access to their organization's page to attempt renewal completion during the "Final Call" for re-registration. Re-registration typically takes place annually within the first six-week period starting at the beginning of the Fall semester (first day of classes of that Fall semester). Should an organization fail to complete re-registration in that final seventh week, the officers will then need to schedule time with the Student Organizations Coordinator or designee to complete the process. If the officers and advisors currently listed are no longer with the Student Organization, members who wish to take over the process must notify the Student Organizations and Entertainment Office.

If a Student Organization falls out of good standing due to action taken by the Dean of Students, Student Organizations and Entertainment Office, or another University representative, the group must complete the sanctions set by that University representative to regain good standing status.

#### *C. Loss of Recognized Status*

Per UW Regulation 11-4: Loss of recognition may occur by either the privilege being revoked or the Student Organization deciding to disband for the following reasons:

- To Disband: Any Student Organization may withdraw its recognition at any time. Such withdrawal must be made by a written statement signed by both the officers and the advisor (if applicable) and submitted to the Student Organizations and Entertainment Office. The notification should indicate the disposition of the organization's funds and certifies that there are no outstanding debts or official actions pending.
- Recognized status may be revoked: If an organization has not renewed with the Student Organizations and Entertainment Office for a period of one year

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

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

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

In cases that involves dismissal, the Dean of Students, or designee, shall assign a separate hearing officer. The hearing officer shall exercise control over the judicial hearing

#### *D. Remaining Funds*

Funds remaining in a defunct Student Organization's account held with the University of Wyoming Foundation 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 Student Organizations discretionary account.

## **Student Organization Recognition & Renewal**

The purpose of recognizing student organizations at the University of Wyoming is to provide an opportunity for students to exercise their right to freely associate for a common purpose. Recognition is the process in which student organizations become official in the eyes of the University. Recognition from the University allows student organizations access to certain privileges and services at the University.

### *A. Goals of the Recognition Process*

1. Inform student leaders of expectations, policies, procedures, and responsibilities of being recognized
2. Establish a relationship between the Student Organizations and Entertainment Office and the newly elected officers and current advisors
3. Get updated information on student organizations in order to have a centralized location where this information is current for students who are potentially looked to find a new involvement opportunity

### *B. General Student Organizations Requirements*

- Full membership is limited to full and part-time students. University faculty, staff, and community members can serve as associate members. The majority make-up of Student Organizations must be composed of full-time students. Full members are the only members who are allowed to vote, hold office, preside over meetings, and solicit funds.
- Membership is not denied to any student due to race, gender\*, religion\*\*, color, national origin, disability, age, protected veteran status, sexual orientation, gender identity, genetic information, creed, ancestry, political belief, or any other applicable protected category and affords each member members of the organization.
- All Student Organizations must complete renewal each fall semester by the sixth week of the semester.
- Student Organizations must abide by the organization's constitution and stated purpose.
- Student Organizations must abide by the University of Wyoming regulations, policies, local, state, and federal laws.
- Notify the Student Organizations and Entertainment Office when changes in leadership, advising, and important organization information occurs.
- Register all events open to the University community or hosted in a university facility on Cowbell

## **I. Becoming a New Student Organization Process and Requirements**

All groups seeking recognition for the first time, or after returning from an inactive status, must follow this process.

**Step 1:** Determine the name and purpose of your organizations and create a constitution

- A sample constitution is available on the website with Student Organization Resources

**Step 2:** Email the Student Organizations office, [stuorgs@uwyo.edu](mailto:stuorgs@uwyo.edu), the above information to be reviewed

**Step 3:** Make sure that your organization meets the University Student Org requirements:

- Have a minimum of 4 members, 3 of which should be designated an officer
- Required officers: President, Vice President, and Treasurer
- Organizations may have an advisor that can be listed on their Cowbell page

**Step 4:** Complete the New Student Org Application on Cowbell, and upload your Constitution

**Step 5:** Schedule an overview/welcome session with the Student Orgs Coordinator

The Student Organizations and Entertainment 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 Student Organization.

#### *A. Club Sports*

Club Sports that are recognized through Campus Recreation are required to renew their Student Organization status with the Student Organizations and Entertainment Office as they are considered Student Organizations and have access to the same services as all other Student Organizations. To maintain recognition with the University, Club Sports have different requirements for recognition.

- Attend mandatory trainings as required by the Club Sports Program
- Register your group via Cowbell to update your roster and officer information
- Maintain a current constitution that meets University requirements with the Student Organizations and Entertainment Office
- List the Club Sports Coordinator on your Cowbell page, as they are the advisor for all Club Sports

## **II. Student Organization Re-Registration Process**

Your Student Organization will remain unrecognized until all the requirements are completed. Temporary recognition is granted for the first few weeks of school to participate in Involvement Fest, schedule regular standing meetings for the first month of the semester, and others. However, groups must be fully recognized to host events, get access to certain services, and request ASUW funding for events and conference registration. Your Student Organization will not receive any Student Organization services until all renewal requirements have been completed. Groups that have scheduled meetings for an entire semester, but fail to complete renewal requirements, may see their reservations cancelled as our event service providers have access to your status as Student Organizations at any given time during the year.



### **III. New Club Sport Formation**

If you are looking to create a new Club Sport, familiarize yourself with the Club Sports Handbook to ensure the group can consistently meet the standards set forth for groups classified as a Club Sport. If your group can meet the standards, the process for creating a Club Sport is the same as a new Student Organization. For a period of one calendar year (based off the approval of constitution by the Student Organizations Coordinator) organizations seeking to become a club sport must meet the requirement set by the Student Organizations and Entertainment Office and Campus Recreation. Upon the completion of one year of meeting the requirements, the Student Organization then becomes eligible to meet before the Club Sports Council to petition for official review and approval. Ultimately, it is with the approval of the Assistant Director for Programs (Campus Recreation), in conjunction with insight from the Club Sports, Student Organizations Coordinator, and Club Sports Council that decides on the approval of said organization to become a club sport.

The potential Club Sport group must maintain Student Organization status for a period of one academic year in order to illustrate to the Club Sports Program that there is a legitimate interest in the group to have access to Club Sports funding and services.

### **IV. Fraternities & Sororities**

Even though fraternities and sororities are supported by the Fraternity and Sorority Life Office, they are still considered Student Organizations. All fraternities and sororities must meet the same requirements set forth by the Student Organizations and Entertainment Office to be recognized on an annual basis. In some cases, fraternities or sororities will have extra steps to complete in their recognition and recruitment processes. Consult with the FSL Office and international organizations for requirements.

### **Student Organization Advisors**

#### **I. Recruiting an Advisor (*when applicable*)**

While advisors are not a requirement, organizations may seek out an advisor who can provide additional support. When approaching a potential advisor, make sure they are someone who will devote time to the group, will take the role seriously, and has knowledge, skills, or interest in the purpose of your organization. Your organization leadership should have a conversation with your advisor about the expectations and the responsibilities of your advisor.

#### **Expectations of the Advisor**

- Complete the Advisor Agreement on an annual basis (found on Cowbell)
- Acknowledge and provide appropriate support for all organization event requests on Cowbell
- Attend group and individual meetings with the organization leaders regularly (or as needed)

- Act 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

## **II. Responsibilities of the Organization to the Advisor**

- Keep the advisor informed about the business and events happening in the organization
- Meet regularly with the advisor to discuss organization business
- Solicit the opinion and advice from advisor when problems arise
- Be courteous to your advisor

## **III. Mandatory Reporting**

Every Student Organization Advisor is a mandatory reporter. As a mandatory reporter, they are required to report concerns related to possible discrimination, sexual harassment, or violence as stipulated in the following regulations and policies

- UW Regulation 4-2 Civil Rights Discrimination
- UW Regulation 4-4 Violence in the Workplace
- UW Regulation 4-3 Policies and Procedures Governing Sexual Misconduct
- Sexual Misconduct Policy and Procedures

## **IV. Multiple Advisors**

If a Student Organization is particularly active or there is interest from multiple individuals that meet the requirements set above, a Student Organization may maintain more than one advisor. If mentioned in the Student Organization's constitution, the Student Organization should adjust the wording to address having multiple advisors.

## **Student Organizations Operations & Management**

### **I. Student Organization Constitution**

The University requires all Student Organizations to have a constitution on file with the Student Organizations and Entertainment Office in order to be recognized. Some Student Organizations have a national constitution that oversees all groups that exist across the nation. This is perfectly acceptable and can be a guiding document for your group. However, the University of Wyoming requires that certain statements, such as abiding by our policies and our non-discrimination clause, be incorporated into the local chapter's constitution.

In order to be recognized by the University, your group either needs to create its own chapter constitution, or in cooperation with your national organization, edit the national document to suit the University's needs and accommodate all policies set forth for the organization. Please check with your national organization first and then proceed with assistance from your advisor or the Student Organizations and Entertainment Office as necessary.

#### *Changing a Student Organizations Constitution*

- Email a Microsoft Word version of the proposed constitution to studentorgs@uwyo.edu from a valid Student Organizations officer's UW e-mail address and, if applicable, copy the Student Organization's advisor on the e-mail
- If changes need to be made to the proposed constitution, the Student Organizations and Entertainment Office will track changes to make suggestions
- Once the changes are approved, the Student Organizations and Entertainment Office will notify the officer and any applicable advisor(s) requesting the change, send a PDF version of the constitution, and upload the constitution to Cowbell

The constitution must contain

- Organization name and mission
- Non-discrimination policy
- Description of officer duties
- Define election process of officers

#### **Student Organizations Constitution Audits**

When appropriate, the Student Organizations and Entertainment Office will periodically audit Student Organization's constitutions to make sure they meet all applicable policies and procedures. Proper notice will be provided prior to this process beginning and when it must be completed by. When requested by the Student Organizations and Entertainment Office, the Student Organization must amend the organization's constitution to reflect current University regulations, as well as local, state, and federal laws.

#### **II. Changing a Student Organization's Name**

The process to change a Student Organization's name is the same as requesting a change to the Student Organization's constitution. Please follow the procedures as outlined above, as your organization's name is included in the constitution. Once approved, the Student Organizations and Entertainment Office will upload the updated Student Organization's constitution and change the name within Cowbell. For name change requests, we recommend waiting until after the renewal process has been completed.

\*Please note that a Student Organization may use terms such as "campus," "Wyoming," or "at the University of Wyoming," but may not use "University of Wyoming" at the beginning of its name unless it is sponsored by a UW department.

### **III. Cowbell**

The Student Organizations and Entertainment Office utilizes Cowbell, an online Student Organization management platform, for organization operations

- Creates a centralized online location for students to find clubs and organizations on campus
- Acts as an online management tool for groups to manage rosters, store documents, register and promote events, and more
- Allows for groups to complete their annual recognition process
- Allows groups to submit their events for approval and get on the Student Organizations poster run
- Allows groups to request ASUW funding for Student Organization events

All Student Organization officers have access to their organization's administrative features to manage the page, roster, and events. Please note, at the discretion of the organization's president, they have the ability to provide or limit access as needed to both officers and advisors.

### **Event Planning**

#### **I. Registration of Events on Cowbell**

UW Regulation 11-4 requires Student Organizations to register activities and events that are open to the University community or utilize University facilities and services. All Student Organizations register their events through Cowbell. Events must be registered at least two weeks in advance of their event date. However, if you are requiring ASUW funding, your request must be submitted at least five weeks in advance.

For guidance on completing the ASUW Funding Request form, please connect with our ASUW Executive Director of Student Organizations.

Registering your event serves as an agreement of all parties involved in providing services for the activity assuring the Student Organization is knowledgeable of all regulations, risks, and opportunities. It is also a requirement to receive funding from ASUW Funding Board. Failure to submit an event through Cowbell for an appropriate activity may result in forfeiture of privileges granted by university recognition.

#### **II. Reserving Space on Campus**

##### ***Wyoming Union Reservations***

Student Organizations can use Union facilities at no charge if you are not charging a fee to attend your event or meeting. 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, for unusual cleanup, damages, and/or services deemed by the Union Events Office. The Wyoming Union Events Office reserves meeting and

activity space in the Wyoming Union. Please contact them if you are interested in reserving anything in the Wyoming Union.

Phone: (307) 766-3161

Email: unionres@uwyo.edu

Office: Wyoming Union, Room 210

### **Union Event Space Details**

- Basic information about room setup should be communicated at least three weeks before the event
- Consider how much pre- and post-event time you will need, as many events and meetings are back-to-back
- Union Events can arrange rooms to be set with: a projector or big screen, conference phone, slide advancers, podiums, sign stands, and additional chairs and tables
- When decorating for an event, Student Organizations are prohibited from using lit candles, confetti, and others
- Command painter's tape is the only approved tape for hanging decorations on the walls

### **Breezeway Table Reservations**

Breezeway tables provide opportunities for Student Organizations, 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 student organization can request up to ten breezeway tables a month. If a reservation is made and a group does not show up three times in an academic semester, the student group will lose the privilege of using the tables. Tables are available 8:00am – 5:00pm. **Tabling is not available during finals week.**

#### **Food Guidelines for Breezeway Reservations**

- Prepackaged snack items that are less than 3oz. may be distributed for promotional purposes, after being approved by the Union Events Office
- All food and beverages given away at breezeway tables, other than promotional prepackaged snack items, must be purchases through UW Dining/Catering
- 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
- Bake sales and fundraisers must be submitted on Cowbell
- We strive to create a welcoming environment for students in the Union. There is a strict no solicitation policy in the Union. All the members of your group must stay behind the table and are asked to refrain from aggressive salesmanship
- Any beverages provided must be of the Pepsi company

## **Pete's Game Room**

Student Organizations are allowed to rent Pete's Game Room for a nominal fee. Located in the lower level of the Wyoming Union, the space has pool tables, ping-pong, foosball, Xbox Ones, shuffleboard, and darts. Please contact our friends at Union Events to make a reservation.

## **25Live Reservations – Arts & Sciences/Education Auditorium**

1. Navigate to the 25Live webpage: [Login Here](#)
2. Select "Sign In" at the top of the page and enter Username: uwaud, Password: AS\_ED
3. Once signed in, on the home tab under Dashboard, select which space you would like to schedule
4. Once the availability for the space is loaded, select the date and time you would like to request

Once taken to the Event Wizard, complete the required fields and submit your request by selecting "Finish." You will receive an email confirmation once your event has been approved.

## **Arts & Sciences/Education Auditorium Details:**

- The Arts & Sciences Auditorium seats 1,800 people and is used for events and rehearsals only
- The Education Auditorium seats 400 people and is used for meetings and events
- Consider how much time you will need for pre- and post-event times
- In the event description, please provide general information about the event and equipment needed
- Groups who book major events can only reserve the venue for up to two rehearsals and the event itself
- Groups who wish to book weekly events can only do so one month at a time

## **Campus Facilities**

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

If you want to reserve an outdoor space, not that loud sound is only allowed between 11:45am – 1:00pm and 5:00pm – 6:00pm.

### Academic & Outdoor Spaces Foundation House

(307) 766-6717 (307) 766-6300

### Fine Arts Complex Gateway & UW Conference Center

(307) 766-2198 (307) 766-2050

### Alumni House Washakie Center

(307) 766-4166 (307) 766-3175 17

Half Acre & Corbett

(307) 766-3428

## **Central Scheduling**

If you are interested in holding a meeting, event, or program in any other space on campus that has not been mentioned, then make sure to connect with Central Scheduling. They can reserve a variety of on-campus academic spaces, Fraternity and Sorority Mall, Prexy's Pasture, and Simpson's Plaza.

Their contact is: [central-scheduling@uwyo.edu](mailto:central-scheduling@uwyo.edu).

### **I. Event Support**

#### ***Student Technical Services (STS)***

STS offers the following services:

- Live sound reinforcement
- Stage lighting
- Projector rental and setup
- Technical consultations
- Event partnerships, audio recording, and stage crews

STS's services must be reserved at least two (2) weeks prior to the event. Event reservations need to be made before registering the event on Cowbell. Reservation requests with less than two weeks' notice will be considered at the discretion of the Student Technical Services Coordinator and may be subject to a rush fee if services can be provided. Late cancellations or failure to notify STS of a cancelled event or event location change within 48 hours of STS's service schedule may result in penalty fees and the organization losing access to the services of STS for up to a calendar year.

Tips for Technical Arrangements:

- To ensure the best technical arrangements, please contact STS as soon as you have scheduled your event. Our two-week notification policy allows for an appropriate period for planning and arranging the technical requirements. Many events on campus get booked with STS months in advance, so plan ahead
- Scheduling a production meeting with all departments providing services or facilities for your event is a useful tool for a successful event. In a production meeting, more in-depth discussion can allow all parties to know what is required for the event and any part of your event that has changed since your reservation
- Consult with the Student Technical Services Coordinator in order to assess the time needed for setup, tear down, sound check, and any necessary, technical rehearsal or light focusing. During this time, it is actions needs to take place in the stage area please add additional time for them

- Always ask a performer for a technical rider. The information contained in 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 STS as soon as possible
- At the beginning of event setup, the student organization representative should introduce themselves to the setup and technical crew. This will provide clear communication about what the organization wants and what the crew can provide

#### *STS Policies*

- Student Organizations receive free services so long as their event is held on campus and is free for students to attend
- Student Organizations working with departments to host events must be the primary contact for all event organizing and be the organization in charge of the event while it is happening
- STS's service agreement is issued upon the receipt of a reservation. If you would like to receive the service agreement before completing a reservation, contact them directly

#### **Contact Information**

Wyoming Union, 041 & 043

(307) 766-3837

sts@uwyo.edu

## **II. Event Policies**

### ***Food & Drink***

Pepsi-Cola manufacturer, Wyoming Beverage Inc., is the University of Wyoming's exclusive beverage provider. When a Student Organization brings drinks onto campus, they must be a Pepsi-Cola product according to our agreement with Wyoming Beverage Inc. To get a full list of drinks supported by the University, contact studentorgs@uwyo.edu.

### ***Catering Policy***

UW Approved Cater Suppliers: Students have the option to utilize any approved UW caterer found here in terms of having food at their next event, meeting, or program. If an external caterer is not on this list, and your organization would like to seek approval for the caterer, please have the caterer fill out this form and send it to Procurement. This can take time, so plan ahead if you are looking to use a vendor not found on this list.

A list of approved caterers can be found here: <https://www.uwyo.edu/procurement/catering-suppliers/index.html>



UW Catering: To minimize the cost of an event for Student Organizations, UW Catering has developed a low-cost menu specifically for Student Organizations available here and 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 and can be contacted at (307) 766-6269.

*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 of becoming an approved vendor.*

### **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 and speak to the Events Office to confirm details such as room setup, number of people, and other similar arrangements
- Inform food service of the number of people expected to attend no later than 48 hours prior to the event
- Arrangements should be made far enough in advance to ensure that equipment is available

### **Alcohol for an Event**

Authorization to serve alcohol anywhere on campus, besides the Wyoming Union, for events must be requested by completing the alcohol request form (*please contact the Student Organizations and Entertainment Office*)

#### *Alcohol Policy for Events at the University of Wyoming*

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. Please note that if a Student Organization opts to serve alcohol at an event, additional "event insurance" containing liquor liability coverage will be required.

Additional safety measures and additional insurance may be required from the Risk Management Office.

### **Food Eating Competitions**

Due to high risk and interest in safety of our Student Organizations community, event request for Food Eating Competitions is strictly **prohibited**.

### **Contracts**

#### *ASUW and Student Organizations Contracts*

If University or ASUW funds are used, the contract is required to go through the University of Wyoming contracting process.

- If ASUW Fundings are being used, please contact ASUW Office at [asuwgov@uwyo.edu](mailto:asuwgov@uwyo.edu)

- If University Fundings are being used or a UW Foundation Student Org Account, please contact the Student Organizations and Entertainment Office Student Organizations and Entertainment Office at stuorgs@uwyo.edu

### ***Screening Movies at Your Events***

Purchasing a one-day media licensing is required for screening of any form of multimedia (film, movie, documentary, tv, show, etc.) in a public space in a public showing i.e. outdoors, at the park, outside your home, indoors at the University regardless if it's a classroom, reserved meeting room, or private event at a venue. Film licensing rights can range an average from \$300 - \$1,200+ depending on the film.

Email 7220 Entertainment for assistance in obtaining licensing, events@uwyo.edu, movie inquiries are required at least 14 business days before your intended screening date

Educational exemptions are allowed, but the organization must provide proof to the Student Organizations and Entertainment Office for approval.

### ***Ticketing for Events***

If a Student Organization is not charging admission, but wishes to set a headcount, the Union Information Desk will hand out tickets free of charge to the Student Organization. The Student Organization will be required to fill out an online form to provide information about the event. This form must be filled out at least one week prior to the event and you will need to contact the Events Office to discuss their needs.

Tickets may also be sold for events. If tickets are sold for on-campus events, we recommend using the Fine Arts Box Office. Using their service allows groups to sell at their box office, online, and at the Union Information Desk. Please be aware that state sales tax will be deducted from the ticket profit and a service fee will be charged per ticket on behalf of the Union and Fine Arts. To utilize their service, email the Fine Arts Box Office, faticket@uwyo.edu.

### ***Charging Admission vs. Suggested Donations***

Student Organizations are welcome to charge for their on-campus events, however, the Student Organization will be charged for spaces and services for their event, even if the admission charge is for philanthropy. To avoid extra charges, Student Organizations can advertise and have suggested donations at their event. However, if a patron wishes to attend the event without donating to the cause, the Student Organization must allow them to participate per the advertisement. Groups found charging admission for events will be assessed appropriate rental and service charges as seen fit by the Union Events Office, Central Scheduling, and other University entities.

### ***Video/Live Streaming/Photography at Student Organizations Events***

Student Organizations must obtain consent from individuals attending any event in which video, live streaming, or photographs may be taken. Be aware of the Film and Photography Policy and fill out the Facilities Use Permit for Filming and Photography on Campus Form. The form must be submitted at least two weeks in advance of the event date.

### ***Accessibility at Events***

Contact the UW Disability Support Services to request a transcriber or interpreter for your event or assist you with the creation of captions or transcripts for audio and visual clips, [udss@uwyo.edu](mailto:udss@uwyo.edu)

The Union Events Office can produce and print room diagrams with notations on accessibility accommodations in the rooms. See sample diagram [here](#). They can also provide signage to label the most accessible routes or signs for reserved accessible seating at tables. For larger scale events, they can work with event organizers to brainstorm stage layouts to include ramps or a wheelchair lift

Include contact information for UW Disability Support Services on marketing materials so accessibility accommodation requests can be made

### **Travel**

Members of your organization are not traveling as an entity of the University of Wyoming, but as individuals. Your Student 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 and/or property, including but not limited to any claims, demands, actions, causes of action, judgements, 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.

If members of your organization are traveling outside of the state of Wyoming, each member traveling needs to fill out a travel form through the University and notify your advisor and the Student Organizations and Entertainment Office. Student Organizations and Entertainment Office can assist with travel purchases should the organization be using funds from their Foundation Account. Our office must be notified of travel at least 2 weeks before travel date.

### **Car Rentals**

The University of Wyoming only allows the rental of fleet vehicles to Student Organizations that

- (1) have an organization account through the Foundation with sufficient funds
- (2) Comply with all registration, regulations, processes, and policies pertaining to university rental fleet vehicles

If Student Organizations are affiliated with specific departments and the department wants to take the payment responsibility of renting a fleet vehicle, then it is the responsibility of the department to determine and provide a valid business purpose. Any UW employee or student must pass a Motor Vehicle Record (MVR) check. More information can be found on the Fleet Services site.

For more information about requesting a rental/fleet vehicle please connect with our office.

### **Risk Management**

Risk is the possibility of loss or injury. It further implies a person or thing that is specified hazard to an insurer. Because all events present situations that imply potential risks and liability, 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 Student Organizations and Entertainment Office has authority (*in conjunction with the Risk Management Office*) to review and advise student orgs on the event planning aspect of risk elements. Please direct all student org risk related questions **first through the Student Organizations and Entertainment Office** prior to contacting the Risk Management Office.

### ***Risk Management Contact Information***

Knight Hall Rm. 247 (307) 766-5767 risk@uwyo.edu; <http://www.uwyo.edu/risk/index.html>

### **Risk Assessment**

Organizations should exercise reasonable care to prevent harm that might occur because of activities or events, and plan with the Student Organizations and Entertainment Office and Risk Management Office. When planning events, Student Organizations should consider risks in the following areas:

Harm Physical injury to person or property – food-related illness, alcohol consumption, injury from a physical activity, and others

- Reputation Negative representation of the group that could impact individual members, the group, or the institution – decisions of poor conduct, hazing, and others
- Emotional Impacts, thoughts, and feelings of a group's membership or attendees – hazing, lack of accessibility, discrimination, and others
- Fiscal Monetary issues – budget management, failing to meet fundraising goals, and others
- Facilities Failing to treat spaces with respect – inclement weather, improper set-up or clean-up for the event, safety/security issues with a specific venue, and others

### **Waivers**

In the case your event requires a waiver, please connect with the Student Organizations and Entertainment Office. Once your event is completed, please turn in all waivers either in person or digitally (scan and send to studentorgs@uwyo.edu). If participants of the event are under the age of 18, they must have a parent or guardian sign the form. In addition to signing the form, you should go over the possible dangers participants may encounter while engaging in the activity.

### **Additional Event Insurance**

In some cases, the Risk Management Office will require that your event carry additional "Special Event" insurance. They will inform you on the limits that need to be set forth in the insurance policy. Groups may also solicit quotes from other insurance vendors. In cases where additional insurance is required for a Student Organizations requesting ASUW funding, a quote should be generated and given to the Risk Management Office to be included in the budget request.

### **Minors on Campus**

The University of Wyoming is committed to the safety, protection, and wellbeing of minors who participate in university-sponsored or University-approved programs. To facilitate the safety of minors on campus, the University has implemented a policy to establish minimum requirements in which minors participating must comply without regard to the location of program activities. Student Organizations should be familiar with the Minors on Campus Policy in university-approved programs. If your Student Organization wants to have an event that will have participants under the age of 18, please contact the Student Organizations and Entertainment Office at [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu).

## **Advertising and Marketing**

### **I. Advertising in the Union**

#### ***Union Digital Signage***

Student Organizations may digitally display their event marketing on Union TVs for two weeks.

For more information about Union Digital Signage, contact the CSIL Marketing Office at [samarket@uwyo.edu](mailto:samarket@uwyo.edu).

#### ***Union Reservation Advertising***

The Union Events Office provides multiple ways to advertise within the Union. Please contact [unionres@uwyo.edu](mailto:unionres@uwyo.edu) or request a reservation online to utilize services. These service include:

- Breezeway Tables Each Student Organization can request up to ten (10) breezeway tables each month
  - If a reservation is made and not used three times in a semester, the Student Organization will lose privileges
- Table Tents
- Sandwich Boards 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 posters may be hung for a ten-day period over the course of a calendar month

### **II. Steamboat and UW Logo Usage**

Student Organizations 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](mailto:uwmktg@uwyo.edu) or (307) 766-3257 for additional information. To obtain permission to utilize Steamboat, please contact Trademark Licensing at (307) 766-3264.

## **Publicity Policies**

This policy provides guidelines for the posting of signs and banners, publicity, and advertising for Student Organizations at the University of Wyoming. All advertisements must be approved by the Student Organizations and Entertainment Office.

- Sidewalk chalk is prohibited for use on University of Wyoming grounds and buildings
- The advertisement, publicity, sign, or banner will not be approved if it contains language or encourages conduct that violates any University policy or law
- If the event is on campus and open to the campus community, it must be approved through the event form on Cowbell
- Posted advertisements may be placed on approved bulletin boards around campus through the Poster Run. If you miss the Poster Run, please visit the Student Organizations and Entertainment office to get a list of approved bulletin boards
- Posting is not permitted on interior and exterior doors, interior and exterior walls, windows, fences, vehicles, directional and informational signs, lamp posts, bus waiting areas, light poles, barricades, trees, walk ways, waste baskets, and others
- 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 online resources when the Student Organization is collaborating with the third-party business for financial gain.

*Failure to comply with these policies may result in cancellation of event, forfeiture of privileges, or loss of university recognition status.*

## **Student Organization Programs & Services Offered**

### **I. Poster Run**

This service distributes posters to designated bulletin boards across campus free of charge. This service is only offered to Student Organizations, Center for Student Involvement & Leadership, Dean of Student Office, Residence Life Offices, and any department within Division of Student Life. Outside community groups, businesses, sole individuals, or companies not affiliated with the University (*in capacity of a campus department with approval or student organization member with approval*) may not use the Poster Run service.

Other Campus Departments Beginning Fall 2023, campus departments are no longer able to request use of the Poster Run service.

Poster Run Requirements for Student Organizations: Posters must be no larger than 11" x 17" (vertical layout preferred) and are required to contain the following information:

- Sponsoring Organization's Full Name (no acronyms)
- Meeting or Event Name

- Date, Time, and Location of Event
- Contact information (phone number or email)
- The ASUW logo on all advertisements if your organization receives funds from ASUW for the event

If your event is being held on campus and is not a regular meeting, you must register your event through Cowbell and have it approved before a poster can go on the Poster Run. Please note that you should register your event 2-3 weeks in advance of your event date to utilize the Poster Run for multiple weeks before the event date.

Email a digital copy to the Student Organizations and Entertainment Office (studentorgs@uwyo.edu) to have it approved by a staff member before printing.

Once your poster is approved, bring **30 copies** to the Student Organizations and Entertainment Office by **Thursdays by 4:00pm**. During peak months, bulletin boards are highly utilized. Posters are hung to the best of our ability and no preferences will be given.

The Poster Run service typically runs the Friday before the first week of the academic year through the 2nd week before Finals. Poster Run services also may not be available around or during university holidays/closures/breaks.

### **Posters Around Town**

Putting posters for your event around Laramie is a way to reach a greater audience and involve the community beyond campus in your event. Historically in the past, the listed business below have offered (*subject to availability of space*), placement of posters in their spaces.

## **II. Student Organization Equipment Rental Program**

All Student Organizations have access to rent out various items through the Student Organizations and Entertainment Office free of charge. Each of these items is reserved on a first come, first serve basis, and reserved items must remain on campus. To make a reservation, please stop by the Student Organizations and Entertainment Office to speak with one of our Student Orgs Office Aides. Some items you can check out include corn hole, spike ball, board games, and a few of the latest gaming systems. Items are only available for organization meetings or events. The meeting or event must be registered on Cowbell before equipment check out will be approved. Find more details [here](#)!

Campus departments are able to request equipment rental but are subject to charges stated in the UW FY25 Fee Book on a first come first serve basis.

## **III. Student Organization Mailboxes and Campus Mail Service**

Student organizations can use the Student Organization and Entertainment Office mailboxes to receive mail. To request a mailbox in the office, please email the Student Orgs Coordinator. There are a limited number of mailboxes available so they will be granted on a first come first serve basis.

If groups fail to check their mailbox after three contact attempts by the Student Organizations and Entertainment Office, mailbox privileges will be revoked for up to two semesters.

The Student Organizations and Entertainment Office is willing to receive mail for all Student Organizations. Upon receiving mail for your Student Organization, we will send the President an email stating that there is mail to pick up in our office at the front desk.

If you would like to check the present status of your organization's use of this service, please contact [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu). Information placed in these mailboxes must be affiliated with a Student Organization or the University of Wyoming only. Campus Mail Service is utilized for mailings on campus, Student Organizations must pay for any mail being delivered off-campus.

For all student organizations utilizing our mailing services, the address for your Student Organization will be:

STUDENT ORGANIZATION NAME

1000 East University Avenue Dept. 3625

Laramie, WY 82071

### **Student Organization Storage Opportunities**

The Student Organizations and Entertainment Office now oversees storage opportunities for student orgs that may have items they cannot acquire space for. There are lockers available in the Union for use by Student Organization. Use will be monitored with an annual renewal process.

Please contact our Student Org Support Team at [stuorgs@uwyo.edu](mailto:stuorgs@uwyo.edu)

### **Banking, Financial, Funding Resources, and Services**

#### **Student Organizations 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 options for Student Organizations setting up accounts.

#### **Local Bank Account\***

Student Organizations may 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 [EIN]) with the account. We **DO NOT** recommend that you use an 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. Student Organizations are not allowed to use the University of Wyoming EIN without the expressed consent of an authorized university official.

*\*Please be aware that if you're Student Organization 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.*



## **UW Foundation Account**

Student Organizations may open an account through UW Foundation. We recommend that organizations make a deposit immediately after creation of an account. Organizations can use this account to deposit dues, fees, fundraising, and donations. When student organizations need that money, they will request funds from their account from the office. If you are interested in obtaining a UW Foundation Account, please contact [studentorgs-finance@uwyo.edu](mailto:studentorgs-finance@uwyo.edu). **P-Card Process**

Student Organizations that have active UW Foundation accounts can utilize the Procurement Card (P-Card) method to purchase items for events, programming, and other organizational needs. If your organization is interested in using this method, please review the following document of what the card can be used for purchase wise.

If you are requesting use of a P-Card, please complete this form at least 3 days in advance.

Any further information can be directed to: [studentorgs-finance@uwyo.edu](mailto:studentorgs-finance@uwyo.edu)

## **Tax Exemption**

Obtaining tax exemption can be a tricky process. There are many guidelines dependent on the source of the funding and how it will be utilized. In many cases, it may not be worth the effort or savings for your group to go through this process. Student Organizations can only use the UW Sales Tax Exemption and Tax ID status if they use a **foundation account**. Otherwise, Student Organizations are responsible for filing their own.

Student Organizations with UW Foundation Accounts can contact our Business Manager for Dean of Students, CSIL, and Residence Life to figure out a solution that best meets the needs of your group.

## **ASUW Funding Opportunities**

Student Organizations may request ASUW funding for programs and conference registration at any time during the academic year. The Student Organization 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. Events that are requesting funds must be submitted at least five weeks in advance. Please review the Student Organization Funding Board page for more information.

## **Conference Registration Funding**

Student Organization may request up to \$1,500 per academic year to go towards conference registration. Funds do not cover lodging, travel, or meals. Registration funds are available only to student members of the organization.

Application forms are available on the ASUW Funding Request Form.

## **Program Funding**

Funding for Student Organizations programs are available during the academic year through an online application process to the Student Organization Funding Board. The application forms are embedded in the event registration form on Cowbell. Please complete and submit the request at

least five weeks prior to your event. The application will be forwarded to the ASUW Director of Student Organizations once all other parties have approved the event.

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.

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

- The Director of Student Organizations will schedule a time for you to present your request to the Funding 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 \$4,500, the Student Organization will be informed of the Board's decision immediately
- If the amount approved is more than \$4,500, the request will go to the next ASUW Senate meeting for final approval
- Upon approval of funding, a representation of the funded Student Organization must work with the ASUW Accountant, Director of Student Organizations, and the Student Organizations and Entertainment Office to successfully complete the planning and funding of the event within university approved procedures

Basic Guidelines for Requests are:

- Programs should be open and free to all students
- Programs should be advertised across campus and display the ASUW logo
- 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 for themselves
- Programs should not foster excessive entanglement between the University of Wyoming and a particular religious or political ideology

### **General Fundraising Opportunities**

Individual fundraising efforts by 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 submission form through Cowbell. Tables in the Wyoming Union Breezeway, rooms, or public spaces in other campus buildings can be reserved and utilized for fundraising. ***(Please note, all appropriate reservations are needed prior to the submission of the event submission form).***

### **Donation Methods:**

- Community Solicitation

UW Department or College Solicitation For assistance with these options please contact us at [studentorgs@uwyo.edu](mailto:studentorgs@uwyo.edu)

### **Student Org Staffing Methods:**

- **Athletic Concessions:** Student organizations can work the concessions at War Memorial Stadium and other athletic events (pending availability). Please contact our athletic friends at [athconcs@uwyo.edu](mailto:athconcs@uwyo.edu) for more information/event schedules.
- **Landmark Staffing:** They will pay student organizations to help take tickets, usher, check bags, oversee parking, and other security activities at athletic events (*separate from Athletic Concessions*). For more information please contact [wyoing@landmarkeventstaff.com](mailto:wyoing@landmarkeventstaff.com).
- **SafeRide RSO Sidekick Incentive Program:** They will pay Student Organizations for helping the SafeRide driver track passenger numbers, navigate the streets of Laramie, record pickup and drop off locations, etc. For more information please contact [saferide@uwyo.edu](mailto:saferide@uwyo.edu) or visit their site.

### **Sales Methods:**

- **Bake Sales Policy (see Section C-University of Wyoming (UW) Student Organization Bake Sale Guidelines):** Please review the Wyoming Union Policies and Operation Procedures for how to hold a bake sale within the Wyoming Union. In addition, make sure to submit the bake sale through the student orgs event submission process for more marketing opportunities.
  - Only UW Recognized Student Organizations may hold bake sales within the Wyoming Union
  - The UW Recognized Student Organization must identify itself with a sign that is displayed at the site of the sale
  - Bake sales are limited to baked homemade food items
  - Student Organizations must register bake sales, or any fundraising activity on Cowbell
  - The UW Recognized Student Organization assumes all liability associated with any bake sale
- **Fundraising Nights at Restaurants:** Some local restaurants like to support your Student Orgs in a variety of ways. Most popular is driving business to a certain restaurant in which the restaurant agrees to either a percentage (%) or overall night total of funds to be granted to the student organization