



Recognized Student Organization Handbook 2017-2018

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 WYOMINGUNION |    UWYOCAC



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Welcome to the RSO Handbook!

Hello!

Over the course of the past summer, the staff of the Campus Activities Center (CAC) has put a tremendous amount of time and energy into updating this document to assist you, the RSO, in succeeding.

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 is 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 Fairs, RSO Equipment Check-Out, Poster Run Service, etc. Additionally, we will be offering newer programs and services such as UW Connect, more in-depth training and consultation for new RSO formation, and much, much more!

The purpose of this document is to give 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, organization management, 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!

A handwritten signature in black ink, appearing to read 'Jennifer Kirk', is centered on the page.

Jennifer Kirk
Assistant Director, Wyoming Union

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"Leadership is the art of giving people a platform for spreading ideas that work." -- *Seth Godin*

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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Monday & Friday: 8 a.m. – 5 p.m.

Tuesday – Thursdays: 8 a.m. – 7 p.m.

*hours may be reduced during breaks and holidays

RSO FAQ

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 viewed the same as a group that gets together to clean up Prexy's Pasture.

What is does it mean to be recognized?

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 the student organizations become 'official' in the eyes of the university. Though you are recognized, you are technically not part of the university – see our disclaimers below in the [RSO Policies section](#).

Being recognized by the University, allows RSOs access to certain privileges and services at the university.

Goals of the Recognition Process:

- 1) Inform student leaders of expectations, policies, procedures, and responsibilities of being recognized on campus.
- 2) Establish a relationship between the CAC 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 looking to find a new RSO or involvement opportunity.

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	Mailboxes
Advising from professional staff	Organization Fair
Awards of Excellence Program	Organization website through UW Connect
Funding opportunities from ASUW	*Technical support from ASTEC
Leadership consultation and development	*Use of University facilities and grounds
*Lounge and meeting space in the Union	Workshops

*In the event that an event/program 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.

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 [page 11](#). If your group is already an RSO, you will have to renew your status once a year.

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 UW Connect 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 has not successfully completed the annual recognition process, 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 example, if you were to be registering an event through UW Connect, 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 are the same 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.

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 is not found in this handbook, or 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

Office Location: Wyoming Union 012 (Lower Level)

Office Hours: Monday & Friday 8am-5pm, Tuesday-Thursday 8a-7p

In addition, don't forget to follow us on Social Media!

Facebook: [Wyoming Union](#)

Twitter: [UWyoCAC](#)

Instagram: [UWyoCAC](#)

Snapchat: [wyunion](#)

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 organizations' 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.

Per [UW Regulation 8-234](#), 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 RSO must be put towards the operations of the organization and may not go to individual members. This excludes philanthropic endeavors.

Relevant UW Documents for RSOs

The following University of Wyoming Regulations are utilized to determine the 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 1-256: Policies and Procedures Governing Sexual Misconduct*](#)

[UW Regulation 1-44: Violence in the Workplace*](#)

[UW Regulation 1-5: Civil Rights Discrimination](#)

[UW Regulation 2-178](#): Political Activity, Use of University Buildings, Grounds Policy, Catering, & Services

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

[Sexual Misconduct Policy and Procedures*](#)

[Union Policies and Operating Procedures](#): Use of Student Union facilities by Student Organizations

**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/>*

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 2-1988-1](#) for UW's full statement regarding hazing.

Club Sports

Groups that are currently recognized as a [Club Sport](#) through Campus Recreation are required to renew their RSO status with the CAC, as they are technically considered RSOs and have access to the same services as all other RSOs. However, the scope of the process is a little different. To maintain recognition with the University, Club Sports groups are required to do the following:

- Attend mandatory trainings as required by the Club Sports Program. A member from the CAC will present information during this training. Any other trainings established by the CAC or Club Sports program (this information will be communicated directly to Club Sports officers).
- Register your group via UW Connect to update your roster and officer information. If your group needs assistance with this, please visit us in the CAC (Union 012). This is a great recruitment tool for you to maintain current information on the UW Connect Site. A walkthrough is also available [here](#).
- Maintain a current constitution that meets University requirements with the CAC. Constitutions are subject to audit review by the CAC at any time. If your organization needs to change its constitution due to group needs, please see the process required laid out in this document.
- The Club Sports Coordinator acts as the advisor for all Club Sports. The Club Sports Coordinator does need to be listed on UW Connect as your advisor during the online registration process. If you have any additional faculty/staff advisors, they should also be listed on your roster at the time of registration renewal and should submit an RSO Advisor Agreement.

Special Note: If Club Sports groups wish to get on the poster run, they must register their events or seasons on UW Connect. An entire season can be registered as one event by either entering specific dates/times or doing an event with a date range.

New Club Sport Formation

If you are looking to form a Club Sport that is currently not recognized at UW you must do the following:

- Familiarize yourselves with the [Club Sports Handbook](#) to ensure group can consistently meet the standards set forth for groups classified as a Club Sport. If your group believes they can meet the standards:
 - Visit [this page](#) and complete the interest form on UW Connect to show your interest in forming a new group. The CAC will do two things:
 - Cross reference to see if an older, like-minded group has existed and it is not a duplication of effort.
 - Consult with the Club Sports Coordinator to inform that group is forming and allow their office to weigh out potential issues – risk management, space allocation, etc. and to make the determination on validity of becoming a Club Sport or if group is better suited as an RSO. The Club Sports Coordinator will contact you directly if they have any specific questions or concerns.
 - Once the CAC has consulted with the Club Sports Coordinator, we will contact you about completing the processes to become recognized, these steps include:
 - Meeting with a CAC staff member and the Club Sports Coordinator
 - Developing a constitution in line with the Club Sports requirements
 - Meeting the officer and membership requirement for Club Sports

- Registering the group on UW Connect
 - Recruiting an advisor
- The potential Club Sport group must maintain RSO status for a period of one (1) academic year in order to illustrate to the Club Sports Program that there is a legitimate interest in the group being recognized by Club Sports to have access to Club Sports funding and services.

Fraternities & Sororities

Even though fraternities and sororities (Greek Letter Organizations) are supported by the [Fraternity and Sorority Life \(FSL\) office](#) under the Dean of Students, they are still considered an RSO. As such, Greek letter organizations must meet all the same requirements set forth by the CAC to be recognized by the University of Wyoming on an annual basis. In some cases, fraternities or sororities will have extra steps to complete in their recognition and recruitment processes, please consult with the FSL office and inter-national organizations as required.

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 2-178)." 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 Campus Activities Center prior to beginning the process.

Fronting

Fronting is defined as permitting a non-University individual, organization, University entity to use University property and/or services under the guise that the activity is a RSO/University-Sponsored or RSO/University Co-Sponsored Event in order to avoid fees or take advantage of benefits specific to RSOs (i.e. utilizing off-campus catering). 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 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.

RSO Status Definitions

Good Standing

In order for an RSO 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 8-234](#).

Loss of Good Standing

RSOs may fall out of Good Standing for a number of reasons, including but not limited to:

- (1) Failing to renew the RSO's registration
- (2) Violation of any University regulation, policy or procedure

RSOs that fall out of Good Standing may no longer have access to benefits available to RSOs. If an RSO has simply not completed the registration renewal requirements, the groups' Officers and Advisors will still have access to their organization page in order to attempt renewal completion, but the group will not be visible to other users. If the Officers and Advisor(s) currently listed are no longer with the RSO, members who wish to take over the process must notify the CAC.

If an RSO falls out of Good Standing due to action taken by the Dean of Students, CAC, or other University representative, the group must complete the sanction(s) set by that particular University representative in order to regain Good Standing status.

Loss of Recognized Status

Per [UW Regulation 8-234](#): Loss of Recognition may occur by either the privilege being revoked or the RSO deciding to disband for the following reasons:

- a. To Disband:
 - a. Any RSO may withdraw its recognition at any time. Such withdrawal must be made by a written statement signed by both the officers and the advisor and submitted to the Campus Activities Center. The notification should indicate the disposition of the organization's funds and certifies that there are no outstanding debts or official actions pending.
- b. Recognized status may be revoked:
 - a. If an organization has not filed renewal material with the Campus Activities Center 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.
 - e. In cases that involve dismissal, the Dean of Students, or designee, shall assign a separate hearing officer. The hearing officer shall exercise control over the judicial hearing. Please refer to the [Student Code of Conduct](#).

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.

Process and Requirements

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

- Determine name and purpose of your group
- Submit an [RSO formation request form](#) (open 8/28/17 - 4/6/18). After you complete your submission, a member of the CAC will be in touch to schedule your New RSO Orientation meeting
- Attend New RSO Orientation – to prepare for this meeting:
 - Become familiar with the RSO Handbook
 - Read [UW Regulation 8-234](#)
 - If you already have an advisor or other members/officers recruited, and they are available, have them attend the New RSO Orientation.
- Probationary Status Begins (see below)
- Meet University Requirements
 - Create a Constitution: See our [Guide](#) and [Sample](#) for guidance. Submit to CAC for approval
 - Recruit the required number of students, student officers and full time faculty/staff advisor
- Submit your RSO registration via [UW Connect](#)
- Complete any required trainings set forth by the CAC

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 **one (1) month** 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. 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.

Periods the Process is Closed

Every summer the CAC will close the new RSO process to revise guidelines, implement new procedures, or completely revamp the process. This will typically take place during from early to mid-April to late August, and a notice will be posted on the "[Forming an RSO](#)" section of the RSO website.

RSO Recognition Status Renewal

Everything referenced in this section can be found under the "[RSO Renewal](#)" section on the RSO website.

RSO Recognition Status Renewal

The University of Wyoming hosts over 270+ Recognized Student Organizations. Groups are categorized by interest such as: Class Honoraries, Greek, 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. The majority make-up of the RSO must be composed of full-time students. 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, 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 all the rights, privileges, programs, and other activities generally accorded or made available to members of the organization.
 - *Per UW Regulation 8-234, membership eligibility based on gender is valid only if gender is a bona fide membership qualification.
 - **Per UW Regulation 8-234, the only time "religion" may be excluded from this statement is when your organization's aims are primarily sectarian
- All Recognized Student Organizations (RSOs) are required to renew recognition with the Campus Activities Center on a yearly basis to be considered active/recognized by the University of Wyoming.
- A minimum of seven (7) student members are required to obtain and maintain recognition.
- All RSOs are required to have four (4) template officer positions composed of President, Vice President, Secretary, and Treasurer. Organizations may name the positions how they see fit, and organizations may have more than the required officer positions.
- One (1) full-time, UW faculty or staff person must serve as the organization sponsor/advisor. Every advisor will be required to fill out an advisor agreement through UW Connect outlining their responsibilities and expectations as an advisor.
- RSOs must abide by the organization's constitution and stated purpose. RSO constitutions are housed within the RSO page hosted on UW Connect. A constitution outlines the goal and purpose of the organization. All changes to an RSO's 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 regulations, policies, local, state, and federal laws.
- Notify the CAC and update all changes in leadership, advising, and important student organization information as it occurs.
- Register all events open to the University community or public other than weekly meetings by registering the event through UW Connect.

Status Renewal Recognition 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. An officer must complete the renewal form through [UW Connect](#) by the specified deadline found on our website.
2. Have your Advisor(s) complete the Advisor Agreement Form found on through [UW Connect](#).
3. Complete the required online module trainings established by the CAC.
4. Have an up-to-date/approved constitution on file with the CAC office. Constitutions should be reviewed by an RSO at least every 2 years.

Your student organization will remain unrecognized until all of the requirements are completed. Temporary recognition is granted for the first few weeks of school to participate in such programs as the RSO Club & Org Fair, schedule regular standing meetings for the first month of the semester, etc. -- but groups must be recognized in order to host events, get access to certain services and request funding for ASUW for events and conference registration.

This means it is up to your RSO to complete all of the requirements in a timely manner. Your RSO will not receive any RSO services until all of the renewal requirements have been completed. For instance, groups that have scheduled meetings for an entire semester, but fail to complete renewal requirements may see their reservations canceled as our event service providers, such as Central Scheduling and other venue managers, have access to your status as an RSO at any given time during the year.

Rolling registration will run from early/mid-August to early April on an annual basis and will close during the last part of the semester and into the summer as the CAC staff reviews and updates services/content for the following year.

Tips and tricks to make the renewal process easier

1. Trick: UW Connect 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). A step-by-step video walk-thru can be found [here](#).
2. Trick: Create a Word document with all the required information so you can simply copy/paste the information.
Information to have on hand to complete registration:
 - Names and UWYO email addresses of the four (4) required officers (President, Vice President, Secretary, Treasurer)
 - Phone numbers for the President and Vice President
 - Names and UWYO email addresses of at least three (3) other student members of your RSO
 - Name, phone number, and UWYO email address of the RSO full time faculty/staff advisor
 - Know how the RSO manages its finances (i.e. UW Foundation account, checking acct, no finances)
 - Know if the RSO needs a mailbox in the CAC or be able to provide RSO mailing address
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 and Management

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

Organizational Management

One of the best pieces of advice we can give you as a student organization is to stay organized. You, as students, graduate and move on from your RSO, but your organization continues to exist after you leave. Because of this, it's very important to preserve continuity and help the organization grow by maintaining good records for those that come after you. With this in mind, we offer you a few tips to help your organization succeed:

- **Operations Manual:** Start an operations manual for your group, and actually use it! An operations manual serves as a resource for any member of your organization that is involved with event planning, decision making, etc. It serves as an important record of guidelines, procedures, past events, and can be a great tool for training and transitioning in your new leadership. Items to consider putting in the manual:
 - Governing documents such as a constitution or bylaws
 - Officer information
 - Advisor information
 - Event Planning documents
 - Organization history
- **Go Digital:** On top of creating a manual, consider setting up a group email account on such things as Google. This will serve two purposes:
 - Having a centralized email account that acts as your primary way to contact. This can stay consistent from year to year and could assist in recruitment, etc.
 - Utilizing the apps within Google to keep your group organized and on point. For example, the CAC utilizes:
 - Google Calendar – make multiple calendars of institutional events, other group events, holidays, etc.
 - Google Drive – utilize to store your operations manual digitally – create and share documents of all types and even create surveys for groups and more
 - Google Photos – found within the drive, you can archive photos of your membership, events, and more!
- **Use UW Connect:** UW Connect has many of the same advantages as Google has!
 - You can store group documents here (we house your constitution here)
 - If you have your entire roster up to date, you can utilize as a group email system
 - You can run your group elections through your RSO page
 - Document service hours – this is particularly helpful if you are a service organization
 - Create forms for surveys and post photos of your groups
 - Have an active archive of events submitted through UW Connect

Meeting Management

Parliamentary Procedure

Fundamental rules of parliamentary procedure requires that members:

1. Adopt rules of procedure for their meetings.
2. Elect a chairperson and a recording secretary.
3. Discuss only one question at a time.
4. Speak first on motions they make (with the right to speak last before the vote is taken).
5. Speak only once on a motion until all others have had the opportunity to speak once.
6. Treat one another with justice and courtesy.
7. Accept the rule of the majority.
8. Respect the rights of the minority.
9. Have equal rights.

In Parliamentary Procedure there are several voting methods and types of votes, consult your RSO constitution, and think about your group – if there is another method or type that better suits your group, you'll need to amend your constitution. Groups can also utilize UW Connect to have elections – instructions are found online [here](#). To make voting fair, your entire group would need to be listed in your roster.

Voting Methods:

- Acclamation
- Show of hand
- Standing Vote
- Secret Vote
- Secret roll call ballot (members sign ballots)
- Roll Call (members verbally respond)

Voting Types:

- Majority (more than half the number of votes cast)
- Two-thirds
- Tie Vote (chair case vote to break tie)
- Plurality Vote (largest number of votes cast)
- Unanimous (no dissenting vote)
- General Consent (chairperson assumes he/she has consent of members)
- Vote by Secretary (unanimous vote used only when one name is presented for nomination)

When thinking about a style of meeting management, it is best to keep the dynamics and purpose of the group in mind. For instance, while utilizing Parliamentary Procedure may work well for a group like ASUW, it may not for an RSO dedicated to Fencing.

Group Management

Group Development

Through understanding the stages of group development, leaders are able to assess the needs, plan the direction, and prepare for the future of the group. Understanding the theory of group development aids leaders in determining realistic expectations about group behavior.

According to the Tuckerman Model of Group Development, a group's growth is:

SEQUENTIAL - stages occur in a specifically stated order

DEVELOPMENTAL - issues and concerns in each stage must be resolved in order for the group to move to the next stage

THEMATIC - each stage is characterized by two dominant themes, one reflecting the task dimension and one reflecting the relationship dimension.

The four stages are **FORMING, STORMING, NORMING and PERFORMING**.

Initial stage: **FORMING** Task behavior is an attempt to become oriented to the goals and procedures of the group. Having plenty of information available is critical at this stage. Relationship issues revolve around resolving dependency issues and testing, which can be sped up by making leadership roles clear and getting the group acquainted.

Second stage: **STORMING** Involves resistance to task demands and hostility in relationships. Members challenge the group's leadership. Leader should provide clarification about role. Excessive storming leads to anxiety and tension whereas suppressed storming leads to resentment and bitterness. Conflict resolution is often the goal, but learning conflict management is just as important because as new situations develop, the group may briefly return to this stage.

Third stage: **NORMING** Characterized by cooperation. Task themes include communication and expression while cohesion is the relationship theme. Team building efforts increase group unity and increase shared responsibility.

Fourth stage: **PERFORMING** Encourages cooperation. Task theme is problem solving and the relationship theme is interdependence. At this stage, the group is functioning efficiently to achieve group goals. Group members will assume roles that are necessary to achieve goals, learning independence with dependence. It is beneficial to encourage a continued developmental theme for the group to stimulate new problems for their problem solving.

While some groups will try to jump from Forming to Performing to immediately accomplish a task, other will consistently revert to Storming after once being Norming. The thing to remember is that the stages are sequential, and even if the group jumps around, the leader can still encourage and help the group no matter what stage the group is in or back in.

After determining what stage the group is in, it would be good to meet with the officers and advisor(s) to make plans for group growth.

Effective Group Practices

- Members do not ignore or ridicule seriously intended contributions.
- Members check to make sure they know what a speaker means by a contribution before they agree or disagree.
- Each member speaks only for him/herself and lets others speak for themselves.
- All contributions are viewed as belonging to the group to be used or not used as the group decides.
- All members participate but in different and complementary ways.
- Whenever the group senses it is having trouble getting work done, it tries to find out why.
- People support what they help to create.
- The group makes decisions together and openly rather than by default.
- The group attempts to make consensus decisions however, when the majority decisions are made, members accept it and work together, even if they may not have agreed with the majority decision.
- The group brings conflict into the open and deals with it.

Team Building

Team

An energetic group of people who are committed to achieving common objectives, who work well together and enjoy doing so, and who produce high quality work.

Team Building

The process of forming diverse individuals into a group who share common goals, objectives, and expectations, as well as a commitment to one another.

When team building is appropriate:

- For a new group
- For an organization with large numbers of new people
- When members appear to be going off in different directions when members seem bored or irritable
- When there is a great deal of conflict or infighting when members have been apart for awhile
- When you want to break from normal routine when you want to boost a group's team spirit

Recipe for Successful Team Building Ingredients

- A block of uninterrupted time (2-4 hours)
- A comfortable, informal environment
- A relaxed, open-minded group of people
- An agenda of activities to stimulate growth, sharing, and bonding
- Mix Well

Design for a New Team

Step 1. Getting Acquainted

People who know each other tend to work better together than strangers. Incorporate getting acquainted exercises into your meeting as well as during a team-building workshop. One example of a getting acquainted exercise is:

- *Interviews - Group members pair up and interview one another for 5 minutes each. Partners introduce each other to the group, including everything he/she can remember about the partner*

Step 2. Sharing Expectations

Groups where members have a strong understanding of officer, member, and advisor expectations tend to work more effectively together. Concrete position descriptions and volunteer contracts can help establish expectations, however, it is also effective to discuss expectations. One easy format is:

- *I Expect Exercise - Leader passes out 3x5 cards where members list expectations of the leader; officers, group members, and advisor Cards are passed in and expectations are listed on a chalkboard, discussed, and accepted or rejected as realistic.*

Step 3. Clarifying Goals

Group members work better together when they share the same vision of where the organization is going. There is a higher degree of follow through and support for the group goals when members are given the opportunity to voice their ideas and concerns. People support what they help to create. Hold a group goal setting session. Review previous goals together and set the group's goals for the coming year.

Step 4. Developing Working Relationships

Each member of an organization has his/her own working style. People with different styles can work effectively together as long as expectations are clear and they understand and accept each other's individual style. One way to support the development of strong working relationships is to openly discuss these issues.

- **Discuss questions like:**
 - *How will decisions be made?*
 - *What are our individual working styles?*
 - *What are our individual ways of dealing with conflict?*
 - *How will we be assured everyone has the chance to speak?*
 - *How will we resolve differences?*
 - *How will we insure completion of our work?*
 - *How will tasks be delegated?*

Dealing with Difficult Members

"Difficult people" are found in every organization. It's important that the leader learn to deal effectively with these individuals and insure that their behaviors and attitudes do not adversely affect the group's functioning.

The Seven C's of Dealing with Difficult Behavior

1. **COMPLIMENT** - Difficult people need praise too.
2. **CONCERN** - Genuine caring for the welfare of another will help build a strong relationship.
3. **CONGRATULATIONS** - Helping people who see themselves as losers to feel like winners can eliminate some problems.
4. **CHOICE** - Given a choice, a person may feel important and respond in a positive way.
5. **CHALLENGE** - Boredom may cause people to react in difficult ways.
6. **CONFIDENCE** - Expressing confidence in someone is often all he/she needs to have confidence.
7. **COMPROMISE** - Attempting to give in some may soften a hard person.

Be Proactive

Difficult members are much of a problem when an organization is not a strong team. Be sure to include team-building activities in your organization's retreats and workshops. Always remember, people support what they help to create! Involve members in all aspects of the organization and they will tend to be more supportive.

Sometimes nothing will work and you will not be able to help a member change his/her behavior or attitudes. It may be helpful to ask your advisor or someone who knows the member better than you for some assistance.

Here are six types of difficult behaviors that can be found in many group settings and some tips to deal with them.

1. **Hostile Aggressive:** People who try to bully and overwhelm by bombarding others with cutting remarks.
 - a. **TIPS**
 - i. Stand up for yourself
 - ii. Give them time to calm down
 - iii. Look directly at them and wait
 - iv. Get into the conversation
 - v. Get their attention
 - vi. Make sure they are seated, not standing over you
 - vii. Don't argue or try to cut them down
2. **Complainers:** People who gripe without ceasing, but never try to do anything about what they complain about.
 - a. **TIPS**
 - i. Listen attentively to them
 - ii. Acknowledge by paraphrasing their concerns
 - iii. Don't agree with or apologize for their allegations
 - iv. State and acknowledge facts without comment
 - v. Ask, "How do you want this situation to be remedied?" and
 - vi. "What are you willing to do to remedy the situation?"
3. **Negativists:** People who never expect anything to work and who never have anything positive or nice to say about anyone.
 - a. **TIPS**
 - i. Be alert to avoid being pulled down into their despair
 - ii. Don't try to argue them out of their pessimism, try to find the problem at the source of their pessimism
 - iii. Play the "devil's advocate" by thinking of the negative alternatives and how to combat them
4. **Silent & Unresponsive:** People who answer, with grunts or yes/no response, when they answer at all.
 - a. **TIPS**
 - i. Don't interrupt silences; give them some time to open up
 - ii. Ask open-ended questions
 - iii. If you get no comments, comment on what's happening
 - iv. Listen attentively if they open up, but do not gush
 - v. If they do not open up, end the meeting and set up another appointment.
5. **Super-Agreeable:** Very personable, funny people who never act the way they say they will or how you thought they would.
 - a. **TIPS**
 - i. Let them know you value them as a person
 - ii. Ask them to be honest with you
 - iii. Carefully point out inconsistencies in their behavior
 - iv. Listen to their humor, as there may be hidden messages in their comments
6. **Know-It-All Experts:** Condescending, pompous people who claim to know all about everyone and everything.
 - a. **TIPS**
 - i. Know what you are talking about when you converse with them
 - ii. Listen attentively to them, then paraphrase the main point they made
 - iii. Question firmly about inaccurate facts of inconsistencies, but do not confront them in a group situation

Conflict Resolution

The ability to resolve conflict is one of the most important skills a leader can possess. Conflicts arise in everyday situations between leaders and members over both organizational and personal issues.

Styles of Conflict Management

Competing: Individual pursues his/her interests at another's expense. Examples - standing up for one's rights, defending one's position or belief, or trying to win.

Accommodating: Individual neglects his/her own interests to satisfy another. Examples - sidestepping issue, postponing issues until another or better time, or withdrawing from situation.

Compromising: Individual seeks to find expedient, mutually acceptable solution which somewhat satisfies both parties' needs. Examples - splitting the difference, exchanging concessions, or seeking middle ground.

Collaboration: Individual seeks to find solution that fully satisfies both parties. Collaboration is the style most recommended for student organizations because it allows both parties to be fully satisfied, it allows for creativity in developing resolution, and it gives participants a sense of accomplishment that they have together resolved the issue without losing anything. Here are the steps for collaboration:

1. Determine the nature of the conflict. - Is it a philosophical issue (drinking at parties) or a difference of expectations (All members of the group should determine every decision that the group makes)?
2. State the real effect the conflict has on you. If all members get to vote on everything, it will take us a long time to make decisions and some things may not get done since we only meet once a month.
3. Listen carefully to the other person. What is the real effect on them? What do they see as the conflict?
4. Initiate the problem-solving process:
 - A. Clarify the issue - What is the real problem/issue at hand?
 - B. Discuss each person's wants and needs.
 - C. Generate a list of all possible solutions - Be creative.
 - D. Decide together on the solution most acceptable to both parties.
 - E. Discuss how solution will be implemented
 - F. Develop process to evaluate solution after specified time.
 - G. Discuss how discrepancies/problems with solutions will be handled.

Two Special Issues in Conflict Resolution

Dealing with the Non-Negotiators: Some individuals will refuse to negotiate because they want to protect their interests.

Here are a few pointers for dealing with them:

- Start to negotiate anyway.
- Explain why it is in their interest to negotiate.
- Talk about how resolving the issue will help them.
- Make the issue important to them.

Dealing with the Non-Trusting: Some individuals simply can't/won't trust you, but do your best! Consider these tips:

- Be trustworthy.
- Find something that you both agree on – (i.e.) you both want the program to be successful.
- Listen carefully to their issues/concerns
- Start small - do not be discouraged if you can't resolve all the issues at once.

Be Proactive

Include conflict resolution exercises in your organization retreats and workshop. Discuss the issue at a meeting. Conflict resolution is a skill all members of the organization could benefit from mastering.

Goal Setting

Goals

Goals are plans for the future. They outline where you want to go. They are your direction for the year. They state what your group wishes to accomplish. Goals should be evaluated and changed from time to time.

Why set goals?

- To give direction, provide a course of action for your group
- To motivate members
- To clarify and communicate what your group is striving for
- To define your group
- To provide a basis to measure success and accomplishments
- To save time by allowing your group to plan and prepare for the future
- To become more aware of problems in time to develop solutions

S.M.A.R.T. Goals

Specific Measurable Attainable Realistic Timely

Specific: A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal, you must answer the six “W” questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

Measurable: Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on to continued effort required to reach your goal.

- To determine if your goal is measurable, ask questions such as...
 - How much?
 - How many?
 - How will I know when it is accomplished?

Attainable: When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them. When you list your goals, you build your self-image. You see yourself as worthy of these goals, and develop the traits and personality that allow you to possess them.

Realistic: To be realistic, a goal must represent an objective toward which you are both *willing* and *able* to work. A goal can be both high and realistic; you are the only one who can decide just how high your goal should be. However, be sure that every goal represents substantial progress.

A high goal is frequently easier to reach than a low one because a low goal exerts low motivational force. Some of the hardest jobs you ever accomplished actually seem easy simply because they were a labor of love.

Timely: A goal should be grounded within a time frame. With no time frame tied to it, there's no sense of urgency. If you want to lose 10 lbs., when do you want to lose it by? "Someday" won't work. However, if you anchor it within a timeframe, "by May 1st", then you've set your unconscious mind into motion to begin working on the goal. Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if you have accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal

Officer Roles

Each student organization writes its own constitution and bylaws, which should outline the basic role of each organization officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. This section reviews some possible position responsibilities.

Although a student organization's constitution lists some specific positions responsibilities, each officer should have the freedom to personalize his/her office. Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

The following is a list of suggestions for the officers that are required by the CAC. When necessary, we highly recommend adding other officers, such as: historian, event planning coordinator, etc. The CAC is happy to consult on other suggestions or designing duties for additional officer roles.

Role of the President

Some Potential Responsibilities:

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Schedules all practices, classes, and other activities of the organization
- Obtains appropriate facilities for organization activities and events
- Prepares and files any report required by UW and/or ASUW Student Government
- Appoints committee chairpersons
- Completes annual Recognition process
- Attends Recognized Student Organization Meetings
- Represents organization at official functions
- Maintains contact with organization faculty advisor
- Maintains contact with organization alumni
- Maintains contact with affiliated UW department
- Maintains contact with national organization
- Maintains contact with Wyoming Union Campus Activities Center
- Remains fair and impartial during organization decision making processes
- Votes in cases where there is a tie
- Coordinates Organization elections

Role of the Vice President

Some Potential Responsibilities:

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Plans officer's orientation and organizational retreats
- Coordinates organizational recruitment efforts
- Completes annual Recognition Forms
- Attends Recognized Student Organization Orientation Meeting
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes

Role of the Treasurer

Some Potential Responsibilities:

- Keeps all financial records of the organization
- Pays organization bills
- Collects organization dues
- Prepares and submits financial reports to the members
- Prepares an annual budget
- Prepares all budget requests for funds
- Is familiar with UW accounting procedures and policies
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Coordinates fund raising efforts
- Completes annual Recognition Forms
- Attend Recognized Student Orientation Meetings
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes

Role of the Secretary

Some Potential Responsibilities

- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Notifies all members of meetings
- Prepares organization's calendar of events
- Schedules all practices, classes, and other activities of the organization
- Obtains appropriate facilities for organization activities
- Prepares and files any report required by UW and/or ASUW Student Government
- Handles all official correspondence of the organization
- Manages organization office space
- Collects organization mail from the Campus Activities Center (Wyoming Union 012) or where ever mail is received
- Completes annual Recognition Forms
- Attends Student Organization Orientation Meeting
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Coordinates organization elections

Further Resources for determining officer roles:

- Faculty/Staff Advisor
- Alumni Members of the Organization
- Older Members of the Organization
- Roberts Rules of Order
- Organization Constitution and Bylaws
- Organization Historical Records
- Wyoming Union Campus Activities Center

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 or digital document 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 the RSO's UW Connect Roster- this is important to the CAC for two reasons:
 - This will allow us to contact the most up-to-date contact listed on your UW Connect site.
 - This will make the renewal process of your RSO in UW Connect much easier in the long run.

Advisor Transition Process

From time to time, advisors will relinquish their responsibilities to an RSO. When this occurs, please notify the CAC immediately. In order for your organization to continue to reap the benefits of being an RSO, 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 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.

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 UW Connect. 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 UW Connect. Please see [this link](#) on how to change officers and advisors on UW Connect

RSO Constitution and Name Change Process

Just like everything else, things change within an RSO, and thus, it is important to have updated information on file with the CAC. Anything from a national constitution, to changing an RSO name, to writing bylaws to oversee sub-committees, the CAC is here to help in the process.

Inter-National vs. Local/Chapter Constitutions

The university requires that all RSOs have a constitution on file with the CAC in order to be recognized. In some cases, an RSO will have a national constitution that oversees all groups that exist on college campuses across the nation. This is perfectly acceptable and can be a guiding document for your group. However, the University of Wyoming **does** require that certain statements, such as abiding by our policies and our non-discrimination clause be incorporated into guiding documents for your local organization.

In order to be recognized by the institution, one of two things needs to happen – your group either needs to create its own chapter constitution, or in cooperation with your national organization, editing the national document to suit the university's needs and accommodate all the policies set forth for the organization. Please check with your national organization first, and then proceed with assistance from your advisor or the CAC as necessary.

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 officer's @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 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.
5. Once the changes are approved, the CAC will "accept" these changes within the edited document, notify the officer requesting the change and their advisor, and the CAC will delete the old constitution and upload the updated constitution to UW Connect.

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 regulations, as well as local, state, and federal laws.

If an RSO needs help with updating their constitution, please email us at rsohelp@uwyo.edu.

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 and when it must be completed by.

Bylaws

Bylaws are often what govern the internal affairs of your organization, serving as an expansion of your constitution. The University does not require that an RSO maintain bylaws, but if a group needs assistance creating or editing bylaws, the CAC will be happy to assist. Please contact us at rsohelp@uwyo.edu.

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 UW Connect. 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.

UW Connect

The CAC utilizes [UW Connect](#), an online RSO management platform. It is utilized for many purposes, including:

- Creating a centralized online location for students to find out about clubs and orgs on campus
- Acts as an online management tool for groups (can use to manage your roster, store documents, message group members, have group elections, etc.).
- Allows an online platform for groups to complete their annual recognition process
- Allows groups to submit their events for approval and get on the RSO poster run
- Allows groups to request ASUW funding for RSO events

We strongly encourage groups to learn and understand how to utilize UW Connect. The system is setup for all RSO officers to have access to the RSO administrative features. So all officers have the ability to manage the page, roster, and submit events.

For your convenience, please visit the [Resources and Forms webpage](#) for several links to learn how to navigate the site and manage your organization.

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 or staff 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.

Recruiting an Advisor

Your organization must have one (1) currently employed full-time, UW faculty or staff person to serve as the organization sponsor/advisor. Before approaching a potential advisor, keep in mind the following by finding someone who:

- Will have time to devote to your group?
- Will take the role seriously?
- Has the knowledge, skills, or interest related to the purpose of your organization?

It's important that the potential advisor has a clear understanding of the group's mission and activities, as well as the expectations for their time commitment and duties.

If your group is having a hard time finding an advisor, please work with the CAC on finding one. We will not conduct a search for your organization, but we can help you figure out some avenues you can explore that you may not have considered before.

Every organization's leadership should have a conversation with their respective expectations of the advisors and the responsibilities of the organization. Below we have outlined a few. The advisor agrees to the list below per our annual Advisor agreement, and the responsibilities of the organization are best practice suggestions.

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.

Responsibilities of the Organization to the Advisor

- Keep the advisor informed about the on goings and business of the organization. Let them know about events you are planning (note: they review/approve them on UW Connect).
- Meet regularly with the advisor to discuss organization business.
- Solicit the opinion and advice from advisor when problems arise – ask them for help when necessary.
- Be courteous to your advisor; they are a vital part of your organization being a success and their role as an advisor is their personal time beyond their normal university duties.
- Every RSO Advisor is considered 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 1-5 Civil Rights Discrimination](#)
 - [UW Regulation 1-44, Violence in the Workplace](#)
 - [UW Regulation 1-256 Policies and Procedures Governing Sexual Misconduct](#)
 - [Sexual Misconduct Policy and Procedures](#)

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 UW Connect. 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

[RSO Resources & Forms](#)

[RSO Awards of Excellence Program](#)

RSO Advisor Appreciation Breakfast

Leadership consultation and development

Workshops

Please check out the [RSO website](#) for updated services and offerings throughout the year.

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 UW Connect

[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 UW Connect. 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 UW Connect, 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](#).

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 UW Connect
- 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 34 for information
 - Technical Assistance - See page 28 for information
 - Approval from Risk & Safety - See page 33 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 being 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 stop by the CAC or email us at rsohelp@uwyo.edu to request a meeting.

ASUW Funding of Events

Please be aware that in order to be eligible for support from the [ASUW RSO Funding Board](#), a student officer of your organization must complete the required trainings established by the CAC.

Associated Student Technical Services (ASTECS)

Each semester, every UW student pays the ASUW student fee, making them a member of ASUW. ASUW oversees ASTECS, which is responsible for providing technical services and support of student-run programs on campus.

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 must be reserved at least **two (2) 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 UW Connect system and completing your room reservation**. Reservation requests with less than two weeks' notice will be considered at the discretion of the ASTEC Coordinator, and may be subject to a rush fee if services can be provided. Late cancellations or failure to notify ASTEC of a cancelled event or event location change within 48 hours of ASTEC's service schedule may result in penalty fees and the organization losing access to ASTEC services for up to a calendar year.

To reserve ASTEC'S services, visit the reservation page at <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. Our two-week notification policy allows the 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.
- Scheduling a production meeting with all departments providing services or facilities for your event can be a useful tool for a successful event. In a production meeting, more in-depth discussion can allow everyone to know what is required for the event and any part of your event that has changed since your reservation. Departments will also have a chance to work with you if the desires you have for your event are not compatible with a service or facility. We are here to help overcome problems so your programming can be great.
- 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. During this time, it is important for the technical crew to have nothing impede them. If rehearsals, decorating or any other action 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 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 Policies

- RSOs receive free services so long as their event is held on campus and is free for students to attend.
- RSOs 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.
- ASTEC's service agreement is issued upon the receipt of a reservation. If you would like to read our service agreement before completing a reservation email us at astec@uwyo.edu

Contact Information: ASTEC

Wyoming Union, Lower Level, Rooms 41 & 43

766-3837, astec@uwyo.edu

Website: <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. Please also note our zero waste best practices noted later in the document.

Catering Policy

There are a multitude of avenues you can take regarding having food at your event. For events sponsored by RSOs, UW Catering will grant exceptions to [UW Regulation 2-178](#) 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 a low-cost menu specifically for RSOs available [here](#). 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. See the [Campus Carryout webpage](#) for more information.

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 take time, 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 ensure 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 Gateway Center.

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 an RSO opts to serve alcohol at an event, additional safety measures may be required from the Risk & Safety office.

For any questions, please contact [Central Scheduling](#) 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 in the Union.

- 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 clearly displayed at the site of the sale.
- Bake sales are limited to baked homemade food items.
- Recognized student organizations must register bake sales, or any fundraising activity, with the Campus Activities Center.
- The UW recognized student organization assumes **all liability** associated with any bake sale.

Contracts

University Contracts

If University or ASUW funds will be used as part of an agreement; the agreement is required to go through the University contract process. This process takes a **minimum of six (6) weeks**, so please plan ahead. If you have any questions related to the contract process please contact CAC at 307-766-6340 or cac@uwyo.edu.

RSO Contracts

If a group does not utilize the University Contract process because they are **not** receiving funding from the University or ASUW, they are entering into binding agreements on their **own accord**. A contract is a legally binding obligation, and usually involves an agreement to pay a specific sum of money for services or a performance. RSOs are cautioned to use care when discussing potential performances over the phone or e-mail. Both RSOs and individuals in those organizations can be held financially liable for contracts/agreements, both written and oral. The CAC will be happy to advise groups as they look to enter into agreements, with the understanding that the CAC or University are not liable for any decisions that RSOs make.

Screening Movies at Your Events

As an RSO, you may want to screen a film or movie for an event. This is certainly a great idea, but there are some regulations you must follow to show a movie as what is considered a ‘public performance.’ The circumstances that constitute public performance are clearly defined in the law: “A place open to the public or any place where a substantial number of persons outside of a normal circle of a family or its social acquaintances are gathered.”

Groups screening films or videos at the University of Wyoming must be sensitive to the educational mission of the University and comply with federal copyright laws.

Copyright law prohibits the showing of film in a public setting unless the company who owns the rights to distribute the film (sometimes the creator does not solely own the rights to grant permission for a screening) grants approval or unless the film is rented from a licensed public film distributor, which generally includes licensing 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. Under the “Education Exemption,” copyrighted movies may be exhibited in a college without a license only if the movie exhibition is:

- An “integral part of a class session” and is of “material assistance to the teaching content.
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.
- Lawfully made using a movie that has been legally produced and obtained through rental or purchase

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 RSOs 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 UW Connect.

The Campus Activities Center Staff will be happy to assist you in planning a successful film/video program that complies with copyright laws. Film licenses can range from free to \$500, and sometimes more. In order to determine the cost, the CAC will need to know the following:

- The film title
- The film screening date, time, location
- Capacity of the venue
- If there is an admission charge, and how much
- If the group already owns a physical copy of the film (i.e. DVD), and if not, what format the film needs to be sent to us in (tip: check with venue capabilities)

Please note, foreign and anime films can sometimes be difficult to find licenses for in the U.S. We ask that you be proactive and approach us 3-4 weeks prior to the screening so we can do outreach to our distributors. In some cases, for smaller independent films or documentaries, filmmakers will often allow campuses to screen their works for free. However, we still need formal documentation of rights to show the film from the film maker/company.

Ticketing for Events

Ticketing events is a great way to have a firm headcount of an event, especially if you have limited capacity or are ordering food for an event. If a group is not charging admission, but wishes to set a headcount, the Union Information Desk will be happy to provide this service free of charge to the RSO. The RSO will be required to fill out an online form to provide all the information that is needed for the Information Desk to best serve you. This information will include such questions as:

- Event time, date, location
- Ticket release date, times
- Ticket availability (student, faculty/staff, public, youth) and ticket limits
- If you are distributing tickets at other locations (i.e. tabling or at other events) and if you desire to have a waiting list
- For more information about this service email wyouunion@uwyo.edu.

Tickets may also be sold for events. If tickets are sold for on-campus events, we highly 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 Fine Arts and the Union. As an additional piece of information, please see the information below regarding charging admission to RSO events. To utilize their service, the Fine Arts Box Office can be contacted at faticket@uwyo.edu or 307-766-6666.

Charging Admission vs. Suggested Donations

RSOs are welcome to charge for their on-campus events, however, it should be noted that an RSO will be charged for spaces and services for their event if the group opts to charge for admission, **even if the admission charge is for philanthropy**. However, if a group advertises their event with language similar to 'suggested donation' they can host their event and avoid charges. It should be noted that if a patron wishes to attend or participate in the event without donating to the cause, the RSO must allow them to attend/participate per the advertisement. Groups found charging admission for events will be assessed appropriate rental and service fee charges as seen fit by the Union Events Office, Central Scheduling, ASTEC, etc.

Video/Live Streaming/Photography at RSO Events

It is expected that all RSOs obtain consent from individuals attending any RSO event in which video/live streaming or photographs may be taken. Please be aware of [this policy](#) and note that a [Facilities Use Permit for Filming and Photography on Campus form](#) must be submitted **at least 7 business days in advance**.

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.

The University of Wyoming Risk & Safety Office advises the Campus Activities Center Staff and RSOs on “risk” issues involved with activity planning. We encourage RSOs to contact the Risk & Safety Office about their event to ensure all appropriate measures are taken to help you have a safe and successful event. Risk & Safety reviews all events registered with our office. If additional risk mitigation measures need to be taken to host an event, Risk Management will comment with the required needs and insight on UW Connect.

Risk & Safety Contact Information:

Knight Hall Room 247

307-766-5767

risk@uwyo.edu

[Risk Management Website](#)

Risk Assessment

One of the first steps in planning a successful event is assessing the risk involved in the event or activity. RSOs should consider risks in the following areas:

- Physical injury to person or property – examples include food-related illness, alcohol consumption, injury from a physical activity, etc.
- Reputation/Brand – negative representation of group that could impact individual members, the group, or the institution; examples include decisions of poor conduct, hazing,
- Emotional – impacts thoughts and feelings of a group’s membership or attendees, examples include hazing, lack of accessibility, discrimination, etc.
- Fiscal – examples include poor budget management, failing to meeting fundraising goals, etc.
- Facilities – examples include inclement weather, improper set-up or clean-up for the event, or safety/security issues with a specific venue.

Organizations should exercise reasonable care to prevent harm that might occur as a result of your activity or event and plan accordingly with the Campus Activities Center and Risk & Safety Office. Below are some items that might be necessary to mitigate risks associated with certain events.

Waivers

In the instance that Risk & Safety requires the organization to obtain signed waivers for your event or program, the RSO is required to turn in the signed waivers to the CAC within 5 (five) business days of the event concluding. Failure to turn in waivers will impact the ability for the RSO to receive approval for future events. If participants of the event are considered a minor (under the age of 18), he/she 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, Risk & Safety will require that your event carry additional insurance. They will inform you on the limits that need to be set forth in the insurance policy. The University of Wyoming utilizes Tulip to procure insurance. RSOs can receive a quote from their website, here: <https://tulip.ajgrms.com/>. Groups may also solicit quotes from other insurance vendors. In cases where additional insurance is required for an RSO requesting ASUW funding, a quote should be generated and given to Risk & Safety to be included in the budget request.

Minors on Campus

Groups should be familiar of the [policy concerning minors participating](#) in university-approved programs.

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 UW Connect; 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 UW Connect RSO webpage in case new members are looking to join your group.

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 want to submit your [UW Connect Event 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: 307-766-3161
 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 RSO listserv.

Union Event Space Regulations

Advanced planning is the key to successful events! In preparing for your upcoming meeting/event, we encourage you to consider the following:

- **Will your event require a special room setup?** Though final details of your event setup can always be revisited and revised as the event date approaches, the basic information about setup should be communicated at least three weeks before the event. The Union Events Office develop staff schedules based on event times and setup needs. Additionally, equipment resources are limited and last-minute setup requests cannot always be accommodated.
- **Will there be food or refreshments served? Do you need to request catering tables to be placed in the room?** Events planned by Recognized Student Groups (RSOs) are exempt from the requirement of using UW Catering or Union Food Services and can use an *approved* caterer. The approved caterer list may be found [here](#).

- **Will you need any time to set up prior to your meeting/event? Will you need time to clean up afterwards?** Events and meetings are often booked back to back. Be sure to consider how much pre-and post-event time you will need.
- **Will you require AV equipment or additional resources?** The Union Events Office can arrange for rooms to be set with any of the equipment listed below. Make your requests in advance, as resources are limited.
 - Access to a projector or big screen TV
 - Conference phone
 - Slide advancers
 - Podiums
 - Sign stands
 - Additional tables and chairs

NOTE: The Union Events Office do not provide computers for events or meetings. For Mac users – remember to bring your own adapter cord for the projector.

- **Will you be decorating for your event?** We encourage you to get creative in decorating the event space. However, there are some specific regulations related to decoration. Contact the Union Events Office to talk through your ideas to make sure there is nothing that will damage the event space or be an issue on the day of the event. Specific limitations include lit candles, confetti and taping things to walls with anything other than Command strips of painter's tape.
- **Will you be charging for your event?** Based on current policies, room reservations in the Wyoming Union are free to students and departments when the event is intended to serve the UW community and is free and open to the public. If you are charging people in any way to participate, the Wyoming Union will send an invoice for the use of the space and AV equipment.
- **Have you considered your accessibility needs?** Our office can help you in thinking through room layouts and specialized equipment that can make your event more accessible to everyone on campus. We can also make suggestions about resources on campus that could further support your event.

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.

Breezeway Table Regulations

In preparing for the breezeway table reservation, please be sure to consider the following:

- **Do you have a sign at the table clearly identifying your group and (if appropriate) stating the purpose for the table?**
 - Advertising helps to draw people to your table.
 - All tables should have signage with at least the name of the group at the table.

- RSOs may use the poster room in the CAC for FREE!
- **Will the table be used for a bake sale or fundraiser?**
 - Bake sales and fundraisers must first be submitted on UW Connect using the Event Notification Form. Contact the CAC if you have any questions about how to do this.
 - These forms should be submitted a minimum of 10 days in advance of your reservation date to allow time for review and approval of the event.
- **What hours will someone be at the table throughout the day?**
 - Tables are available for use by groups from 8:00 a.m. – 5:00 p.m.
 - You are welcome to use the table for any time between those hours
 - Please do not leave items or informational materials at tables unattended at any time
- **How will you get people interested in coming to your table?**
 - People walk through the Union breezeway every day and are inundated with requests from people at tables.
 - Think about what you can do to stand out and bring people to your table.
 - Free giveaways are a good way to get people interested in hearing what you have to say. You can give away any pre-packaged, small candies, **but all other food or items – whether store bought or homemade – must be approved by the Events Office in advance.**

NOTE: We strive to create a welcoming environment for students in the Union. To that end, 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.

Pete's Game Room

RSOs 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. If you're looking for a great way to host a fun event for your RSO or use as a recruitment tool, contact the Union Events Office.

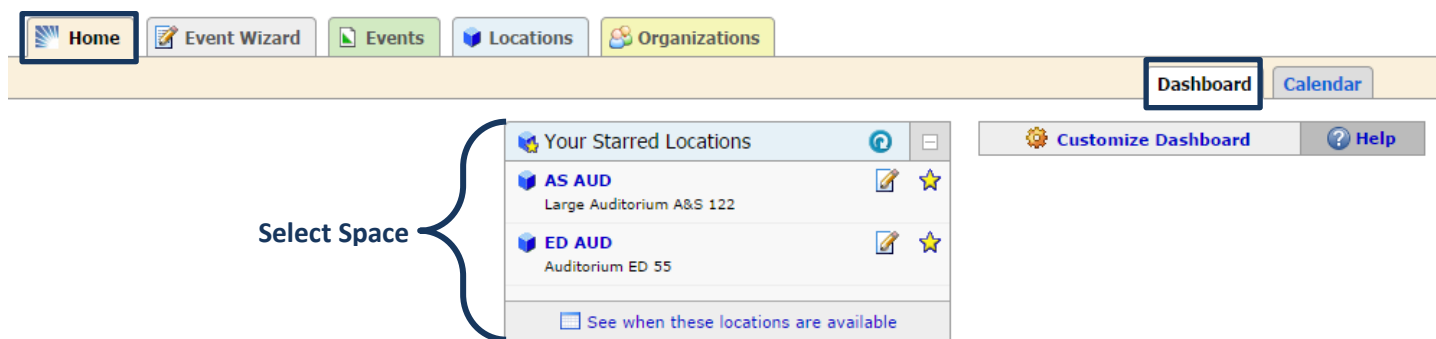
Arts & Sciences/Education Auditorium Reservations

1. Navigate to the 25Live webpage: [https://25live.collegenet.com/uwyo/#home_my25live\[1\]](https://25live.collegenet.com/uwyo/#home_my25live[1])
2. Select "Sign In" at the top of the page and enter the following username and password:

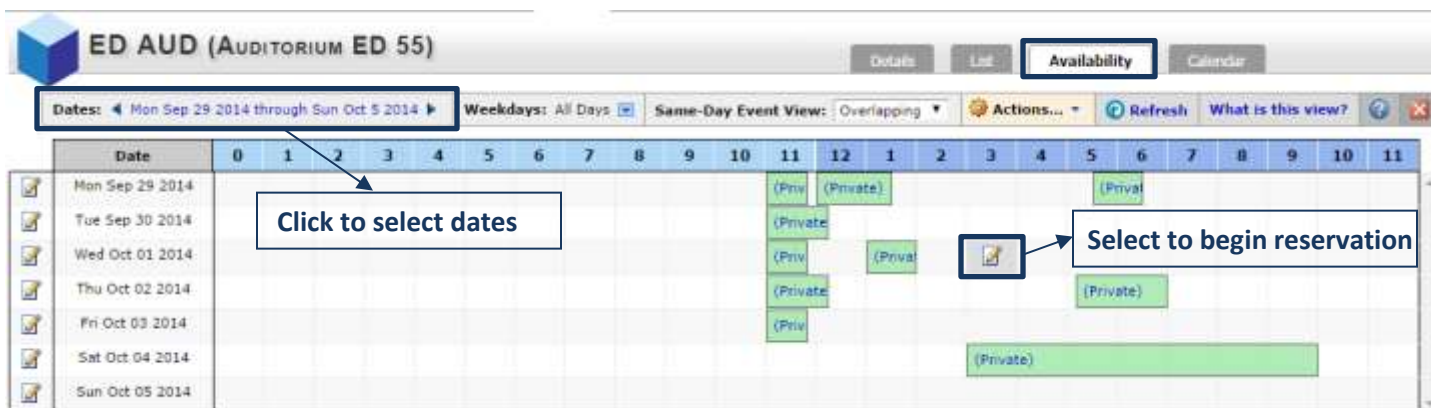
Username: uwaud
Password: AS_ED

The screenshot shows the 25LIVE website interface. At the top, there is a navigation bar with the 25LIVE logo, a 'Sign In' button, the date 'Today is Tue Sep 30 2014', and a 'Help' button. Below this are three main navigation tabs: 'Home', 'Events', and 'Locations'. A 'Sign In' modal window is open, displaying a form with the following fields: 'Username: uwaud' and 'Password: [masked]'. A 'Forgot your Password?' link is next to the password field. A 'Sign In' button is located below the form. At the bottom of the modal, it states: 'To be added as a user, please contact your administrator.'

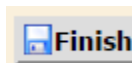
3. Once signed in, on the **Home** tab under **Dashboard**, select which space you would like to schedule.



4. Once the **Availability** for the space is loaded, select the date and time you would like to request the space for.



Once taken to the Event Wizard complete the required fields and submit your request by selecting



You will receive an email confirmation once your event has been approved.

Notes about requesting space in Arts & Sciences/Education Auditoriums:

- Before requesting these spaces, please realize that the spaces seat approximately 1800 and 400 respectively. Please only request this space if you truly know that you will have attendances that high or you need stage sizes that large. If you want to other space options, please see our list below.
- Make sure to account for pre and post event times – how much time do you need to setup, sound check, do you need the day before for rehearsal, etc.?
- In the event description, please provide general info 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 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 venue policies, booking procedures, 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.

Academic & Outdoor Spaces
307-766-6717/2487
central-scheduling@uwyo.edu

Fine Arts Complex
307-766-2198

Alumni House
307-766-4166

Foundation House
307-766-6300

Gateway Center
307-766-2050

Arts & Science Auditorium
Request online (see above for instructions)
Technical Services
307-766-5664

Education Auditorium & Gym
307-766-6717/2487
central-scheduling@uwyo.edu

Washakie Center
[Request online](#)
307-766-3175

UW Conference Center
307-766-2050

Half Acre & Corbett
[Request online](#)

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.

Best Practices: Accessibility at Events

The Union Events Office in collaboration with Abilities, the student organization focused on increasing awareness about accessibility issues on campus, has created the following list of resources and suggestions to assist event and meeting organizers in including accessibility in their advanced planning:

Resources

- The American Bar Association Commission on Disabilities has produced this very thorough event planning resource, [Planning Accessible Meetings and Events: A Toolkit](#), which contains wonderful suggestions to consider when planning your event.

Services

- Contact the [UW University Disability Support Services Office](#) to request a transcriber or interpreter for your event.
- Contact [Abilities](#), the UW student organization focused on spreading awareness about accessibility issues, to arrange for a consultation about your event or to arrange for a workshop for your office or department to learn more about accessibility issues. You can email the group directly at abilitiesuwyo@gmail.com
- The Union Reservations & Events Office can produce and print room diagrams with notations on accessibility accommodations in the rooms. [See sample diagram here](#). The Union Reservations & Events Office can provide signage to label the most accessible routes or signs for reserved accessible seating at tables.
- For larger scale events, the Union Reservations & Events Office can work with event organizers to brainstorm stage layouts to include ramps or a wheelchair lift.

Some basic suggestions to make any event more accessible:

- When promoting your event - whether on posters, handbills, table tent signs or email - be sure to include contact information for University Disability Support Services or your office so accessibility accommodation requests can be made.
- If your event is open to the public, request a transcriptionist and/or interpreter to ensure everyone in attendance can fully engage with your event.
- Work with the event set up crew to identify places for chairs to be removed from a theater, classroom tables or round tables to accommodate attendees in wheelchairs.
- Develop a diagram to show the most accessible routes, seating accommodations, locations of screens, location of closest accessible restrooms, etc.
- Label areas where seating is reserved for those who have vision and hearing impairments.
- Make sure rooms are fully lit so those attendees with vision limitations can see in the room.
- If you are showing a video or a clip, consider using subtitles for those with hearing limitations.
- Task someone with the role of "attendant" to be on point for opening doors, pulling out chairs, removing obstacles or otherwise offering assistance. This does not need to be an additional staff person or volunteer, as it can be the person at a welcome/registration table who also serve this purpose.

Best Practices: Planning Zero Waste Events

What is Zero Waste?

"Zero Waste means designing products and processes to systematically avoid and eliminate waste, conserve and recover all resources, and not burn or bury them. The goal is to reach 90% diversion through actions such as resource reduction, reuse and recycling." -Zero Waste International Alliance. This can be achieved through events too!

Planning Phase: work through these five questions to determine how to eliminate waste before the event

Where is your event located?

- Contact the Union Reservation Office or Central Scheduling to inform them you would like to set up waste bins for a zero waste event.

How many people are attending?

- You will likely need 2 recycling, 2 compost and 1 landfill bin. For large conferences and concerts you may need more.

Will your event have food?

- Try going vegan! Going vegan allows for all food waste to be composted. If that does not fit your event that is okay too. You will likely have to landfill most food waste, but talk to your caterer about other options.
- Go reusable! Encourage attendees to bring their own containers and silverware or order reusable from your caterer. Note: compostable dishware is landfilled in Laramie because we do not have a facility to properly dispose of them
- Be conscious of outside food. It will be at your event. Just make sure attendees understand the zero waste goal and encourage them to dispose of their waste correctly.

Will your event have swag?

- Contact vendors and encourage them to go paperless, reduce freebies and packaging
- Put free items on a table to be picked up at will instead of in uniform gift bags

How will you market and train your volunteers?

- It is important that volunteers and attendees know the event is zero waste and feel comfortable achieving that. For help with training and marketing ideas contact the Sustainability Club at uwyo.sustainability@gmail.com

During the Event: make sure to separate materials into the correct bins

Recycling	Compost	Landfill
Paper (mixed, white, news)	Vegetable scraps	Coffee cups and other “compostable” to go items
Cardboard	Fruit	Paper napkins and towels
Plastics 1-7 with lids	Egg shells	Food wrappers and processed snacks
Top of pizza boxes	Tea bags	Straws
Coffee cup lids	Coffee grounds	Greasy food containers (bottoms of pizza boxes)
*NO GLASS	*NO MEAT/DAIRY	*Glass, meat and dairy products must go here

After the Event

Tie off bags and contact facilities and ACRES for where to leave bins.

For additional information, including contacts along with tips and tricks check out the [Zero Waste Event Guide](#).

Developing a Day of Schedule

One thing we do in the CAC with our programs is to develop what is often called a ‘day of schedule’. These allow us to centralize all the happenings of an event in order to stay more organized, particularly with larger scale events. If you are working with an artist or a speaker, event service providers, etc. this is also good to utilize to keep everyone on the same page. Outlines and examples vary, but day of schedules typically have the following information:

- Title/General Information – Event name, date, location
- Contact Information – for all interested parties – your contacts, ASTEC, venue contact, police, secondary contacts, etc.
- Itemized, detailed schedule that outlines such things as room setup/availability time, production setup, sound check, arrivals, volunteer/group member arrivals, when doors open, event start time, change overs, event end time, clean up, venue curfew, etc.

Advertising and Marketing

Everything referenced in this handbook can be found under the "[Marketing 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 full 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 Fairs
- ASUW & Branding Iron Advertising Services
- WyoCal Submissions
- RSO Listserv
- UW Marketing

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.

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.

- **SIDEWALK CHALK** is prohibited for use on University of Wyoming grounds and buildings.
- Advertising must be approved by a staff member in the Campus Activities Center. 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, written approval must be received for the event through the event form on UW Connect. Sponsor must remove posted materials 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, walk ways, 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.

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's Full Name (No Acronyms)
- 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 UW Connect 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 or have the event approved on UW Connect with the poster uploaded.
- 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/approval of an Activity/Event Notification Form on UW Connect. It is wise to submit your event on UW Connect a few days prior to wanting to get on the poster run to ensure it goes out in a timely manner prior to your event date.
- The Poster Run service typically runs the Friday before the first week of the academic year through the week before Finals. Poster Run services also may not be available around or during University holidays/closures. Information about service interruptions will be communicated via the RSO Listserv.

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, button maker, paint, glitter, helium, etc.). This service also extends to advertising for a regularly occurring meeting as well. Please note that service and access to materials may be revoked to RSOs who fail to clean up after themselves.

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 cacmktg@uwyo.edu. **Please note that due to staffing reduction this service will be limited this year.**

Please be aware of the following guidelines:

- Requests must be made at least (6) 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 academic year. Design project options include:
 - Poster
 - Table Tent
 - Handbill
 - 2 ft. x 3 ft. poster
 - Digital Sign
 - Newspaper Ad
 - T-Shirt Design
 - 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?

Please note that ASUW also offers graphic design assistance with events requesting funding board. RSOs would request this service at the time of submitting for funding board and the fee for the design would be included in your request.

Advertising in the Union

Union Digital Signage

Digital signage requests should be done via UW Connect 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.**

If you need assistance with Union digital signage, contact Bailey Quick at bpalmer6@uwyo.edu.

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. You can also request a reservation online [here](#).

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 Fairs are annual events organized by the CAC that allows your RSO the opportunity to recruit new members and publicize their upcoming events. The fall event is typically held out on Prexy's Pasture where have over 70 RSO's participate and the winter event is typically held in the Union where have over 40 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 early Spring semester. Pay attention to the RSO listserv or the [news and important dates page](#) for announcements of our annual event 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](#).

RSO Listserv

Weekly e-mail of relevant RSO information and upcoming events sent to all RSO Officers and advisors. If you would like your RSO's event or announcement featured in our weekly e-mail listserv, please e-mail us at cac@uwyo.edu by the requested deadline stated in the weekly e-mail. Please note that your event must approved on UW Connect prior to us advertising it on the RSO listserv.

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

If your group gives permission during the event registration process, the CAC will submit your event to [WyoCal](#) once your event is approved by all appropriate parties. Information will be transferred directly from your UW Connect submission; therefore, it is important that all the information contained the submission is correct and free of grammatical errors. Contact information provided by the submitter will be listed in the WyoCal posting.

Financial Resources & Fundraising

Everything referenced in this handbook can be found under the "[Financial Resources & Fundraising](#)" section on the RSO website.

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 [here](#).
 - **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.

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.

Tax Exemption

Obtaining tax exemption can be a tricky process. There are multitudes of guidelines dependent on the source of the funding, how it will be utilized and such. In many cases, it may not 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 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.

<u>INCOME</u>		<u>EXPENSES</u>	
Carry Over	\$2,367.00	National Dues	\$500.00
Dues	\$750.00	Supplies	\$100.00
Interest	\$27.00	Programs	\$800.00
Fund raising	<u>\$1,000.00</u>	Travel	\$500.00
Total Income	\$4,144.00	Printing	\$300.00
		Hospitality	\$500.00
		Recruitment	<u>\$300.00</u>
		Total Expenses	\$3,000.00
		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.

<u>EXPENSES</u>		<u>POTENTIAL RESOURCES</u>	
Speaker Fee	\$1,000.00	Organization Budget	\$500.00
Plane Fare	\$500.00	Donations	\$500.00
Hotel/Meals	\$200.00	Fundraising	\$300.00
Technical Charges	\$80.00	Admission Fees	(\$2.00 x 500)
Facility Rental	\$100.00	Total Estimated Resources	\$2,300.00
Reception	\$200.00		
<u>Total Estimated Cost</u>	<u>\$2,080.00</u>		
		DIFFERENCE	+\$220

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 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.
- **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 UW Connect and are embedded in the event registration form. Please complete and submit the request five (5) weeks prior to your event, which will be automatically forwarded to the ASUW Office after it has been approved by all event reviewers. **In addition to the Funding Board application, RSOs are required to be recognized and in good standing with the CAC.**

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 should 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 for themselves.
- Programs should not foster excessive entanglement between the University of Wyoming and a particular religious or political ideology.

Resources:

[Presentation Guidelines](#)

[Funding Board FAQ](#)

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 UW Connect. Tables in the Wyoming Union Breezeway, rooms, or public spaces in other campus buildings can be reserved and utilized for 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

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. Groups must attend a training session and be able to work all games. 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.

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/>.

Community Solicitation of Donations

Please contact ASUW ahead of time if you are planning to solicit funds from members of the UW and Laramie community.

A-team Mini-Grants:

The purpose of the A-Team mini-grant competition is to support University of Wyoming students in taking leadership roles in preventing the misuse of alcohol among UW students. A-Team will consider grant proposals from student organizations for the funding of events or programs that are alcohol-free, have an educational component, and are aligned with the mission of the A-Team. For more information, email aware@uwyo.edu.

Wyoming Remember the 8 Mini-Grants:

The "Wyoming Remember the 8" fund is available for UW student organizations, Wyoming community colleges, and Wyoming high schools, as well as student researchers. Mini-grant awards up to \$100 are available for one student organization, and awards up to \$250 are available for collaborative projects between two or more student organizations. Mini-grant awards up to \$200 are available for student researchers. For more information, check out: <http://www.uwyo.edu/ucc/aware/Wyoming-Remember-the-8/Remember-the-8-Mini-Grants-RFP.html>

More ideas are outlined [here](#).

Travel Tips

Even though members of your RSO are not traveling as part of the university; we wanted to provide you with a few best practice tips in traveling with groups to help you in planning your trip.

Note: If you are a Club Sport, please consult the [Club Sports Handbook](#) on travel policies and procedures.

Domestic/Ground Travel

Safety Suggestions:

- Notify a designated contact person upon the group's departure and arrival.
- Avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions. Consult WYDOT Travel/Weather Information: <http://wyoroad.info/>
- Drivers should plan their routes in advance, and carpool or caravan when possible.
- Students should carry at least one cellular telephone or other two-way communication device, a flashlight, and an approved fire extinguisher and first aid kit in each vehicle for emergency purposes. Other items to include, especially in the winter months, include shovel, ice scraper, water, extra food, blankets, etc.

- Each vehicle should have at least one extra driver, and the second driver or another passenger should ride in the front passenger seat to remain awake with the driver and maintain alertness at all times.
- Drivers should never send phone calls or text messages, or use his/her phone in any way. Use of cellular telephone and GPS devices should be given to a navigator or other passenger. These actions can result in severe consequences of the driver, passenger, vehicle as well as others on the road. In some states use of these items by a driver are considered against the law.
- Other items to consider bringing on your trip for safety purposes include: a GPS, credit cards, maps(s) to your destination, insurance cards, and emergency.
- If you're involved in an accident, stop immediately and call 911, assess the situation and provide aid as necessary or appropriate, contact your advisor, complete a police report for insurance purposes, and avoid admitting fault or damages – this will be determined by the authorities.

Note about car rentals: The University of Wyoming does not rent out Fleet Vehicles to RSOs. If RSOs are affiliated with specific departments and the department wants to take on the liability/payment of renting a fleet vehicle, then it's the responsibility of the department to determine. Any UW employee or student must pass a Motor Vehicle Record (MVR) check. More information can be found on [Fleet Services site](#).

Air/International Travel

Safety Suggestions:

- Have original boarding pass and payment documentation.
- Photocopy important documents such as passport and license. Store in a secure location.
- Research current health situations for destinations and get appropriate vaccinations before travel occurs.
- Use official airport taxi queues, not unlicensed cabs.
- Remove home address from luggage tags – only use your first initial, last name, and a cell number.
- Ensure cell phone plan is set to make/receive international calls, or make appropriate plans to communicate with those who are at home and those who you are traveling with.

Additional RSO Services Offered

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

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
- RSO Asset Storage/Lockers
- Safe Zone Training
- 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. Please contact us for more information.

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. Awards range from monetary amounts to gift cards. Any RSO can win the awards, which have been designed to be fair to all groups no matter what the size or budget. Below you will find a description of each type of award given. Nominations are accepted in the spring semester for the current academic year and the later part of the previous year (usually activities taking place April 1 – March 31). The award ceremony takes place late each Spring semester. Visit [our website](#) for information on the nomination process.

Awards Available to RSO:

Sara Axelson Outstanding RSO Award

The Sara Axelson Outstanding RSO Award is presented to the RSO that demonstrates excellence and commitment to the students of the University of Wyoming. To be considered for this award, an RSO must have RSO status and accomplishments must have taken place during the academic year. Nominees are evaluated based on:

- Contribution and service to the students at UW
- Demonstrated commitment toward organization's constitution and purpose
- Demonstrated character and citizenship
- Demonstrated support to fellow RSOs
- Demonstrated community service
- Visibility on campus

RSO Community Service Award

The RSO Community Service Award is presented to the RSO that demonstrates outstanding community service efforts. To be considered for this award, an RSO must have RSO status and accomplishments must have taken place during the academic year. Nominees were evaluated based on the following criteria:

- Demonstrated community service efforts
- Number of group members that participated in service
- Impact of service rendered

RSO Teamwork Award

The RSO Teamwork Award is presented to the RSO that has demonstrated efforts to work with fellow RSOs, the Laramie Community, Campus Community and others. Nominees were evaluated based on the following criteria:

- Demonstrated sponsorship/teamwork with other RSOs, University Departments, Laramie Community
- Number of group members that participated in teamwork/sponsorship

RSO Officer of the Year (NEW AWARD)

The RSO Officer of the Year Award is presented to the RSO Officer that demonstrates exceptional leadership throughout their term of office and has enhanced participation and involvement within their student organization, the campus, and community as a whole. To be considered for this award, the student must be an officer for the RSO (as verified on the RSO roster listed on UW Connect) and the RSO must be recognized and in good standing with the CAC. The accomplishments must have taken place anytime from April 1, 2017 to March 31, 2018. Nominees are evaluated based on the following criteria:

- Students contribution and service to the student organization and UW
- Students demonstrated commitment toward organization's constitution and purpose
- Students demonstrated character and citizenship
- Students demonstrated support to fellow students and RSOs
- Students demonstrated community service

Outstanding RSO Advisor Award

The Outstanding RSO Advisor Award is presented to an advisor who has advised a group for the academic year. Nominees were evaluated based on the following criteria:

- Contribution and service to the students of UW
- Commitment toward RSO's constitution and purpose
- Visibility and participation in RSO activities and meetings
- Reliability, responsibility, and dependability

Best New RSO Award

The Best New RSO Award is presented to a new RSO that is highly active in the UW and Laramie communities and who has completed diverse programming while educating the campus community on their mission and goals.

Honorary RSO

Honorary RSOs recognizes four RSOs that have shown exemplary commitment to the campus community and their individual missions

Best Poster Award

The Best Poster Award recognizes a group's creativity. Posters have to be uploaded to UW Connect to be considered to win. The category is specially selected by the graphic design team in the Union Marketing Office.

More information about the awards, and past recipients can be found on the RSO website.

Club and Organization Development Opportunities and Workshops

The Campus Activities Center Staff can 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 contact us ahead of time if you are interested in setting up one of these workshops.

If you are interested in this, please email us at rsohelp@uwyo.edu

RSO Equipment Checkout

The CAC is excited to be able to offer the following items for checkout, free of charge to the RSOs of UW:

- Karaoke Unit*** - This equipment must accompany an [ASTEC reservation](#) to utilize this system.
- PS4 System***
 - Each system rental comes with 2 controllers and a choice of 2 of our games
 - A maximum of 2 systems can be checked out by an RSO under a single reservation
- 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 includes: FIFA, Kinect Sports Rivals, Just Dance, and Madden among others! Please check back throughout the year to see if we have any additions.
 - A maximum of 2 systems can be checked out by an RSO under a reservation
- Snow Cone Machine (w/ ice chest)*
- Popcorn Machine*
- Buzzers
- Poker table tops**
- Timers
- Cornhole boards***

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 CAC in the Union, Room 012, and speak with our Senior Office Assistant.

*The CAC will be happy to provide a set limit of supplies to utilize for these items, please inquire with the CAC Office Assistant

**Groups must provide own poker chips, cards, etc.

***Items must stay on campus

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 only.
- 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 UW Connect. 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 groups fail to check their mailbox after three (3) contact attempts by the CAC, mailbox privileges will be revoked for up to two (2) semesters. 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.

If you are granted a mailbox from sign up, the address for your RSO will be:

RSO NAME

1000 East University Avenue

Dept. 3625

Laramie, WY 82071

RSO Centralized Drop-Off Location

If your RSO needs to have a centralized location for members or others to drop off applications or the like, the CAC is more than happy to act as that centralized location. Because of security issues, we cannot accept cash on behalf of groups, but can accept checks, applications, and the like. To utilize this service, please visit us in Union 012 and ask to speak with our Office Assistant.

RSO Websites

Each RSO will have its own website through UW Connect. 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 UW Connect.

RSO Asset Storage

The RSO Asset Storage – Locker Unit is an initiative by the ASUW Student Government to provide Locker Units to Recognized Student Organizations (RSOs) here at the University of Wyoming to store their own material and items, as well as the materials and items purchased through the funds distributed by the ASUW Student Government to fund RSO events. These Locker Units will be located in the basement of the Wyoming Union and personally accessible by RSOs during operating hours of the building. Through an application and selection process at the end of every spring semester, 1 RSO per Locker Unit will be selected to lease, free of charge, a Locker Unit from the ASUW Student Government through the following summer and academic year. RSOs, which have current access to a Locker Unit, are encouraged to apply for continued access at such time, but are not guaranteed continued access to a Locker Unit.

The RSO Asset Storage – Knight Hall is an initiative by the ASUW Student Government to provide a centralized location for Recognized Student Organizations (RSOs) here at the University of Wyoming to store their own material and items, as well as the materials and items purchased through the funds distributed by the ASUW Student Government to fund RSO events. Through a rolling application and selection process, RSOs are selected to store materials and items, free of charge, in a storage room within Knight Hall operated by the ASUW Student Government. RSOs will not have personal access to the storage room and will only be able to access the materials and items within the RSO Asset Storage – Knight Hall during normal operating hours of the ASUW Student Government Office. RSOs which have materials and items stored within this space will be encouraged, but not required, to share such materials and items with other RSOs in order to create an environment of material sustainability and collaboration between RSOs.

Please contact the ASUW Director of RSO Relations and Funding Coordinator at asuwexc7@uwyo.edu for further details or any questions you may have about the RSO Asset Storage – Knight Hall.

Safe Zone

Safe Zone is a 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 and to request a presentation

More Involvement and Development 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.

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.

Multicultural Student Leadership Initiative

MSLI is an involvement opportunity for students who support diversity and want to make a difference during their time at UW. MSLI is dedicated to supporting students in their first year on campus by developing their leadership skills and building a supportive social network through mentoring. MSLI promotes an environment where students can prepare for future leadership roles in campus organizations while also enhancing their overall academic success. More information can be found on the [MSLI website](#).

Community Volunteering

If your group is interested in volunteering in and around Laramie, the SLCE office has a very extensive list of opportunities found [here](#).

The Good Mule Project

The Good Mule Project is a student-led initiative at the University of Wyoming fostering a community of dialogue and

action around issues of multiculturalism and diversity through the lens of social justice activism. More information can be found on the [Good Mule website](#).

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.

Admissions Events

Admissions events are an excellent way to promote your RSO to incoming (and even potential) UW students. They run events such as Orientation, Picnic in the Pasture, Discovery Days and much more! For more information, contact Admissions at admissions@uwyo.edu.

References

This document would not be possible without giving credit to other institutions, conferences, and references. Some content in this handbook adapted content developed originally from:

Texas A&M Student Activities Organization Manual
Swank Motion Pictures Copyright Brochure
Student Organization Institute 2014 & 2015 presentations and networking
Leader Bits, University of Kansas
Robert's Rules of Order-Simplified
University of Michigan Student Development Center Handout
Central Missouri State University Handout
North Dakota Student University ThunderBolt