Orientation for Student Organization Registration 2017-2018
Agenda

- RSO Policies
- Registered Student Organization (RSO) Resources
- CfLI Trainings & Services

- Watch for this symbol: 🔴 = quiz question!
Student Organization Resource & Policy Guide (SORPG)

- Provides detailed information on everything covered in this orientation!
- Can be found at guide.cfli.wisc.edu
Committee on Student Organizations (CSO)

- CSO holds RSOs accountable to the Student Organization Code of Conduct and carries out the RSO sanctioning and disciplinary process.
- Compromised of Student majority, faculty representatives, and staff representatives.
- Violations of Student Org Code of Conduct may result in disciplinary sanctions, ranging from a warning letter to termination.
Student Organization Code of Conduct

- All RSOs as a condition of registration agree to follow all codes
- Can be found in the POLICIES section of the Student Org. Resource & Policy Guide
- Leaders and the organization itself can be held responsible for actions of members
- Examples of common misconduct: Non-compliance with university policies; Non-compliance with Student Organization Alcohol Policy (SOAP)
74% of investigated student organization misconduct cases are related to alcohol (2016-2017)

Sanctions as a result of these cases include:

- Additional Alcohol Education Sessions
- Alcohol Restriction
- Event Restriction
- Suspension
- Termination
Student Organization Alcohol Policy (SOAP): Overview

- At any event with alcohol (regardless of location):
  - An appropriate selection and quantity of non-alcohol beverages and food must be available
  - Measures in place for prevention of underage drinking
- Any RSO making alcohol available at a venue without an alcohol license must abide by the following additional policies:
  - Alcohol beverages are limited to beer and wine
  - Beer should be served in individual cans or bottles. Common sources of alcohol (such as kegs, bowls, barrels, boxed wine, etc.) are not permitted
If event attendees are anticipated to include individuals below the minimum legal drinking age:

- procedures must be in place to prevent consumption of alcohol beverages by these individuals.

- Minimum requirements include:
  - At an alcohol licensed venue, sober monitors and/or alcohol licensed venue staff must request an ID from every guest at the point of entry. Regardless of who IDs the guests, the organization maintains responsibility for making sure guests are properly identified.
  - At a venue without an alcohol license, sober monitors and/or hired security staff must request IDs from every guest at the point of entry and before providing guests with alcohol. Regardless of who IDs the guests, the organization maintains responsibility for making sure guests are properly identified.
  - Alcohol is dispensed in a designated area for attendees at or above the minimum legal drinking age. This includes alcohol brought by event attendees.
  - The organization will provide attendees with a wristband to indicate that the guest is at or above the minimum legal drinking age.
SOAP: Sober Monitors

At any event where alcohol is to be served, each sponsoring organization must provide:

- A minimum of two sober monitors for up to 50 total attendees. One additional sober monitor from each sponsoring organization for every additional 25 attendees

- Over half of the sober monitors must be in an officer/executive position or have been a member for over one year

- At least one sober monitor must be 21 years of age or older

- The sober monitor shall refrain from the consumption of alcohol until the completion of the event

- All sober monitors must complete an online sober monitor training program and pass a quiz prior to serving in this role

http://www.guide.cfli.wisc.edu/sober_monitor_training.htm
SOAP: Recommendations

- **DO NOT** serve or allow consumption of alcohol at events where a majority of students are under the minimum legal drinking age.

- **DO NOT** consume alcohol at general or executive board meetings.

- **DO NOT** use alcohol as an incentive for participating in an event or as prizes in contests. Liability increases when alcohol is used as an enticement.

- **DO** ensure that if not at a 3rd party vendor, only sober monitors over the minimum legal drinking age serve as bartenders.

- **DO** make sure all members can legally attend events at a liquor licensed establishment, by definition, a restaurant (less than 50% of sales are from alcohol) or a tavern (more than 50% of sales are from alcohol) which holds a 18+ Center for Visual & Performing Arts license through the City of Madison.

- **DO NOT** have activities where consumption of alcohol is the purpose, consequence, or reward. Drinking games and using alcohol as a reward leads to over-consumption because people drink when they win/lose not when they want to.
SOAP: Recommendations

- **DO** use a typed guest list that includes the names of all anticipated attendees. It is recommended that this list specifically note membership in the organization and age of the attendee, as well as the date of the event. Do not allow anyone to enter the event unless they were on the guest list prior to the event.

- **DO** set a specific start and end time for your event.

- **DO NOT** use organizational funds to purchase alcohol or pool money from attendees to provide alcohol for the event. A BYOB policy for individuals over the legal drinking age is the best way to ensure appropriate alcohol consumption.

- **DO** make sure that the food provided is unsalted. Salty foods encourage more alcohol consumption.

- **DO NOT** charge for alcohol or charge an admittance fee for an event where alcohol is provided. This is likely considered “operating an unlicensed tavern” and is a criminal offense.

- **DO** have 3rd party vendor bouncers ID guests on behalf of the organization; however, the RSO remains responsible for all guests.
Badgers Step Up!

• RSOs are required to attend a 2-hour training that includes:
  – Leadership Development
  – Alcohol Awareness
  – Bystander Intervention Training

• Program Completion includes:
  – Pre-test
  – Workshop
  – Post-test

• If org member attended in Spring 2017, then RSO has fulfilled requirement for 2017-2018 registration

For more info and to sign up for a session, go to the Badgers Step Up! page in the Resource & Policy Guide
http://guide.cfli.wisc.edu/badgersstepup.htm
Incidents of Bias & Hate

• Bias & Hate are unacceptable at UW-Madison

• Incidents of bias and hate can include, but are not limited to: slurs, degrading language, epithets, graffiti, vandalism, intimidation, symbols, and harassment; that are directed toward or affect the targeted individual or group. Bias and hate incidents are those that are based upon actual or perceived age, race, color, creed, religion, gender identity or expression, ethnicity, national origin, disability, veteran status, sexual orientation, political affiliation, martial status, spirituality, cultural, socio-economic status, or any combination of these or other related factors.

Incidents of bias and hate contribute to a hostile campus environment and can occur even if the act itself is unintentional or delivered as a joke, prank, or having humorous intent.

• Report the incident via links found:
  – CfLI Home Page (cfli.wisc.edu)
  – students.wisc.edu/report/hateandbias
Posting Policies

Posting

• Posting on campus is limited to general bulletin boards and kiosks.

• In campus buildings, the posting of fliers and posters is only allowed on bulletin boards

• Departmental bulletin boards are maintained and regulated by individuals in the department's main office

Leafletting

– **DO NOT** leaflet in campus classrooms of academic buildings. This activity is a violation of university policies and guidelines
Chalking Policy

• Chalking
  • **Only** allowed on University sidewalks and streets
  • Use water-soluble chalk
  • Spray chalk can **not** be used under any circumstances
  • **Do not chalk on vertical surfaces** or other restricted areas

• Subject to sanctioning by the CSO
Financial Regulations

- Every RSO must have a student contact person who can represent the RSO in financial matters.

- Maintain accurate and complete financial records of all receipts & expenditures that can be made available no later than 15 days after receiving a request from CSO Chair or CfLI Director.

- If your org is collecting money via credit cards, be in compliance with PCI standards [http://www.guide.cfli.wisc.edu/financial_policies.htm](http://www.guide.cfli.wisc.edu/financial_policies.htm).

- Will be held accountable for fraudulent practices, such as falsifying information on grant applications.
Finance: Best Practices

• Prepare a budget with expected income and expenses for the year

• Be careful with ATM/Debit Cards

• Require 2 signatures to sign off on checks and 2 names be listed on the signatory card

• It’s advised that all banking transactions are handled through checks and deposit slips
Student Organization Web Resources

- The Center for Leadership & Involvement homepage (www.cfli.wisc.edu)
- Check out the Student Organizations tab
Student Organization Web Resources

Discover an Organization
- Find an Organization
- Register an Organization
- Expectations of Organizations

Student Organization Resources
- Wisconsin Involvement Network
- Resource & Policy Guide
- Student Org Fair Sign-Up
- Reporting RSO Misconduct

STUDENT ORG RESOURCE & POLICY GUIDE
Wisconsin Involvement Network
win.wisc.edu

• Manage member rosters
• Market events
• Message members
• Share Documents
• Create Forms
• Conduct Elections
• Share Photos
• Share New Stories
• And MORE!

Details, Instructions, Videos and more… Visit the Trainings Section of the Resource & Policy Guide
Mailboxes/Lockers

• Located in Student Activity Center (SAC) – 333 East Campus Mall, 4th Floor
• Applications available at SAC front desk or ASM website
• Agreement is a 1 year term
• Storage lockers also available
• Contact SAC Governing Board Chair with questions
  – sac@asm.wisc.edu
  – www.asm.wisc.edu/sac-governing-board
Reserving Space

• Only individuals who are listed in the “About” section of your WIN page will be able to make reservations

• Campus Event Services Office (CESO) coordinates reservations for:
  – Memorial Union, Union South, and Red Gym
  – Campus Classrooms
  – Outdoor Spaces (Lower Bascom Hill, Library Mall)

• Contact CESO
  – 608.262.2511
  – events@union.wisc.edu

Space Reservations will be LIMITED as a result of Memorial Union Renovations
Audio/Visual Equipment

• Memorial Union & Union South
  – FREE – through CESO
  – Needs to be booked when making reservation

• Selected Campus Classrooms
  – Free if available
  – Ask CESO at time of request

• Online Orientation for AV Equipment - Must be completed to obtain podium computer code

• Keys for Physical Equipment in Campus Classrooms
  – Available at CfLI
  – 3rd Floor Red Gym, 10:00am-6:00pm (weekdays)
Card Scanners

• Available for checkout from CfLI
• Track attendees at events via ID barcode
• Names & Emails will be added to the WIN Event
• Must create an Event in WIN and receive approval
• Must submit a Card Scanner Reservation Request & Receive approval- win.wisc.edu/form/start/31326
• Provided on first come, first-served basis
Mass Emails

• Sent out to all enrolled students for that semester

• May be sent out ONCE per semester

• Must fill out RSO Mass Email Request form on CfLI Website (cfli.wisc.edu)

• Takes 8 business days – plan ahead!

• $100 fee – payable by credit card (online), cash, check, or funding string (grant)
CfLI Buzz

- Weekly email sent out to all RSO Primary Contacts
- Anyone can subscribe
- cfli.wisc.edu/buzz.htm
- Good for:
  - Org Announcements
  - Training Opportunities
  - Upcoming Events
  - Reminders
- Free marketing tool
- No posting limit
Grant Funding Policy

- Associated Students of Madison (ASM) is the primary funding source for student organization events.

- All Registered Student Organizations (RSOs) will **ONLY** be eligible for funding from the event grants on the following slide **IF**:
  - The RSO has already received an ASM Event Grant for an event that semester, **-OR-**
  - The RSO has already applied for an ASM Event Grant for a program that semester and is on the wait list for an ASM hearing, **-OR-**
  - The RSO **ONLY** seeks funding for something ASM cannot fund (e.g. food or a closed event), **-OR-**
  - ASM is out of funds for the academic year
Grants and Funding

• Associated Students of Madison (ASM) provides:
  – Event Grant
  – Travel Grant
  – Open Fund

• Other Grants:
  – Global Badger Experience Grant (through International Student Services)
  – Multicultural Council Grant (through Multicultural Student Center)
  – Wisconsin Experience Grant (through CfLI)
  – Wisconsin Union Directorate Grants/Sponsorship

Find more information in the Student Org Resource & Policy Guide
Event Accessibility

- McBurney Disability Resource Center website is helpful guide: mcburney.wisc.edu

- Include an accessibility tagline (example in Student Org. Resource & Policy Guide) on all publicity & posters

- RSO Primary Contact is default contact for accommodation request
CfLI Trainings & Services

Trainings

• Adventure Learning Programs (ALPs)
  – FREE ropes courses
  – Strengthen individual & group dynamics

• Student Leadership Program (SLP)
  – FREE workshops, conferences, and consultations
  – Time management, delegation, marketing, etc.

• WIN & Advisor Trainings

Online

Services

• Leadership Certificate - Academic credit for leadership experience & reflection

• Student Organization Fair
  – Beginning of each semester
  – Sign-up opens at end of previous semester

• General Organization Advising
  – Contact CfLI Front Desk to set up appointment
  – 608.263.0365 or cfli@studentlife.wisc.edu

  – Visit 3rd Floor of Red Gym (716 Langdon Street)
Next Steps

- Return to RSO Registration Application
- Answer 5 question quiz (and get 100%), remember the question mark pages from this training
- Complete your Registration Application and Submit for Approval
- Watch your Email/WIN Inbox for a message from CfLI