Orientation for Student Organization Registration
Agenda

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

Watch for this symbol – it means there will be a quiz question about that information!
RSO Policies
Badgers Step Up!

- Organizations are required to attend a 2-hour Leadership Development and Bystander Intervention Training

- **Program Completion includes: pre-test, workshop, and post-test**

- If someone from the organization attended last spring semester, then your group is good to go for 2015-2016 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](http://guide.cfli.wisc.edu/badgersstepup.htm))
Committee on Student Organizations (CSO)

- The CSO is the group that holds RSOs accountable to the Student Organization Code of Conduct and carries out the RSO disciplinary process.
  - Comprised of students, staff, faculty, and representatives of CfLI.
  - Violations may result in disciplinary sanctions against the organization (ranges from a warning letter to terminating the organization from campus).
RSO Code of Conduct

- All RSOs, in the registration application, agree to follow this set of guidelines

- You can find it in the Resource & Policy Guide
  - Student Org Policies Section

- You need to ensure that all members of your organization are aware of the expectations

- 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)
Risky alcohol consumption leads to impaired coordination and errors in judgement which often result in additional negative consequences.

Students indicated that higher risk consumption is likely to result in undesirable consequences:

- 41% REGRETS
  41% of undergraduate students reported having done something while drinking that they later regretted

- 89% BASICS
  89% of students sanctioned to Group BASICS reported a binge in the previous month.

65% of student organization misconduct is related to alcohol use. (CfJI, 2013)
Student Organization Alcohol Policy (SOAP)

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 Registered Student Organization event with alcohol not held at a venue with 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) are not permitted
Prevention of underage drinking

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 are:

- Sober monitors and servers must request an ID from any guest who appears to be age 30 or younger before providing them with alcohol or upon event entry.

- Alcohol is served in a designated and entry-controlled area for attendees at or above the minimum legal drinking age such as beer tent or beer garden.

- The organization will provide attendees with a wristband to indicate that the guest is at or above the minimum legal drinking age.
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 time that they have completed serving in this capacity
- 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
Alcohol Recommendations

**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 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.

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

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

**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. Do not allow anyone to enter the event unless they were on the guest list prior to the event.

**DO NOT** consume alcohol at general or executive board meetings, unless everyone is 21 or older. If alcohol is consumed, set a specific start and end time to meetings to reduce liability for incidents that occur after the meeting.
Posting Policies

- Leafleting
  - Must receive permission from building manager
  - Do not leaflet in classrooms, only in designated areas
  - When distributing approved leaflets, you must directly hand them to people, giving them a choice or whether they accept it or not

- Subject to sanctioning by the CSO
Posting Policies

- **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.
Finances: Best Practices

- Prepare a budget for your organization with expected income and expenses for the year
- Be careful with ATM/Debit Cards
- Require 2 signatures to sign off on checks & 2 names to be listed on the signatory card
- It’s advised that all banking transactions are handled through checks & deposit slips
From the Center for Leadership & Involvement homepage (www.cfli.wisc.edu), in the Student Organizations tab.
Student Organization
Web Resources

- **Discover an Organization**
  - Finding an organization (RSO Directory, WIN Interest Matching, Attend Org Fair)
  - Starting/Registering an organization (Eligibility and registration check-list/instructions)

- **Student Organization Resources**
  - Wisconsin Involvement Network
  - Resource & Policy Guide (http://guide.cfli.wisc.edu/)
  - Grants, Change Request Form
  - Marketing Tools (Buzz, Mass Email, Student Organization Fair sign-up)
Resource & Policy Guide

- http://guide.cfli.wisc.edu/
  - Where you can find all of the resources and policies we are about to talk about… and many more!

- Sections include:
  - Registration
  - Advisors
  - Benefits
  - Org Management
  - Policies
  - Finances
  - Trainings
Tech Solutions

Wisconsin Involvement Network (WIN)

https://win.wisc.edu

- Manage members rosters
- Market events
- Message members
- Phone app: Corq

DoIT (www.doit.wisc.edu)

- RSO Email Account
- WiscList - list serves
Mailboxes in the Student Activity Center (SAC)

- If you are a Registered Student Organization you can apply for a free locker and/or mailbox
  - Fill out the agreement and return it to the ASM office on the 4th Floor of the SAC, and put it in the Chair’s mailbox
  - Your organization will have this space for one year after you fill out the agreement

- Contact the SAC Governing Board Chair
  - asmsacgb@gmail.com
  - www.asm.wisc.edu/sac-governing-board
Reservations can be made by individuals in your organization that you list on your application (this can be updated any time – “Profile” section in WIN)

- Space in Memorial Union, Union South and Red Gym
- Classroom space
- Outdoor spaces like Bascom Hill and Library Mall

Space Reservations will be LIMITED as a result of Memorial Union Renovations

- Campus Event Services Office (CESO)
  - (608) 262-2511, www.union.wisc.edu/eventservices
Audio/Visual Equipment

- Memorial Union & Union South
  - FREE – through CESO
- Selected Campus Classrooms
  - Ask CESO at time of request
- Online Orientation for AV Equipment
  - Must be completed to obtain podium computer code
- Come to CfLI to pick up AV key – Only for physical equipment
  - 3rd Floor Red Gym, 10:00am-6:00pm
Card Scanners

Benefits:
- Track attendance at events
- Speed up Registration Process at Events
- Send out follow-up information and assessments

Submit a “Card Scanner Reservation Request” form on CfLI’s WIN page (win.wisc.edu/form/start/31326)

First-come, first-serve basis because we do have a limited number
Mass Emails

- RSOs may send one email per semester to all students
- Complete and submit the RSO Mass Email Request Form found on cfli.wisc.edu
- Takes 8 business days, so plan ahead!
- The cost is $100
  - Online credit card payment
  - Cash or check to CfLI
  - Funding String (grant)
CfLI Buzz

- Weekly email sent to all RSO Primary Contacts
- Others can subscribe
  
  [http://cfli.wisc.edu/buzz.htm](http://cfli.wisc.edu/buzz.htm)

- Ideal for student organization announcements, training opportunities, upcoming events and reminders
- FREE way to market and no limit on how many times you can post
Grant 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 events grants on the previous 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

- [http://guide.cfli.wisc.edu/org_finances_funding.htm](http://guide.cfli.wisc.edu/org_finances_funding.htm)

- ASM: Event, Travel & Operations Grants, Open Fund

- Additional Event Grants (funded by Chancellor’s office)
  - Assembly of International Students (through ISS)
  - MCC Grant (through Multicultural Student Center)
  - WI Experience Grant (through CfLI)
  - Wisconsin Union Directorate (WUD)
Accessible Events

  - Handout on website to learn about planning accessible events that provide the opportunity for all UW-Madison students to attend and enjoy your event

- Include an [accessibility tagline](http://www.mcburney.wisc.edu/facstaffother/uwdeptgroup/index.php) on all advance publicity so that students can request accommodations in time

- The RSO’s Primary Contact is the default contact for accommodation requests – be prepared!

- Excellent resources on McBurney Disability Resource Center’s website: [http://www.mcburney.wisc.edu/](http://www.mcburney.wisc.edu/)
CfLI Trainings & Services
Trainings

- **Adventure Learning Programs (ALPs)**
  - Provides free ropes courses which strengthen individual and group skills in problem-solving, communication, trust, and decision-making

- **Student Leadership Program (SLP)**
  - Provides workshops and conferences for student groups on time management, effective delegation, and marketing, and many more

- **WIN:** [http://guide.cfli.wisc.edu/WIN_Trainings.htm](http://guide.cfli.wisc.edu/WIN_Trainings.htm)

- Advisor Trainings available
CfLI Services

- Leadership Certificate
  - [http://cfli.wisc.edu/inv_leadership_cert.htm](http://cfli.wisc.edu/inv_leadership_cert.htm)

- Student Organization Fair
  - Every fall and spring
  - Sign-up for fair occurs the semester before
  - cfli.wisc.edu for more information

- Advising
  - 608-263-0365
  - cfli@studentlife.wisc.edu
  - 3rd Floor Red Gym
  - 716 Langdon Street
Thanks for watching!

- **Next steps:**
  - Go back into the RSO Registration Application
  - You will need to answer 5 quiz questions (and get them all right)
  - Complete the application and submit it
  - Watch your email / WIN inbox for messages from CfLI

Center for Leadership & Involvement

[www.cfli.wisc.edu](http://www.cfli.wisc.edu) 608-263-0365