

**Registered Student Organizations (RSO) Handbook**

**2018-2019**

This handbook serves as a guide for students who are involved in clubs, student media organizations, and student programs, as well as for students who would like to start a new club on campus. The information provided in this handbook will help student leaders and advisors to successfully navigate the policies and procedures for registered student organizations at Oregon Tech.

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**Campus Life and ASOIT**

The Department of Campus Life and ASOIT offices are located on the lower level of the College Union building, across from the Info Desk. Campus Life staff and ASOIT officers are here to assist with your club and program needs.

Club members are welcome to use the computers, printer/copier and general office supplies within the ASOIT office. We ask that you treat all office materials with respect and return them to their original location when finished.

ASOIT officers communicate with clubs via email as well as using mailboxes located within the ASOIT office. Please be sure to check your club/program mailbox regularly throughout each quarter.

To receive mail in the Campus Life/ASOIT suite, use this address:

Individual and/or Club Name

Mailstop/Campus Life

3201 Campus Drive

Klamath Falls, OR 97601

**Department of Campus Life**

Campus Life supports the meaningful growth and development of Oregon Tech students throughout the life of their university experience. Through active partnership with our students, opportunities are created for hands-on learning, self-discovery, leadership, teamwork, diversity, community service, and social justice in an environment that is rewarding, energetic and fun. Our goal is to inspire students to discover their unique place in our world.

For more information and resources, please see our website at [www.oit.edu/campuslife](http://www.oit.edu/campuslife).

**Associate Director of Campus Life & Student Engagement** – Holly Anderson

 541-885-1389 holly.anderson@oit.edu

**Associate Director of Campus Life & Multicultural Inclusion** – Josie Hudspeth

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**Administrative Program Assistant –** Barb Meng

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**ASOIT (Student Government)**

As a student at Oregon Tech, you and your classmates make up what is known as the Associated Students of Oregon Institute of Technology (ASOIT). The purpose of ASOIT is to supplement the social, cultural, physical, and educational growth of Oregon Tech students, and to represent the individual and collective interests of all students at Oregon Tech.

ASOIT officers play an important role in coordinating programs that improve the quality of life on campus. They strive to represent the student body’s best interests when they vote on issues such as Incidental Fee allocation requests and club recognition.

There are many opportunities to get involved in ASOIT; for example, you can serve on a committee, join or start a club on campus, or run for office in the spring. You can also participate by attending events and activities which will enrich your experience at Oregon Tech and enhance your success as a student.

**2018 - 2019 ASOIT Officers**

**President** – Junmin Yee

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**Vice President** – Ernesto Hernandez

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**Finance Officer** – Taylor Kimura

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**Campus Club Officer** – Reyna Cortez

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**Administrative Affairs Officer** – Samantha Henkell

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**Non-Traditional Officer** – Sally Sutton

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**Communications Officer** – Tyler Page

 tyler.page@oit.edu

**Student Programs**

Student Programs serve to enhance the Oregon Tech community and are designed to provide resources and connection for a specific student demographic. Programs differ from Campus Clubs in that they have office space assigned to them (usually in the College Union), paid student positions, and larger budgets with which to work. Programs are housed under the funding model of ASOIT and are overseen by the Department of Campus Life. Each program is assigned an advisor to assist the students in the implementation of program responsibilities and achieving goals identified.

**Campus Activities Board:** 541-885-1832 cab@oit.edu

Alexander Parsley, Student Director alexander.parsley@oit.edu

Holly Anderson, Advisor holly.anderson@oit.edu

**Treehouse:** 541-885-1369 treehouse@oit.edu

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Josie Hudspeth, Advisor josie.hudspeth@oit.edu

**The Edge (Student Newspaper):** 541-885-1371 edge@oit.edu

Matthew Perrapato, Student Editor matthew.perrapato@oit.edu

Matt Schnacknberg, Advisor matt.schnackenberg@oit.edu

**KTEC (Radio 89.5 FM):** 541-YES-KTEC (937-5832) ktec895@ktec895.com

Shaun Rasmusen, Station Manager stationmanager@ktec895.com

Kevin Brown, Advisor kevin.brown@oit.edu

**New Student Orientation:** 541-885-1392

Josie Hudspeth, Advisor josie.hudspeth@oit.edu

**OTB (Oregon Technical Broadcasting):** 541-885-0682 otb@oit.edu

Tristan Garrick, Student Director tristan.garrick@oit.edu

Christopher Syrnyk, Advisor christopher.syrnyk@oit.edu

**Residence Hall Association:** 541-885-1082

Sarah Matchett, Advisor sarah.mattchett@oit.edu

**Student Veterans Program:** 541-851-5768 veterans@oit.edu

Laszlo Mathe, Student Director Laszlo.mathe@oit.edu

 Barb Conner, Advisor barb.conner@oit.edu

**Student Programs Executive Council (SPEC) Meetings**

SPEC meetings are held monthly. The purpose of this council is to collaborate and coordinate with other student leaders to combine the efforts of all student programs and improve student life. Each student program has one representative in SPEC; usually the student program director. Program participation in SPEC is a required part of maintaining student program status.

**Recognition of a New Program**

For program recognition, please follow these guidelines:

1. Interested party submits a proposal of intent including all of the following to the ASOIT Financial Allocations Committee (FAC) and Student Programs Executive Council (SPEC):
	1. Rationale for program status
	2. Budget projection to include equipment, furniture, etc. and payroll where applicable
	3. Progress to date
	4. Statement of purpose or mission
	5. Goals and objectives
	6. Proposed staffing necessary for success of program
	7. Proposed office space location
2. After FAC and SPEC review the proposal and come to a decision (3/4 majority vote), the committee will grant the proposed startup funds. The first year is a probationary year in which the program must demonstrate their commitment to the betterment of the Oregon Tech community.
3. Upon approval of student program status, the program will be allocated $2,000 for the first year. Following this probationary period, the program will be reevaluated. A budget will not be given final approval for the following fiscal year until the reevaluation process has been completed and approved. The program may apply for IF funds during the winter term following their probationary year.

**Campus Clubs & Associate Clubs**

**Benefits of Club Recognition**

Benefits of recognized club status at Oregon Tech include:

* The use of the Oregon Tech name and logo for marketing and promotion of the club and its functions (Associate Clubs must identify themselves as an “Oregon Tech Associate Club”)
* The ability to hold meetings and social functions on campus in accordance with Oregon Tech scheduling policies.
* Reasonable access to the facilities of the college, buildings, grounds, and equipment.
* The ability to sponsor revenue-producing functions in accordance with established Oregon Tech policies.
* For Campus Clubs, the ability to apply for an annual budget (up to $1,500 per year) from incidental fees. (Associate Clubs are not eligible for any Incidental Fee funding.)
* Eligibility for awards and honors given to student organizations.

**Campus Club & Associate Club Recognition Procedures**

A club is defined as a group of students, faculty, and staff who collaborate to address a need on campus. Club recognition is an annual process, and as such, organizations can only change classification (between Associate Club and Campus Club) at the beginning of each Fall quarter.

**In order to be officially recognized, a club must meet the following requirements:**

* A minimum of five members who are currently registered students (3 members for Associate Clubs).
* At least one advisor who is a full-time Oregon Tech faculty or unclassified staff member.
* Clubs are responsible for establishing and enforcing the eligibility requirements of their officers.
	+ Official membership to Oregon Tech clubs is open ONLY to currently registered students. Community members and Oregon Tech employees are welcome to participate in club events and functions, but may not have official member status.

**How to Start a New Campus Club**

1. Submit a “new club proposal” form to ASOIT. This online form requires you to submit a statement about the purpose or intention of your club, whom will serve as your club advisor, and to verify that you have a least 5 students (minimum requirement) interested in being part of the club.
	1. 3 students are required for Associate Clubs
2. ASOIT Campus Clubs Officer will contact you after your club proposal has been reviewed by ASOIT Executive Board and Advisors.
	1. ASOIT Executive Meetings happen every other Monday, excluding Holidays or dates when the campus is closed.
	2. If you feel you have not heard from the Campus Clubs Officer in a timely manner after submission of your form, please email ASOIT@oit.edu
3. If your club receives initial support from ASOIT Executive Board to begin the Club Approval Process, these are your next steps:
	1. Attend 2 ASOIT General Meetings. These meetings happen every other Monday and are open to the general ASOIT population. Someone representing your club will need to attend these meetings, and sign off for club attendance at the end of the meeting in order to get credit for being there.
	2. After you have attended 2 ASOIT General Meetings, please follow up with the ASOIT Campus Clubs Officer to verify your attendance record and move forward for final approval.
	3. Following the ASOIT Executive Meeting for club approval, you will receive notification via your OIT email account on the final approval or status of your club.
		1. If your club is approved, the email will include details about your on-campus budget account and more!
		2. If your club is not approved, you will be told why and given ample opportunity to try and get your club approved again if you so desire!

ASOIT will vote following the recognition hearing and decide whether to approve or deny recognition to the club. Recognition will always be denied if there is a conflict with:

* The educational processes of Oregon Tech.
* The purpose or activities of an already recognized campus club.
* The regular and orderly operation of Oregon Tech.
* The academic pursuits of teaching, learning, and other campus activities.
* The rules and regulations of Oregon Tech and the policies of the Oregon State Board of Higher Education.
* The laws or public policies of the State of Oregon and the United States.

**Maintaining Campus Club Recognition**

In order for Campus Clubs and Associate Clubs to remain in good standing at Oregon Tech, they must re-register annually and meet the ongoing requirements of recognized clubs, including:

* Submit a Student Organization Registration Form at the beginning of each school year, as well as an Officer Change Form anytime there is a change in club officers (forms submitted electronically online).
* Submit an updated constitution for the organization (email to asoit@oit.edu).
* Attend a 1-hour training for student organizations (information on scheduled trainings can be found at [www.oit.edu/studentorgs](http://www.oit.edu/studentorgs)).
* At the training you attend, you must submit the Student Organization Agreement Form (which includes signatures from the club president and advisor) indicating that your organization is aware of and agrees to the rules and regulations by which all recognized student organizations must abide.
* Complete at least 50 hours of community service per year as an organization (25 hours for Associate Clubs), and submit those hours via the online tracking form (see section on community service below).
* Adhere to the rules and regulations set forth by ASOIT, Campus Life, the Business Affairs Office and Oregon Tech.
* Submit a budget request to the ASOIT Finance Officer during the Winter quarter allocation process by the deadlines provided (Campus Clubs only).
* A Campus Club representative must attend at least one ASOIT General Meeting per month, held at 5:00 pm on 2 Mondays of each month (see the meeting schedule on the ASOIT website at [www.oit.edu/asoit](http://www.oit.edu/asoit)). (Not required for Associate Clubs, who are encouraged to participate but have no vote in meetings.)
	+ Each club representative:
		- Must be an Oregon Tech student.
		- Can only represent one club at each meeting.
		- Should take presented information from the general meeting back to their club members.

NOTE: If a representative cannot make it to a meeting, they must notify the ASOIT President at least two hours prior to that meeting. The president will determine whether the representative can be excused from that meeting. **A club may lose good standing status after one unexcused absence.**

**Loss of Campus Club Recognition**

A club may lose recognition if they fail to attend a General Meeting in a given month, fail to submit an Officer Change Form as required, or fail to adhere to the club rules and regulations. Before this takes place, an email will be sent to the club president and the advisor and notice will be placed in the club mailbox giving them a reasonable amount of time to comply. A club that loses official recognition may be denied funding, access to meeting/event space on campus, and use of the Oregon Tech name/logo.

**Re-Recognition of a Campus Club**

If a club loses recognition, they have the right to apply for re-recognition once per academic year. To do this, the club needs to follow the same steps as if it were applying for recognition of a new club and will be required to attend two ASOIT General Meetings and an ASOIT Executive Meeting, at which a re-recognition hearing will take place.

In the case of a club applying for re-recognition, ASOIT will consider the following information:

* The club’s General Meeting attendance history
* Activity and community service hours
* The potential benefit to the campus as a whole

Once a club has been re-recognized they will be placed on probation for one calendar year following the date of re-recognition. The club must abide by the conditions set by ASOIT at the time of re-recognition. If the club fails to follow these conditions, ASOIT reserves the right to re-evaluate recognition of that club.

**Community Service Requirements**

Clubs are required to complete a minimum number of hours of community service per year (50 hours for Campus Clubs and 25 hours for Associate Clubs, respectively). Many opportunities exist for community service projects both on and off-campus. For assistance in finding a suitable project for your club, contact Holly Anderson, Student Engagement Programs in Campus Life, at 541-885-1389 or email holly.anderson@oit.edu.

Things to keep in mind when organizing a community service project for club hours:

1. Current Oregon Tech students who are participating in a community service project may have their hours reflect toward whatever club they choose (regardless of their membership in that club).
2. Hours served by non-students (including alumni and employees) may NOT be counted toward the club’s community service hours requirement, with the exception of the club advisor’s participation with the club members in a service project.
3. No service hours from a club advisor may be counted toward the club’s community service requirement except those outlined in #2 above.
4. Projects must be approved by the Associate Director of Campus Life to count toward the community service requirement. If you are unsure if a particular project is suitable for the requirement, please check with Holly Anderson (Associate Director of Campus Life) prior to completing the project.

Please note that the intent of the community service requirement is to encourage our students and student organizations to reach out and assist our campus and local community, and to represent Oregon Tech in a positive and productive manner. Decisions to approve projects toward the community service requirement will reflect those goals.

**Greek Letter Organizations**

Oregon Tech recognizes the benefits of student participation in Greek-letter organizations. Due to the unique nature of the manner in which fraternities and sororities operate throughout each academic year, the following requirements are in place for Greek-letter organizations above and beyond the expectations outlined above:

1. Fraternities and sororities must submit the following to the Director of Campus Life (who serves as the Greek Life advisor):
	1. A complete recruitment week schedule for approval prior to any recruitment activities taking place each quarter.
	2. An updated and complete membership roster (including any members who are on probation or inactive status for any reason) by the end of the first week of each quarter.
2. Fraternities and sororities must remain in good financial standing with their national office, and good academic standing with Oregon Tech.

**Advisors**

Advisors help club members navigate Oregon Tech policies and procedures and assist them in adhering to the rules. They should be involved in club organization and planning and their approval is required in planning travel, reserving rental cars, purchasing and in the ethical use of club and program budgets. Clubs and programs should include advisors in decision-making, team building, weekly meetings and other program functions.

NOTE:If you encounter problems with your advisor, please contact the Associate Director of Campus Life for guidance and assistance.

**Rules & Regulations Governing Registered Student Organizations**

* The activities of clubs and programs must conform to the student organization’s mission and purpose as stated in their constitution.
* Clubs and programs are expected to act in the best interest of their members.
* Clubs and/or programs that are found to discriminate or to have policies found to be detrimental to student members or Oregon Tech will be reviewed by ASOIT (for campus clubs) or the Department of Campus Life (for student programs) for possible corrective action.
* Individuals who feel that they have been treated unfairly or discriminated against by a recognized club should contact the ASOIT Vice President to file a complaint or to request an investigation. Complaints filed against a club will be fully investigated by ASOIT. If a club or club member is found to be at fault, corrective actions will be taken. In the case of discrimination or unfair treatment by a student program, the Associate Director of Campus Life should be notified and will investigate.
* If a club or program is found to be in violation of Oregon Tech rules and regulations, they will be subject to one or more of the following sanctions:
	+ Loss of campus facility use
	+ Loss of privileges to request money from incidental fees
	+ Suspension of club activities
	+ Monetary fine
	+ Loss of recognition
* Clubs and programs may appeal these sanctions to the Associate Director of Campus Life if they feel they are being treated unfairly, if special circumstances warrant, or if new information is available.

**Student Code of Conduct**

Members, and especially officers, of Registered Student Organizations (RSOs) should read and be familiar with the Student Code of Conduct, paying particular attention to the rights and responsibilities of students. Individual members of RSOs may be subject to disciplinary proceedings under the Student Code of Conduct. A list of prohibited activities may be found in the Student Code of Conduct, which can be found online at [www.oit.edu/studentaffairs](http://www.oit.edu/studentaffairs).

Hazing is an especially dangerous and serious offense. Hazing is any action or activity that causes or intends to cause physical or mental discomfort or distress, that may demean, degrade or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization (on or off campus). Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime.) The University will strongly recommend suspension for students found responsible for hazing when harm/injury occurs. Examples include, but are not limited to:

* 1. Sleep deprivation or causing extreme fatigue
	2. Physical or psychological shock;
	3. Pubic stunts or jokes;
	4. Compelled ingestion of any substance, including water
	5. Degrading or humiliating games or activities;
	6. Forced servitude.

**Property Damage**

Unauthorized use of, or malicious damage to, the property of Oregon Tech or other persons resulting from club or program activities is prohibited. Student organizations are responsible for all damages that result from their activities.

**Disorderly Conduct**

Organizational activities that encourage or precipitate riots or other disturbances that interfere with the regular and orderly operations of Oregon Tech are prohibited.

**Funding**

Funding for Registered Student Organizations (RSOs) comes from the Incidental Fee, which is an activity fee that every student pays. The money gathered from this fee goes towards funding Athletics, the College Union, and Campus Life. Incidental fees paid to Campus Life are disbursed to the Campus Life department, campus clubs, student programs, and student media organizations.

**Incidental Fees Budget Guidelines**

In order for a club or program to apply for IF funds, the following requirements must be met:

1. The group must be currently recognized by ASOIT and remain in good standing.
2. Requests for funding must utilize the required format set by the current ASOIT Finance Officer. The Finance Officer must approve any modification to this format.
3. The reason for IF funding must be fully explained and justified. This should include a listing of all sources of income and any expenses the program expects to incur. Cost estimates must be specific and accurate.
4. All activities should benefit club/program members and potentially all students.

**Incidental Fee Funding Evaluation Criteria**

The following criteria are used in evaluating a club or program seeking IF funding:

* 1. What is the need of the program/event/activity?
	2. What is the number of students that the program/event will represent or affect?
	3. What is the impact of the program/event on student life?
	4. What are the mission and goals for improving student life?
	5. What are the funds being used for?
	6. Will the funds be used to provide monetary support for the program/event in that current year, or to purchase items that will be used over multiple years?

**Budget Allocation Process**

The process of allocating Incidental Fee budgets to RSOs is:

1. Budget requests are submitted by RSOs in the Winter term to the Financial Allocations Committee (FAC). Maximum funding for Campus Clubs is $1,500 per club per academic year (after a club’s first year of recognition).
2. At the conclusion of budget hearings, the FAC makes recommendations to the ASOIT President regarding Incidental Fee allocations to clubs and programs.
3. The ASOIT President then calls a meeting of the Incidental Fee Committee (IFC)*.* The IFC reviews the overall budget requests in the areas of Athletics, the College Union, and Campus Life (which includes all Registered Student Organizations).
4. The ASOIT President, on behalf of the IFC, then makes recommendations regarding the allocation of Incidental Fees to the President of Oregon Tech, who in turn takes the recommendations to the Oregon Tech Board of Trustees for final approval.

**Financial Responsibilities**

**Basic Guidelines**

1. Clubs and programs shall carry on business transactions and contractual relations with punctual and timely discharge of valid obligations and prudent use of funds.
2. Clubs and programs must issue receipts at the time of collection of all dues, assessments, etc.

**Budget Guidelines**

* Examples of acceptable budget items are:
	+ Educational visits, competitions, or field trips including registration costs, admission fees, transportation, lodging, and other trip-related expenses.
	+ Group dues for club membership in professional organizations (**group dues only; individual membership dues are not supported**).
	+ Supplies, paper, mailing, and printing costs related to club business.
	+ Awards that the club gives out over the year like certificates or plaques honoring outstanding service (awards cannot be money, prizes, or gifts).
	+ Clubs can budget food for two recruitment functions per year and one banquet. An exception to this rule is when an organization hosts a campus-wide event for which they have prepared a poster, flyer, advertisement, or other evidence that shows that all Oregon Tech students were invited to participate. Cost per plate should be reasonable, and not to exceed the current per diem rates. For per diem costs, refer to the Travel Reimbursement Rates on the Business Affairs web page at <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>.
	+ Costs incurred for displays on campus or at professional conventions or meetings.
	+ Magazines related to a program’s field of interest that have a central accessible place for club/program members to read them.
	+ Clothing can only be purchased using IF funds for program staff (ie. polo shirts for attending meetings, staff shirts, etc.) if items are signed out to each staff member and returned upon that individual’s departure from their employee position. Otherwise, clothing items must be paid out of pocket by each individual in order for them to be kept (fundraised monies may be used toward personal item purchases such as clothing, water bottles, etc. with the use of the Personal Items Purchase Form – see the Fundraising section for more details).
* Examples of unacceptable Incidental Fee budget items include:
	+ Personal expenses
	+ Gifts of any kind
	+ Purchase of raffle items (These should be obtained through donations.)
	+ Food; other than the allotted two recruitments/one banquet or end of year event
	+ Alcohol
	+ Clothing to be kept by club or program members
	+ Activities that do not support the educational mission of the institution or the mission & goals of the organization
* To receive funding a club representative must be present during the club budget hearing. An exception to this would require a written and signed letter sent by the club president and advisor asking for the minimal $300 allocation. (Clubs will be notified about hearing sign-ups by the first General Meeting of the winter quarter.)
* Use of allocated IF funds must meet the purpose and practice approved by the FAC and the IFC. Only authorized club officers will have access to the club’s IF funds. These officers must be listed on the Student Organization Registration Form (submitted online).
* After a purchase is made or an event is held, all receipts must be submitted through Campus Life Staff. Club/Program officers and advisors may be held accountable for any expenses that do not have supporting documentation or do not fall under the list of approved expenses. Challenges will arise if you cannot substantiate your expenses.
* If a club disbands, or is no longer recognized, the club’s remaining IF funds will be frozen for the period of one year. If the club is not formed or re-recognized after one year, the funds will be zeroed out.
* Requests for funding must be filed by the proposed deadline (typically the end of January). Programs will be notified well in advance of the proposed date via email.
* Clubs and programs must be represented during FAC hearings.

Budget allocations are made to campus clubs and student programs in three installments (approximately four weeks into Fall, Winter, and Spring Quarters) during the academic year. Club advisors and Campus Life staff members can help students with general usage of their accounts. The ASOIT Finance Officer and Director of Campus Life are available to assist clubs with writing budgets, and the Campus Life Office Specialist can assist groups with keeping track of expenditures.

**Special Consideration Funding**

Special consideration funding is available for clubs that are just starting out, clubs that didn’t receive a budget for the current year, and clubs that have or expect to incur unanticipated costs. To apply for special consideration funds, clubs must be officially recognized and in good standing. They must complete a Special Consideration Funding Form and submit it to the ASOIT Finance Officer. Requests must be made at least two weeks prior to the event or purchase in order to allow time for processing, and no money will be reimbursed after an event has occurred or purchase has been made.

In order to receive special consideration funding, a club is expected to supplement budgeted money for an event or special purchase. Clubs must pay for at least half of the expense (matching funds) from club funds, out of pocket, or by holding fundraisers. No club will be granted more than $500 in special consideration funding in an academic year.

Special Consideration Funding budget requests should include the following information:

* Name of the club requesting funds
* When the funds are needed
* Reason for request
* Benefit to the club, Oregon Tech, and/or community
* A complete breakdown of costs
* Other sources of funding for event or purchase and amount(s) of matched funds

Budget requests for trips should include the following:

* How many people are going?
* Where is the group going?
* How will the group get there (i.e. plane, bus, car, or school van) and what are the costs associated with transportation?
* Lodging, registration fees, and costs for any banquet that may be required. (NOTE: Meals are not normally acceptable budget requests.)

A club representative should attend a Special Considerations hearing, which takes place during an ASOIT Executive Meeting. You’ll need to schedule this appointment with the ASOIT President. Questions about the funding request will be asked and the FAC will vote to approve or deny funding immediately after the evaluation. The FAC reserves the right to make recommendations or stipulations on the use of funds granted.

**Fundraising & Donations**

Fundraising is a great way to supplement club funds. Money made during fundraising activities must be deposited through the Oregon Tech Cashier’s Office within 24 hours of collection. If the Cashier’s office is closed at the conclusion of a fundraising event, clubs may bring funds to Campus Life to be kept in a locked safe overnight, and must then collect funds on the following business day to be deposited with the Cashier.

The following policies are in effect regarding fundraising and donations by Registered Student Organizations:

1. Any fundraising monies not utilized in the current academic year will be included in the rollover funds for that group, and considered part of the group’s Incidental Fees from that point forward (and as such, no longer able to be used in the manner that fundraised dollars are allowed). This will take effect starting in June 2016.
2. Fundraisers held for the purpose of making a donation to an outside charitable organization will be allowed upon approval via the Event Approval Form. Groups must plan for this in advance, provide meeting minutes that reflect the decision to hold a charitable fundraiser, and clearly advertise the purpose/organization receiving the proceeds throughout the event.
3. Groups will not be allowed to donate to any outside organizations other than through the process outlined above. Consequently, groups may not request at the end of an academic year that any “leftover” funds be donated to a charity. If a donation was not set up in advance through the Event Approval process, then any leftover funds would be rolled over into the student organization’s general budget for the following year.

Proceeds from fundraisers may be used in the following ways:

1. Supplementing activities, events and programs of the organization;
2. Purchasing supplies for club use;
3. Food purchases for club activities;
4. Purchasing promotional items for club members (such as shirts, water bottles, etc. that have the club name or logo on them) – ONLY through the use of the Personal Items Purchase Form.

Proceeds from fundraisers may NOT be used for the following:

1. Purchase of alcohol
2. Gifts of any kind – when a club wishes to purchase a gift (for example, as an end-of-year thank you to faculty or club advisors), the club must collect cash from all members wishing to contribute, and use the collected funds to directly purchase gifts. The purchase of gifts will not be approved for reimbursement from any source of funds within the club’s university account.
3. Donations to charitable organizations, except as outlined in the process above.

Clubs may, on occasion, receive donations of goods or services from area businesses in support of an event or fundraiser. *Please check with Campus Life staff prior to soliciting for these types of donations, for information on dos and don’ts of requesting donations.*

**Raffles**

There are specific rules regarding raffles, so groups must make an appointment with the Associate Director of Campus Life prior to organizing a raffle. Raffle rules, which are governed by the State of Oregon, may change within a given academic year.

**Cash Deposits to SAC Indexes**

A deposit form is available for clubs to use in preparation for depositing funds from a fundraiser or donation. It is highly recommended that clubs have this form at the START of an event/fundraiser so that it can be completed before going to the Cashier’s office. This will help make the deposit more efficient, and can help clubs to verify dollar amounts immediately following an event.

All cash deposits should be made within 24 hours of collection, and must be given in a sealed or locked bag. When you make deposits in a timely manner, you reduce the risk of losing or misplacing funds. In the event that the cashier’s office is closed, your advisor may be able to store your funds in a safe place. You may also store funds temporarily in the Campus Life safe, but only if the Cashier office is closed.

If you are hosting an event where you’ll need to make change, you can check out a cash box from the Cashier’s office. Please email the Cashier at cashier@oit.edu at least two days prior to the event. After the event or fund raising activity has concluded for the day, deposit your funds within 24 hours. If you have questions or need help please see the Associate Director of Campus Life.

**Receipts**

The Business Affairs Office (BAO) is responsible for the receipt and timely collection of money owed to Oregon Tech. The following criteria should be adhered to when processing cash receipts:

* As previously stated, cash receipts (including cash and checks) must be deposited within 24 hours. Timely and accurate deposits reduce the risk of losing or misplacing receipts, in addition to creating a clear audit trail.
* All gifts, grants and other receipts should be made payable to Oregon Institute of Technology (or Oregon Tech) with the club/program name in the memo line, and be transmitted to the Cashier’s Office. Never accept receipts containing restrictive language before contacting Leticia Hill in Procurement & Risk in the Business Affairs Office.
* Logs and records of cash receipts, gifts and revenue should be maintained and compared to the FIS accounting system by an individual not responsible for the cash receipting process.

**How to Spend Your Money (here’s what you’ve been waiting for!)**

For liability purposes and the safety of our students and employees, it is NEVER permitted for anyone to sign a contract or agreement on behalf of Oregon Tech, a campus club, or student program. Contracts and agreements must be processed and signed by our Procurement and Risk Department representatives, via the Associate Director of Campus Life.

There is a preferred order of priority in terms of paying for supplies, food, travel, etc. done by student organizations and employees/departments. That order is:

* 1. Use of Purchasing Cards (P-Cards): a club ADVISOR may request the use of a P-card for purchasing. These cards are managed by Campus Life, and may be checked out and used by a ***club advisor only***, on behalf of the club. Any advisor who wishes to be an approved P-card user must take the P-card training and test (found on myOIT faculty/staff tab) and then contact the Business Affairs Office to get set up and approved for use.

Once purchases are made with a P-card, the advisor must return the card and receipts immediately to Campus Life, and complete a short form that explains the details and purpose of the purchases made. Campus Life will then process the reconciliation of the related charges.

* 1. Direct billing or invoice: a lot of area businesses already have an account set up with Oregon Tech, allowing us to make purchases and have the business bill Oregon Tech directly.
	2. Out-of-pocket: if a club has exhausted all other avenues and has no other option but to pay out-of-pocket for supplies or other expenses, then a personal reimbursement may be processed. This is NOT recommended, as we prefer students and employees to avoid having to use personal funds for club expenses, and it takes some time for the reimbursement to be processed.

**Travel Guidelines**

For student travel related to an academic program (e.g., conference, academic club competition), assistance is available from an academic support staff person for making travel arrangements and payment. Your advisor is often a faculty member and can therefore work through respective department support staff to arrange for assistance. For student travel not related to academics (e.g., campus clubs and student programs), assistance is available in the Campus Life Office (1st floor, College Union) for making travel arrangements and payment.

If student travel is international in nature, please contact **Risk Management** for more information and instruction.

There are 4 main parts of travel planning:

1. Student Travel Approval Form
2. Student Travel Itinerary/Emergency Contact Waiver Form
3. Driver Certification Form
4. Reservations & Payments

**Student Travel Approval Form**

Please complete and submit the Student Travel Form at least 10 Days Prior to Travel. Form is located on website: [www.oit.edu/student-travel](http://www.oit.edu/student-travel)

Once the Budget Authority signatures are on the form, your group may begin making reservations and paying registration fees as necessary. The Budget Authority is either the Director of Campus Life (for travel related to campus clubs or student programs) or a Department Chair (for travel related to an academic department trip/conference/competition). The Student Travel Approval Form must be submitted to the Student Affairs Office, College Union 217. The VP for Student Affairs/Dean of Students will review and sign approval for the trip.

**Student Travel Itinerary/Emergency Contact Waiver Form**

Please complete and submit the Student Travel Itinerary/Emergency Contact Waiver Form at least 10 Days Prior to Travel. Form is located on website: [www.oit.edu/student-travel](http://www.oit.edu/student-travel)

The Student Travel Itinerary/Emergency Contact Waiver must be submitted to the Campus Safety Office, Cornett Hall 231.

Please include a travel route via Google Map, include rest stops and overnight stops. If traveling by plane, please include a print-out of flight information. If traveling by other means of transportation, please provide details. Please keep in mind that students may only drive 7-passenger vehicles and only 300 miles per driver per day.

**Driver Certification Form**

Each Driver must complete a Driver’s Certification Form. This is annual form (September – August) that must be submitted yearly. Form is located on website: [www.oit.edu/student-travel](http://www.oit.edu/student-travel)

The Driver Certification Form must be submitted to the Campus Safety Office, Cornett Hall 231.

 **Reservations & Payments**

The Business Affairs Office (BAO) does not permit Group Travel Cards to be checked out to students. A travel card may be checked out and used by a club/program advisor (an Oregon Tech employee), and may be used toward all expenses directly related to the travel/conference/trip. If an advisor will not be traveling with the group, then expenses must be paid for in advance or as reimbursement upon return from the trip. See below for details on specific allowances related to these expenses.

Hotel, Rental Car, Flight and Registration Fees must be arranged and paid for prior to travel.

**Hotel**

* If making a reservation on an online site like Priceline.com, the cost of the hotel stay may be paid for in advance, and can be done with the use of a Group Travel Card on campus. Keep in mind that using this method to reserve hotel rooms is usually non-refundable – so please be sure that travel plans for the group are firm before booking.
* If an advisor is traveling with the group, then the hotel can be reserved on a Group Travel Card and the advisor can take the Group Travel Card with them on the trip to present for final payment at the hotel.
* Sharing rooms (multiple travelers per room) is not required, but can definitely help with your overall budget for the trip. There is a **maximum allowable cost per room of $120**, regardless of the number of people in the room.\* If the price per room will be over that amount, you must email the Director of Business Affairs at michelle.meyer@oit.edu and make an Exception Request. Her approval of the exception must be printed and submitted along with the payment paperwork.

\*An exception to this rule is if the hotel is serving as the host site for the conference and the price per night is above $120. In this case, an Exception Request is not required, but proof that the hotel is the conference host site is required.

* Regardless of the method of paying for hotel reservations, hotels normally require that a credit card be presented for incidental charges to the room (food, movies, etc.). We recommend that a debit card is **not** used for this purpose, as most hotels will charge an amount to the card to ensure that it has sufficient funds. An actual credit card is better for this. \*Incidental charges to hotel rooms are generally not reimbursable, and should be avoided.

**Rental Car(s)**

* Rental vehicles may be reserved and billed directly to Oregon Tech, with payment being processed after the trip. Both of these rental companies work with us for direct billing:
	+ Hertz (at the Klamath Falls airport): 541-882-0220
	+ Enterprise (on S. 6th St): 541-850-9000
* Both companies now have drop boxes for returning vehicles, so cars can be dropped off after hours without additional charges incurred.
* Enterprise is closed on Saturdays & Sundays, but will work with groups based on the drop box information in the bullet above.

**Flights**

* Groups are no longer required to obtain quotes from a travel agency prior to booking flights, but Oregon Tech does still work Azumano Travel as an option if groups would like assistance with making travel arrangements. In general, direct booking through online travel sites is typically cheaper. Remember that no flight reservations should be made before obtaining budget approval through the Student Travel Approval Form.
* Don’t forget to include baggage fees in your budget planning, unless the group agrees that those costs will be paid out-of-pocket by each participant.

**Registration Fees**

* Registration fees may be paid from a Group Travel Card here on campus if the conference host organization accepts credit cards for payment.
* If a check is required for registration, you must obtain an invoice from the conference host organization to submit for payment to be processed. In that case, a Vendor Setup Form must also be completed by the conference host organization in order to get them set up in our system to be paid. The Vendor Setup Form is located on the website: <http://www.oit.edu/faculty-staff/ba/ap/invoice-payment>.

**Reimbursements**

Student meals are not reimbursable. If a faculty advisor attends the trip, they may check out a Group Travel Card and meals may be purchased from the club’s budget (as approved in advance).

A Travel Reimbursement Request form must be submitted for any reimbursements required. Receipts for parking, taxi, and shuttle must be included with this form in order to process reimbursements. The link to the form is in the Resource box at right, or on the website at <http://www.oit.edu/faculty-staff/ba/ap/travel-reimbursements>.

For all travel, timely submission of paperwork for reimbursement is expected. All reimbursement paperwork should be submitted within one week of return from travel.

**When traveling by car:**

* When traveling with a rental vehicle(s), fuel receipts must be turned in for reimbursement.
* When traveling by personal vehicle, fuel receipts are not required; you will be reimbursed for mileage. Mileage reimbursement takes into account fuel as well as wear and tear to your vehicle. See the “Travel Reimbursement Rates” link at right for details on short trip and long trip mileage reimbursement.
* Remember that when traveling by car, all drivers must have submitted the Driver Certification Form (as outlined above), and cannot drive more than 300 miles per day per driver. If a trip is in excess of 300 miles one way, the group must have enough approved drivers to split up the trip into segments in order to meet this requirement.

**How to Plan an Event on Campus**

Any event, activity or purchase that will affect an organization’s budget (income or expenditure) must be approved in advance via the **Event Approval Form**. This form must be filled out completely, then signed by the group’s advisor to indicate his/her awareness and approval of the event and related costs. After the form is signed by the advisor, it must be submitted to Campus Life for approval, and will then be forwarded to the VP for Student Affairs for final approval.

When a club or program plans an event, they are completely responsible for every aspect of that event. These responsibilities will likely include set-up, gathering equipment through the College Union or other location, and clean up. An event open to the general public may require that organization members act as security personnel. All organizations are financially responsible for their event, and if damages occur they will be responsible for those as well.

As an officially recognized club or program at Oregon Tech, your group has the ability to reserve rooms for meetings or events in the College Union. Please visit the College Union Information Desk or go to [www.oit.edu/college-union](http://www.oit.edu/college-union).

Co-sponsorship and collaboration on events provides groups with greater resources for funding, planning and implementation of events. If your group is interested in pursuing options for co-sponsorship, please contact the Associate Director of Campus Life for assistance.

Groups that need assistance in learning the process of bringing entertainment acts or speakers to campus should contact the Associate Director of Campus Life or the Student Engagement Coordinator to set up an appointment.

**Risk & Waiver of Liability**

Some events hosted by student organizations have an inherent risk of injury due to the nature of the activity in which students are participating. When receiving approval for an event via the Event Approval Form, you may be notified by Campus Life that your event requires the use of the Risk & Waiver of Liability Form.

A Form is required for participation in Oregon Tech organized activities (including student clubs and groups) where there is a reasonable chance of bodily injury, property damage, permanent disability, paralysis or death to the participants. These risks may result from the participation in the activity, the acts of others, or the unavailability of emergency medical care or immediate staff response.

If you have questions about the use of the form or how to protect your organization and event participants, please contact the Associate Director of Campus Life.

**Costs for Non-Students at Ticketed/Fee Events**

By law, Incidental (student) Fees may not be used to benefit non-students. With that in mind, it is important to understand how to charge non-student participants at events and programs.

Student organizations may hold an event at which community and Oregon Tech employees are invited to participate, but if there is a per-person cost associated with participation in that event, any non-student participants must be charged accordingly. For example, an event that has food catered is typically charged at a per-person rate for the food. If the overall cost of food is determined at $8 per person, then non-students must pay that $8 to eat.

The only benefit that may be allowed for non-student participants in an event is if a group discount is assigned for an event. For example, if the Outdoor Program sponsors a ski trip to Mt. Bachelor:

* The typical cost for an individual lift-ticket may be $100 for the day, but since the OP is sponsoring and guaranteeing at least 20 participants, the lift-ticket cost goes down to $80.
* Since the Incidental Fees were not used to get that group discount, any non-student participant in the ski trip could benefit from the discounted rate and only have to pay $80.
* The OP may decide to further discount the rate for students by using some of their allocated budget for the year to pay part of that cost, so they may give currently registered students a rate of $40 for their participation in the trip. Non-students may NOT utilize that discount, as they did not pay student fees and cannot benefit from discounts gained through use of those fees.

**Guidelines for serving food at events**

Food may be served at two recruitment events and one end-of-year event per academic year. An exception to this rule is when an organization hosts a campus-wide event for which they have prepared a poster, flyer, advertisement, Tech News Daily announcement, The Edge newspaper ad or other evidence that shows that all Oregon Tech students were invited to participate.

An **Event Approval Form** must be completed for every event where food is served, both on and off campus (this includes events, programs, and meetings). This form must be completed two weeks prior to the event.

Sodexo, our on-campus dining and catering service, has a contractual first right of refusal for catering any events and programs held on campus. This means that when planning to serve food at an on-campus event, your group must give first opportunity for catering to Sodexo. The catering manager may accept the job, or may pass and give your group permission to obtain food/catering from an outside source.

If you wish to use a food vendor other than Sodexo for your event, you MUST complete the **Food Service Exception Form** (which can be found on the student organizations web page at <http://www.oit.edu/campus-life/forms-resources>), and submit it at least 2 weeks prior to your event. The form has to be approved by the Associate Director of Campus Life, the Director of Catering Services, and the VP for Student Affairs in order for your group to be allowed to use another food vendor.

For catering with Sodexo, visit the Sodexo office on the 2nd floor of the CU (between the Marketplace and Mt. Mazama) to determine the type of service needed. During this meeting, table set-up, linen requirements, number of volunteers needed for set up, meal service, and clean up should be discussed. ***\*Your group should go to this meeting prepared with a specific budget amount available for food and a number of expected guests/participants to be served.***

Upon completion of the event, the group must submit the event paperwork to the Campus Life office, including itemized receipts for purchases, an attendance sign-in sheet, a meeting/program agenda and any supporting information.

**Alcohol at Oregon Tech Events**

While it is possible to plan an event that includes the service of alcoholic beverages, student organizations are encouraged to consider the purpose and goals of the planned event and whether the presence of alcohol would be appropriate and/or beneficial to those goals.

When a club/program wishes to serve alcohol at an event, the Alcohol Approval Form must be completed and submitted to the office of Erin Foley, VP of Student Affairs/Dean of Students. The form can be found on the Campus Life Forms and Resources page at <http://www.oit.edu/campus-life/forms-resources>.

**Publicity & Advertising**

All postings must be in accordance with Oregon Tech’s Posting Policy. For the detailed policy, see <http://www.oit.edu/docs/default-source/Student-Affairs-/student-handbook/posting-policy---oit-30-006.pdf?sfvrsn=4>.

* Digital Displays (monitors) around campus

Campus Life manages these displays, and will include submitted electronic fliers upon request. Please see the Campus Life web page for submission details.

* Flyers and Posters

Clubs can create and print fliers or posters to post around campus. NOTE: All ads must be approved by the CU Information Desk staff prior to posting. The CU Info Desk staff will post your ads on campus, with adequate advanced notice.

Flyers should go out about two weeks before an event; not too early so they get overlooked but not so late that there’s not enough traffic passing them. A good estimate is to print 26 flyers to give to the info desk, and 45 flyers to give to the res hall.

All posters should include contact information. You may want to allow room for the Information Desk approval stamp in a lower corner.

Computer-created: Clubs can create an ad and have it printed on any print/copy station on campus, or through the Document Resource Center (DRC). Club or program SAC accounts will be charged for the cost of printing. If you choose to print through the DRC, be sure to contact DRC staff well in advance for printing guidelines.

Hand-made: Supplies (e.g., paper, pens, markers, and tape) are available in the ASOIT Office for the creation of hand-made flyers, but the supplies must be used inside the office.

* Press Releases

Press releases to local radio stations and newspapers must be submitted through the Oregon Tech Marketing Office. Contact the marketing team at 541-885-1162.

* KTEC

KTEC student radio will read Public Service Announcements on air if a written announcement is submitted via the “Post an Event” link on the KTEC web page ([www.oit.edu/ktec](http://www.oit.edu/ktec)).

* The Edge

The Edge student newspaper will run an ad in their paper if clubs submit a written ad to the Edge editor (edge@oit.edu) at least three days prior to the paper’s production.

* Events can be posted on the Campus Life Web Pages upon request. To submit information for inclusion, please email your info to campuslife@oit.edu.
* Oregon Tech online All Event Calendar:

All events that are approved via the Event Approval Form will automatically be added to the online Events Calendar unless the individual completing the form indicates that it is a closed event. This will also add your event to the Oregon Tech App (on smart phones).

* Oregon Tech App
Our (fairly) new smart phone app has a number of great resources to advertise your events. Download the app and explore!
* Student Health 101

Send an email with details to jennifer.bavarskas@oit.edu. This is an e-magazine that comes out once a month and the submission deadline is the 10th of each month so be sure to send it in prior to that. You can send plain text, or a copy of the flier you make for the event.

**Advertising Guidelines**

1. Displays (including, but not limited to, posters, notices, banners, etc.), which are obscene, litter the campus, damage property, advertise alcohol, or materially interfere with the regular and orderly operation of the college are prohibited.
2. All advertisements must be approved and stamped by the College Union Information Desk prior to posting on campus. Information about proper posting procedures can be found at [www.oit.edu/college-union](http://www.oit.edu/college-union) or at the College Union Information Desk.
3. All posted material not approved, or not properly posted as noted, will be removed promptly.
4. Posters, notices, displays or banners should be in good taste and reflect the Oregon Tech mission and values.
5. Excessive violations of posting procedures may result in a fine of up to $25.00 assessed by the Director of Campus Life or the Vice President of Student Affairs, and/or loss of posting privileges for the club/organization in question.