
STUDENT ORGANIZATIONS HANDBOOK

Updated Fall 2018



UW - Superior

Student Involvement

**Disclaimer: Some of the policies, procedures and other information outlined in this handbook may change throughout the year. Student organization leaders, members, and advisors are encouraged to check with the relevant office to ensure you have the most up-to-date information.*

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WELCOME

Congratulations on your involvement with student organizations at UW-Superior! By becoming a recognized student organization, you have demonstrated an interest in being an active part of our campus community.

Recognized student organizations provide a variety of opportunities for student involvement and leadership. They are meant to be a learning experience through involvement in the organization, administration, fundraising, budgeting, marketing and event planning activities. Participation in student organizations enhances the educational experience, provides professional growth, and encourages the personal development of all members.

This handbook is designed to assist organizations with many aspects related to their organization so that they will find success as they plan activities and events that support their mission and make a positive impact on campus life. We hope the information provided in this handbook will help you in running your organization successfully.

IMPORTANT CONTACT INFORMATION

STUDENT INVOLVEMENT

Student Involvement empowers students to engage in their community through the development of and participation in student-led programs focused on enhancing the educational experience and instilling university pride.

Allison Garver
Assistant Director of Student Involvement
Yellowjacket Union 155
715-394-8444

involvement@uwsuper.edu
www.uwsuper.edu/studentorgs

CAMPUS RECREATION – SPORT CLUBS

The Sport Clubs Program offers sport activities and extramural competition for all interested students and members of the campus community. Students participate in a wide variety of physical and athletic activities, contributing to the development of student leadership.

Jarod Meyer
Intramurals and Camps Specialist
Marcovich Wellness Center 1440
715-395-4651

jmeyer49@uwsuper.edu

www.uwsuper.edu/recreation/sportclubs

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association serves as the voice of the students and puts those voices into action! We strive to involve the student population in the process of decision making.

Student Judicial Committee: responsible for reviewing student organization conduct complaints.

SUFAC Committee: responsible for the allocation and management of student fees, including student organization budgets.

Yellowjacket Union 156

715-394-8432

senate@uwsuper.edu

www.uwsuper.edu/senate

STUDENT ORGANIZATION RECOGNITION

Recognition is a formal agreement for a student organization to exist on campus. It is a privilege to be recognized by the University of Wisconsin-Superior as a student organization.

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

Each student organization is encouraged to make responsible decisions, manage effectively, and represent UW-Superior appropriately. Recognized student organizations should:

- Follow all campus policies and procedures.
- Comply with the UWS Student Code of Conduct, Student Organization Conduct Policy, and any applicable laws.
- Manage risk.
- Maintain active membership and a faculty/staff advisor employed by UW-Superior.
- Participate in training and leadership opportunities.

- Check email and digest regularly.
- Update Student Involvement of any officer/advisor changes and contact information.

BENEFITS AVAILABLE TO RECOGNIZED STUDENT ORGANIZATIONS

Student organizations officially recognized by the University of Wisconsin-Superior receive the following privileges:

- Reserve and utilize campus facilities including the Yellowjacket Union and Marcovich Wellness Center at no/low cost.
- Apply for organizational funding through the SUFAC budget process.
- Access services such as a first-class mailbox, banner paper, and promotional supplies.
- Advertise on campus bulletin boards, UWS website, social media, and other official outlets.
- Utilize the Student Organization Workspace in the YU.
- Access limited storage space in the YU.
- Receive support and assistance from Student Involvement.
- Be placed on lists and in directories of recognized student organizations.
- Use the UW-Superior name and logo when identifying the group's affiliation.
- Receive invitations to campus events and leadership opportunities.

MINIMUM REQUIREMENTS FOR RECOGNITION:

Organizations **must adhere to the following** minimum requirements throughout the entire academic year in order to exist as a recognized student organization at the University of Wisconsin-Superior. These requirements are set and governed by the UW System in accordance with [Administrative Policy 820](#), UW-Superior Student Involvement, & UW-Superior Student Government Association.

1. Be student operated and directed.
2. Have a mission statement that compliments the mission of the University, and adhere to that mission statement during activities and events.
3. *Not* duplicate the service or purpose of another student organization.
4. Consist of at least five currently enrolled fee-paying UW-Superior student members at all times (enrolled for a minimum of one semester hour of credit), unless granted a written exemption by the Chancellor.
 - If approved for an exemption, no more than twenty-five (25%) percent of the membership can be non-student.
 - SUF funds will *only* be used for fee-paying UW-Superior students.

5. File an updated constitution and a set of bylaws with Student Involvement. This document must be reviewed, signed, and resubmitted every two years or when changes are made.
6. Obtain a faculty or staff advisor, currently employed by UW-Superior.
7. Require that all leadership positions in the organization be held by students enrolled on a fee-paying basis for at least half-time; as used in this policy, "half-time" status means enrollment for a minimum of six credits as an undergraduate student and enrollment for a minimum of four credits as a graduate student.
8. Be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.
9. Extend membership and all membership privileges, including voting and eligibility to hold office, to **all students** without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, religion, sexual orientation or veteran status. Those student organizations that select their members on the basis of commitment to a set of beliefs (e.g. religious or political beliefs) may limit membership and leadership positions in the organization to students who affirm that they support the organization's goals and agree with its beliefs (in accordance with the UW Regent Policy Document 30-6).
10. Meet at least once a month during the academic year or during the competitive season, for those groups that compete.
11. Meet all required deadlines and keep up-to-date contact information on record with Student Involvement.
12. Comply with UW-Superior policies and procedures, the Student Code of Conduct, and the Student Organization Conduct Policy.

SPORT CLUB REQUIREMENTS:

Sport Clubs must adhere to additional requirements, including:

1. Set up a monthly meeting time with the Intramurals & Camps Specialist.
2. Have one member serve on the Sport Club Council.
3. Read and sign the President's Agreement.
4. Read and sign the Club Officer Agreement.
5. Attend the President's Training at the beginning of the academic year.
6. Complete the Officer Contact List.
7. Submit a Member List which includes **all** sport club members.
8. Fill out an Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment form (waivers) for each member.
9. Submit a practice and game schedule.
10. Submit a Travel Roster/Itinerary at least eight days prior to departure.

11. Submit a Post-Travel Report within five days of returning to campus.
12. Check-out and check-in University owned uniforms at the beginning and end of the academic year.
13. Schedule a mid-semester and end-of-semester meeting with the Intramural & Camps Specialist.
14. Submit an Inventory List at the end of the academic year which includes all university purchased equipment.
15. Complete a Year-End Report.

FORMING A NEW STUDENT ORGANIZATION

New student organizations will be approved on a rolling basis throughout the academic year. During the first year, new organizations will be able to request Emergency Funding from SUFAC in order to facilitate events and programs for the UWS community. In order to apply for Segregated University Fees (SUF) funding for the next academic year, the new student organization must be recognized by and meet the deadline to apply (mid-February).

REQUIRED STEPS FOR NEW STUDENT ORGANIZATIONS:

There are seven basic steps to becoming a recognized student organization. Paperwork is available on the [Student Organizations webpage](#):

1. **Contact Student Involvement to discuss your idea for a new student organization.**
2. **Obtain 5 or more signatures from prospective members.** ([Member List](#))
3. **Create and submit a student organization constitution and set of by-laws.** ([Example Constitution](#))
4. **Obtain a faculty or staff advisor, currently employed by UW-Superior, and fill out the advisor agreement.** ([Student Organization/Advisor Agreement](#))
5. **Complete the [online application](#).**
6. **Set up a meeting with Student Involvement staff to review and submit the paperwork and discuss next steps. Paperwork to bring:**
 - Member List
 - Student Organization/Advisor Agreement
 - Constitution (*also send electronically to involvement@uwsuper.edu*)
7. **Have at least two (2) officers complete the online “Student Organization Training” on Learn@UW-Superior.** To enroll officers in the course, please email their names and organization to Student Involvement, involvement@uwsuper.edu.

8. Student organizations wanting to utilize storage space in the Student Organization Storage Room (YU 23) or a locker in the Student Organization Workspace (YU 157) are required to submit a signed copy of the [Student Organization Storage Room Agreement](#).

ANNUAL ORGANIZATION RECOGNITION

All existing student organizations must complete the annual recognition process to remain active. The fall semester deadline is **the last Friday of September at 4:30 pm**.

If a student organization misses the deadline, they may complete the recognition process late with budget penalties that will increase weekly, up to a 50% reduction.

REQUIRED STEPS FOR RETURNING STUDENT ORGANIZATIONS:

Paperwork is available on the [Student Organizations webpage](#):

1. **Obtain 5 or more signatures from organization members.** ([Member List](#))
2. **Meet with your faculty or staff advisor, currently employed by UW-Superior and complete the [Student Organization/Advisor Agreement](#).**
3. **Complete the [online application](#).**
4. **Submit the following paperwork to the Yellowjacket Union Information Desk by the deadline:**
 - Member List
 - Student Organization/Advisor Agreement
5. **Have at least two (2) officers complete the annual online “Student Organization Training” on Learn@UW-Superior.** To enroll officers in the course, please email their names and student organization to Student Involvement, involvement@uwsuper.edu.
6. **Submit the student organization constitution to involvement@uwsuper.edu. This document must be reviewed, signed, dated, and resubmitted every two years.**
7. Student organizations utilizing storage space in the Student Organization Storage Room (YU 23) or a locker in the Student Organization Workspace (YU 157) are required to submit a signed copy of the [Student Organization Storage Room Agreement](#). *Failure to submit the agreement may result in the removal of storage privileges.*

RECOGNITION PROCESS

Student Involvement staff will review your submitted materials to make sure all components of the application are complete and will make a decision on recognition. Student Involvement reserves the right to make the determination, consistent with university policy and Wisconsin law, on all requests for recognition.

If Student Involvement denies an organization's request for official recognition, the organization may appeal to the Dean of Students, who will make the final decision on recognition based solely on whether the organization has met the requirements stated in the process.

WAITING PERIOD

There is a brief waiting period between when an organization submits materials and when they have officially been granted recognized status. During the waiting period, student organizations:

- May reserve campus facilities.
- May hold recruitment events and membership meetings.
- May host campus programs and events (*returning organizations meeting fall deadline only*).
- May spend their SUFAC allocation for the academic year (*returning organizations meeting fall deadline only*).

ORGANIZATION INFORMATION

ADVISORS

Each student organization is required to have a faculty or staff advisor, employed by the university. UW-Superior expects student organization advisors to play an active role in the organization and the personal and professional development of its members. At a **minimum**, a student organization should expect the following from their advisor:

- Meet with and/or consult the executive board on a regular basis.
- Provide guidance to individual members, helping them to understand their leadership roles.
- Assist in setting realistic goals related to the organization's mission and budget.
- Provide continuity for the organization from year to year.
- Become familiar with all University and UW System policies and procedures to include purchasing and travel, obtaining training as needed.
- Intervene when the organization violates the law and/or UW-Superior policies.
- Manage the student organization's budget through WISDM, if receiving SUF funds.*
- Attend workshops and training through Student Involvement, as necessary.

**For organizations receiving SUF funds, the advisor (Cost Center Manager) is responsible for signing off on expenditures from the account, making sure to keep the account within the SUFAC allocation and guidelines and fiscally solvent.*

As part of the annual recognition process, all student organizations must meet with their advisor to define and clarify the role and level of involvement the advisor will have. This is accomplished by filling out and signing the [Student Organization/Advisor Agreement](#).

VOLUNTEER ADVISORS

If your organization has an individual(s) **not employed by the university** working with your organization in an advisory or volunteer capacity, they will need to complete a [Volunteer Agreement Letter](#) and submit it to Human Resources. The Volunteer Agreement Letter will need to be renewed annually or when the service period listed on the letter expires.

For the safety of our students, faculty, staff, and community it is important that we know who is on our campus and that they have successfully completed a criminal background check, sexual harassment training, and EO#54 Child Abuse and Neglect Report training.

Note: The student organization advisor employed by UWS will serve as the supervisor of the volunteer.

SAMPLE OFFICER DESCRIPTIONS

Students that hold leadership positions are highly invested in the success of their organization and take on many of the responsibilities necessary to its operation. The following are **examples** of officer duties, but each organization may create their own leadership positions and descriptions to fit their unique needs.

PRESIDENT

- Assure regular officer and membership meetings
- Facilitate all organization meetings and conduct organization business
- Serve as liaison between the organization, advisor, and Student Involvement
- Ensure organization compliance with all UW-Superior policies/procedures
- Ensure all officers are performing their duties as defined in the constitution
- Assign special projects to officers and/or form organization committees, as needed
- Hold elections of officers on a yearly basis

VICE PRESIDENT

- Assist the President in his/her duties and assume the President's responsibilities in his/her absence
- Keep accurate records of all meetings in the Secretary's absence

- Plan and be responsible for all retreats and training of the organization
- Ensure completion of required paperwork and requests for all organization activities
- Complete all duties as assigned by the President

SECRETARY

- Notify members of meetings
- Keep accurate minutes and attendance records of all meetings
- Maintain an accurate list of members and their contact information
- Establish and maintain meeting and event schedules
- Handle organization correspondence
- Develop and circulate publicity regarding organization activities

TREASURER

- Handle all financial account transactions, in conjunction with the Purchasing Office
- Prepare, with organizational input, the annual budget request
- Maintain accurate records of financial activity and present to the organization on a regular basis
- Coordinate any fundraising activities

RESOURCES & SERVICES

ASSISTANCE

Student Involvement staff serve as the primary campus resource for all student organizations. Assistance may include form completion, explanation of policies and procedures, and/or leadership training.

Sport Clubs may receive additional assistance from the Intramural & Camps Specialist in Campus Recreation.

DIRECTORY & DISTRIBUTION LIST

All recognized student organizations and primary contact information are listed on the [Student Organizations Web Directory](#). Make sure the primary contact, advisor and purpose statements are accurate.

To update officers, advisors, and/or contact information, email changes to Student Involvement, involvement@uwsuper.edu.

Student Involvement also maintains an email distribution list that includes email contacts for all student organization officers and advisors. Student Involvement and Student Government utilize this list to contact organizations with important information. To add or remove individuals, email changes to Student Involvement, involvement@uwsuper.edu.

Email Distribution Lists: studentorganizations@uwsuper.edu

StudOrgAdvisors@uwsuper.edu

'JACKET FEST: STUDENT INVOLVEMENT FAIR

The best place to begin promoting your organization is during 'Jacket Fest: Student Involvement & Job Fair held in early September. You have the opportunity to set up an interactive table display to promote your organization and talk with prospective members. Registration is available [online](#).

MAILBOXES

Mailboxes for recognized student organizations are available, upon request, in the Yellowjacket Union. Your organization may receive mail by using the following campus address:

STUDENT ORGANIZATION NAME

UW-Superior

Yellowjacket Union

P.O. Box 2000

Superior, WI 54880

Reminder: Check your organization mailbox regularly!

OFFICE SUPPLIES

Staples is the statewide, mandatory contract for purchasing office supplies and we receive discounted prices and quick delivery as a university. Student organizations may contact the Purchasing Office to purchase office supplies through the Materials Distribution Services (MDS).

Alternatively, your organization's advisor may apply for an [MDS account](#) with the student organization's cost center and may order supplies directly from MDS.

PRINTING & PHOTOCOPIES

Student organizations can bring items to print or copy to the Yellowjacket Union Information Desk. Your total copies will be tracked and charged back to your campus account at the end of each semester.

Black & White Copies: \$0.15 each

Color Copies: \$0.25 each

Color and/or Special Paper: \$0.25 each

SPECIAL PRINTING

The Yellowjacket Union Information Desk can produce small quantity printing projects on a cost-of-materials and labor basis, including large poster printing and lamination. The [Poster Printing Request Form](#) and pricing is available online.

Projects that require the use of an outside printer include jobs over 500 copies or special printing services not supported on campus equipment. [University Marketing & Communications](#) will assist with the competitive bid process and guide you through the process of working with the selected vendor.

PROMOTIONAL SUPPLIES

Student Involvement and the Yellowjacket Union offer student organizations multiple mediums to promote their meetings and events including:

- Banner Paper – including poster markers
- Button Maker
- Chalk
- Contact Tables
- Digital Signage
- Sandwich Boards – including poster board

STORAGE

The Yellowjacket Union has **limited storage space** available for student organizations, including lockers in the Student Organization Workspace and space in the basement. Please discuss your storage needs with Student Involvement and we will do our best to accommodate them.

If a student organization makes use of a storage space or locker, they are required to **fill out the [Student Organization Storage Room and Workspace Locker Agreement](#)** and submit it to the YU Information Desk or the Student Involvement Office (YU 155) **each academic year**.

Sport Club storage is available at the Marcovich Wellness Center.

STUDENT ORGANIZATION WORKSPACE

Located in Yellowjacket Union 157, the Student Organization Workspace is a communal space developed for use by all recognized student organizations during the Yellowjacket Union's normal operating hours. It is a great space to use to create marketing materials or to collaborate with other student organizations.

Review the [Student Organization Workspace Rules](#) found in the agreement to ensure adherence.

TECHNOLOGY LOAN SERVICES

Your organization can borrow equipment from the [Technology Loan Services](#) in Swenson Hall for program needs. Projectors, laptops, digital still and video cameras, portable sound systems, and a variety of other items are available.

CAMPUS FACILITIES

As a recognized student organization, you have access to many campus facilities at no or minimal charge. The new [Office of Reservations](#) utilizes [25Live software](#) to create event requests and room reservations. Reservation requests may be made for repeat events (i.e. weekly meetings) or for special one-time events.

Tip: Make your reservations early – at least 4-6 weeks for large events and 2 weeks for meeting space!

25 LIVE

It is recommended that each student organization designate one person to learn how to use 25Live and make the organization's event requests and reservations. There is a training document "[How to Create an Event Request in 25Live](#)" available online.

25Live syncs automatically with the [campus calendar](#). If you want your event to show up on the campus calendar, you will need to submit it through 25Live.

Another feature of 25Live is the ability to select any equipment or services that are needed such as tables, chairs, and technology as part of your request.

Note: Once you click SAVE on your event request, you will not be able to edit.

CANCELLATIONS

You cannot use 25Live to cancel or edit your event once it has been saved/submitted. To edit a request or a confirmation reservation, email the scheduler or the appropriate scheduling office. Include the reservation number, specific dates/spaces you wish to cancel/change, and your contact information.

Note: Contact the scheduler ASAP for cancellations. Failure to notify could result in fines or probation.

For assistance with 25Live or campus reservations in general, please contact:

Andrea Yezek
Conference and Events Manager
Old Main 314
715-394-8581
reservations@uwsuper.edu

YELLOWJACKET UNION

The [Yellowjacket Union](#) is **THE** place for student-centered activities, meetings, and events. Spaces that can be reserved in the YU include:

- Large Meeting Rooms (2)
- Small Meeting Rooms (2)
- Great Room
- Shippar Atrium
- Contact Tables

For assistance with Yellowjacket Union reservations, please contact:

Ethan Russom
Assistant Director, Yellowjacket Union
Yellowjacket Union 151
715-394-8535
erussom1@uwsuper.edu

MARCOVICH WELLNESS CENTER

Sport clubs have access to the following sporting facilities for practices, clinics, games, and home tournaments. Space is available free for meetings and practices up to 2 days/week. Home games, fundraisers, or other special events may have a facility rental fee associated.

- [Marcovich Wellness Center](#)
 - Field House (indoor track, 4 courts, multipurpose flooring)
 - Mertz Gym (wood floor, 3 courts, and bleachers)
 - Swimming Pool (6 lanes, no diving board, gradual depth to 12 ft)
 - Dance Studio (wood floors, mirror)
 - Climbing Wall
 - Racquetball Courts (4)
 - Classrooms
- Outdoor Tennis Courts (4)
- Outdoor Track

MWC FACILITY RESERVATIONS STEPS

Facility requests need to be sent to the Campus Recreation University Services Associate at the beginning of the semester or season or as soon as the organization has knowledge of the event. Once the Campus Recreation University Services Associate has been contacted, proceed to make all reservations in [25Live](#).

Donya Shehan-King

University Services Associate II, Campus Recreation

MWC 1121

715-395-4609

dshehan@uwsuper.edu

Note: Review the usage guidelines and reservation procedures!

MULTICULTURAL CENTER

The [Multicultural Center](#), located in Old Main Room 232, is also a great place to hold meetings or events. It has a maximum capacity of 100. Place your reservations of the space through [25live](#).

For questions about the use of the Multicultural Center contact:

Office of Multicultural Affairs

Old Main 230

715-394-8084

oma@uwsuper.edu

TABLING

All tabling requests, except for the Yellowjacket Union and MWC, will go through the Office of Reservations. The [tabling request form](#) will then be forwarded to SSC or Facilities Management to ensure the appropriate resources are provided.

For Yellowjacket Union tabling requests, contact the [Yellowjacket Union](#).

For MWC tabling requests, contact [Campus Recreation](#).

BUDGETS

Recognized student organizations may request an annual budget through the [Segregated University Fee Allocation Committee \(SUFAC\)](#) of the Student Government Association. Additional sources of funding may be obtained through fundraising, donations, organization dues and SGA emergency funding.

As part of UW-Superior, recognized student organizations must abide by the established policies and procedures that govern financial practices for the university.

CAMPUS ACCOUNTS

Student organizations must set up a [campus cost center](#) for funding, purchasing, and fundraising. The student organization advisor is the cost center manager and is required to sign off on many financial forms. Student organizations are **not** allowed to have their own private checking account.

WISDM ACCESS

Student organization advisors may obtain access to the University's shared financial system, [WISDM](#). Through this online system, advisors can verify transactions, audit, and maintain their cost center account. Access is granted through the Business Office.

Officers should know the financial standing of the organization (income, expenses, balance, etc.) at all times throughout the year in order for the organization to make accurate decisions about

future events and expenses. It is recommended that in addition to WISDM, organizations keep track of their own budget by maintaining a spreadsheet. The spreadsheet should show all revenue (deposits) and expenditures (withdrawals). Organizations may also choose to create mini-budgets within the greater budget for individual activities and events.

Tip: Every time funds are taken out or deposited, record it!

SUFAC FUNDING

The [Segregated University Fee Allocation Committee \(SUFAC\)](#) is a standing committee of the Student Government Association (SGA). This council is responsible for allocating the student activity fee that each student pays to fund activities and student organizations. Part of this process is formulating the budget process and managing funds for student organizations. All funding decisions by SUFAC are made in a viewpoint-neutral manner.

After the fall recognition process, approved budget funds for the current year are deposited into each student organization's campus cost center, which can be viewed in WISDM. Student organization cost centers carrying a balance of SUFAC money at the end of the fiscal year will be swept, with the unspent funds placed into allocable funding to be used the following year. All fundraised money is exempt from the fiscal year-end sweep.

[Current approved budget allocations can be viewed online.](#)

REQUESTING A BUDGET

All recognized student organizations that meet the recognition deadline(s) are eligible to request a budget for the following year. The budget process, timeline, and guidelines are determined by the SUFAC. The guidelines for requesting a budget include attendance at a budget workshop, submission of a detailed budget using approved rates, and participation in the budget meeting for your organization. Late submissions and/or failure to adhere to the guidelines may result in budget cuts or ineligibility to receive funds.

Organizations can expect to begin hearing about budget submissions for the next academic year late in the fall semester, with a tentative deadline in mid-February. At that point, the organization should plan the potential activities for the next academic year and create a budget for these activities.

REALLOCATION

SGA recognizes that organizations may wish to reallocate funds within their approved budget during the current year. A [reallocation request](#) must be submitted to SUFAC for approval confirming the reason for the allocation and the specific line items to be reallocated.

Note: Reallocations for travel funding must stay within the approved 70% of the total budget.

EMERGENCY FUNDING

Each year, SUFAC allocates no more than \$5,000 for the Unallocated Reserve account for emergency/contingency allocations. Emergency allocations are distributed on a first come, first served basis after a [request](#) has been submitted to SUFAC. Student organizations are limited to a **maximum of \$2,500 and/or submitting two requests per fiscal year** in emergency funding.

Organizations that miss the recognition deadline and/or SUFAC budget requirements may be limited to a maximum of \$500 in emergency funding for the fiscal year.

PURCHASING

Most student organizations will need to work with the [Purchasing Office](#) in order to make purchases from their campus account. Be sure to plan purchases well in advance! Allow a **minimum of two weeks** for most purchases, not including the time required for processing and shipping by the vendor.

Some organizations receiving administrative support from a campus department may be able to utilize the departmental credit card for purchases. This option will allow faster ordering in most cases.

Important! You may **not** enter into any contractual agreement on behalf of your organization or the university. If you sign an unauthorized contract you could be held personally liable. For contract assistance, contact Student Involvement at involvement@uwsuper.edu.

TAX EXEMPTION

Recognized student organizations qualify under the university's tax exemption. Provide the [tax exemption certificate](#) or number to the vendor when placing an order or making a purchase.

STEPS FOR PURCHASING

1. GET A QUOTE

Make a list of the items to be purchased. Research costs for each item – you can look online or in some instances may need to contact vendors directly to get a quote.

Keep in mind there are some mandatory purchasing contracts and guidelines:

- **Office Supplies** – MDS via Staples is the statewide, mandatory contract; we receive discounted prices and quick delivery.
- **Large Copying or Special Printing Jobs** – Work with University Marketing & Communications on a competitive bid process.

2. FILL OUT A PURCHASE REQUISITION

When filling out the [Purchase Requisition](#), you can leave the following fields blank:

- FOB/Terms/Deliver/Reference/Inquiry/Contract
- NIGP Code

Be sure to print the Purchase Requisition on **green** paper and have your advisor/cost center manager sign it. Attach any supporting documents such as quotes, agendas, promotional materials, etc. that document the need/use of the purchased items.

Submit the completed Purchase Requisition with supporting documentation to the Purchasing Office in Old Main 206. The Purchasing Office staff will determine the best method for purchasing which may include:

- Existing Vendors – those we have worked with in the past
- Local Vendors

REIMBURSEMENT

You should **NEVER** make a purchase with your personal funds and expect to be reimbursed. All organization purchases need to be planned and arranged ahead of time. If a reimbursement is needed, please work with your advisor and the Purchasing Office to follow the proper process.

EQUIPMENT

Equipment purchased with SUFAC allocated funds is considered owned by the University of Wisconsin-Superior but at the disposal of the respective organization. Equipment is defined as

“any item with a cost of over \$100 and a useful life of over 1 year” and is limited to items that are retained by the organization and used by multiple members for organization activities. Student organizations should **not** purchase personal items, which are used exclusively by one individual with organization funds.

Organizations should keep an **Equipment & Supply Inventory** record.

SPORT CLUBS - UNIFORMS

Uniforms that are required for play and are retained by the organization on a year-to-year basis may be a justifiable expense, as is the maintenance of such items. These uniforms are also considered the property of the University of Wisconsin-Superior.

PURCHASING NEW TECHNOLOGY

Student organizations wishing to purchase computing, audio, or video equipment will need to work with [Technology Services](#). All technology purchases must be pre-approved by Technology Services. Their staff will work with you to obtain the best equipment and prices and to help you comply with university and state purchasing rules.

FUNDRAISING

Most student organizations are supported by SUF allocations. However, organizations do not usually receive the full amount of funding they have requested. Fundraising is encouraged to help support the organization financially. Fundraised money can be used at the organization's discretion (within campus policy) and can be carried over into the next fiscal year.

Some examples of fundraisers:

- Ticket Sales
- Donation Solicitation
- Bake Sale
- Car Wash
- Organization Dues

Remember: Fundraisers are tax-exempt, as the university is a non-profit entity.

APPROVAL PROCESS

To hold a fundraising event, student organizations will need to obtain prior approval from campus administration. Only **recognized** student organizations will be granted permission to conduct a fundraising operation in the university name. [Fundraising paperwork](#) will need to be completed and submitted to the UWS Foundation Office in Old Main 237. The Business Office will send a notification when the event has been approved.

Reminder: The final report must be submitted within 5 days of the fundraiser.

The student organization advisor is responsible for making sure that all procedures are followed, including [proper cash handling](#). It's extremely important that fundraising activities be run correctly in order to avoid any campus embarrassment, potential liability, and/or loss of reputation in regard to running this type of fundraising event in the future.

BAKE SALES

[Bake sales](#) (cookies, cake, and other cold food) are **exempt** from the fundraising approval process and can be held at any time. Due to the level of risk involved and food safety regulations, sales of hot food require advanced approval.

Note: Bake sales must meet the special conditions outlined in the [Campus Food Handling Policy](#), which cover safe food handling procedures that are to be followed to avoid potential liability or allergic reactions.

OFF-CAMPUS SOLICITATION

It is important to work with the [UW-Superior Foundation Office](#) when soliciting donations off-campus. Often their office is officially working with off-campus companies and organizations to secure donations for the university and build relationships. If numerous UW-Superior affiliated organizations approach them with funding requests, it may jeopardize the Foundation's work. The Foundation Office can provide direction and assistance for raising funds off-campus.

Tip: If soliciting donations, choose local businesses that reflect University values.

RAFFLES & DRAWINGS

[Raffles](#) require special approval and must be licensed by the State of Wisconsin Gaming Commission and require the University's review and approval. Please contact the Business Office in Old Main 202 if you wish to hold a raffle.

Definitions:

- *Raffles – game of chance where tickets are sold*
- *Drawing – everyone is eligible to enter (we encourage these!)*

PRIZES & AWARDS

Student organizations must fill out the [Prizes & Awards Form](#) and contact the Business Office prior to giving out prizes or awards. The funding source of prizes and awards must be appropriate, and the University must comply with all applicable income tax reporting requirements.

CASH HANDLING

The [University's Cash Handling Policies & Procedures](#) must be followed during all fundraising events, including bake sales. The Cashier's Office can provide a secure cash box or locked bag and [starting cash](#) to make change. After the fundraiser, all funds must be deposited into the organization's campus account with a [deposit form](#).

DEPOSITS

All funds collected by a student organization must be deposited into the organization's campus account. Deposits should be made directly to the Cashier's Office, Old Main 208. This includes, but is not limited to proceeds received from sales, services, gifts, grants, contracts, prizes, awards, raffles, fines, permits, rewards, licenses, tickets, refunds, and rebates. "Funds" include cash, checks, money orders, cashier checks, traveler checks, etc.

Fill out the [Deposit Form](#) completely with the correct student organization account number. The organization's treasurer will receive a deposit receipt upon request after making the deposit. The treasurer, in conjunction with the advisor, should keep records of all transactions.

CAMPUS FOOD POLICY

To provide meals or refreshments at student organization meetings or events using segregated fees, the food must have been included as part of the approved SUFAC budget prior to the event. Fundraised money may also be used.

Note: Alcohol cannot be purchased with SUF funds.

Chartwells, our contracted University Dining Service, is the primary provider of food and beverage services at UW-Superior. As an alternative, organizations may provide pre-packaged

food and non-alcoholic beverages and/or prepared food that is delivered to campus from pre-approved licensed and fully insured alternative suppliers. This policy applies **everywhere on campus**.

Yellowjacket Union: *The total cost of food from alternative suppliers must **not exceed \$100** per event in this building. Potlucks are **not** allowed in the Yellowjacket Union.*

CHARTWELLS CATERING

[Chartwells](#) offers many catering options for events, including a reduced rate “The Gathering Student Menu.” The Chartwells staff is committed to providing quality food service that works within your budget. Your organization can work directly with the Catering Manager or create an account with [CaterTrax](#), their online ordering system.

Catering orders must be placed at least 3 days prior to your event.

A [Catered Food Service Payment Request Form](#) will need to be completed, along with the required documentation and approval signature, and provided to Chartwells **prior to the date of the meeting or event**. Required documentation may include a list of participant names, copy of the meeting agenda or program brochure, and a copy of the promotional material for the event.

ALTERNATIVE FOOD SUPPLIERS

Student organizations may provide **pre-packaged food** and non-alcoholic beverages and/or have **prepared food** delivered to campus from **pre-approved** licensed and fully insured food suppliers. A current list of [approved alternative food suppliers is available online](#).

An online field order or a [purchase requisition](#) must be submitted for each food order placed with a pre-approved alternative supplier. The field order will be provided to the supplier for billing purposes. Supporting documentation must be sent to Accounts Payable in Old Main 206. Supporting documentation may include a list of participant names, copy of the meeting agenda or program brochure, and a copy of the promotional material for the event. Please include the field order number on the supporting documentation.

*Reminder: Purchasing cards and petty cash may **not** be used to purchase food or beverages.*

FOOD SAFETY

The campus [Food Handling Policy](#) provides requirements for the safe handling, preparation, and serving of foods at campus events. All food prepared and/or served at University events must comply with the Food Handling Policy and meet or exceed applicable health standards.

NON-HAZARDOUS FOOD EVENTS

Events are **EXEMPT** from obtaining a campus food permit if **ONLY** non-hazardous foods are served. Non-hazardous foods are defined as "foods that do not require heat or refrigeration to retard spoilage in normal serving times." Examples include soft drinks, potato chips, baked goods and pre-packaged items. Food should be obtained from Chartwells or one of the alternative food suppliers.

POTENTIALLY HAZARDOUS FOOD EVENTS

A campus food permit is **REQUIRED** when any potentially hazardous food is **NOT** catered and/or served by Chartwells. Potentially hazardous foods are defined as "any food that requires heat or refrigeration for food safety. The [food permit application](#) must be submitted to Administration & Finance **at least 14 days prior** to the event.

A food coordinator that has completed a food handler training course is required to be present at the event. This individual will coordinate all aspects of preparing and serving food to ensure safe food handling and serving practices are followed.

A temporary food stand license, fee, and inspection is required when the same group cooks, prepares, gives away and/or serves food to the public four or more times within a 12-month period.

Tip: The campus BBQ Club does have a temporary food stand license and has undergone the food handling course. Consider co-sponsoring your food event with them!

SPECIAL CONDITIONS FOR BAKE SALES

- Each group is responsible for the safety of the foods provided, including any illness or injuries that may result from the consumption of the food.
- **Only non-hazardous foods** may be sold at bake sales.
- All bake sale items must be **individually wrapped** in plastic, foil, or waxed paper.
- Bake sale organizers must record the description of the food provided, who provided it and where it was prepared in the event of an illness or allergic reaction.
- A sign stating "**home baked**" must be posted if the foods were prepared in a private home.
- Food that contains a food allergen, or was made with the same utensils where food allergens were used, **must be labeled with the allergen** that it contains, i.e. "contains peanuts".

SPECIAL CONDITIONS FOR BARBECUES

- Limited to the serving of pre-cooked hot dogs or sausages, pre-formed frozen hamburgers, packaged rolls, dispenser delivered or single serve condiments, single serve snack foods (chips), and canned or bottled beverages.
- A [campus fire permit](#) is required to use a gas grill or a portable charcoal grill on campus.
- All cooking fires must be 50 feet or more from any structure and 15 feet away from any pedestrian walkway.
- Fires and grills must be constantly attended until the fire is extinguished.
- A **fire extinguisher** must be on-site.

Refer to the [Campus Food Handling Policy](#) for more information and specific food handling procedures for your event.

EVENT PLANNING

The success of your organization’s events will rely on how prepared you are. You should recognize the scope of your event and plan accordingly. Allow adequate time to plan events, a **minimum of 4 weeks**.

COPYRIGHT LAWS – SHOWING FILMS OR TELEVISION SHOWS ON CAMPUS

To show a movie, documentary, or an episode of a television show on campus, a student organization must obtain a “public performance license” or written permission from the producer. It does not matter whether the film is rented, purchased, or borrowed. According to [Copyright Law](#), films may be shown for an “educational purpose” **only** if the film is used as part of the in-class curriculum during normal class time with registered students and teacher present.

The university primarily works with [Swank Motion Pictures](#) for renting films and obtaining the public performance license. Movies can be expensive, ranging in cost from \$300-\$925, with new releases at the high end of the pricing scale.

To Order a Film from Swank: Contact Student Involvement at involvement@uwsuper.edu.

For movies not available through Swank, student organizations are responsible for obtaining a “public performance license” or permission from the producer or another distributor. The [Internet Movie Database](#) may be a helpful resource.

ENTERTAINMENT CONTRACTS

Organizations that are sponsoring an event where a speaker or entertainer will perform must follow the proper process for contracting entertainment. Keep in mind that SUFAC funding may only be used for a speaker/entertainer if the event is identified in the organization's SUFAC budget allocation or fundraised monies are used.

Tip: Do not advertise or promote an event until the contract has been signed.

You may request a contract or a performance agreement, but you **cannot** sign any agreements, contracts, or memos of understanding. Be sure to let the entertainer or agent know that UW-Superior has its own [Entertainer/Public Speaker Contract](#) that will need to be filled out and signed by both parties. The [Assistant Director of Student Involvement](#) can sign contracts and assist you with the process.

After contracts have been signed by the appropriate parties, a green [Purchase Requisition](#) signed by the cost center manager must be submitted to the Purchasing Office in Old Main 206 for payment to be processed. Be sure to attach the original contract (keep a copy for yourself) and a copy of the promotional material.

TALKING WITH AGENTS & ENTERTAINERS

Organizations should first speak with the speaker/entertainer or their agent to collect information and price quotes. Be sure to ask about performance and technical "riders" which should include whether or not the entertainer will require hotel, meals, special sound equipment, etc.

CERTIFICATE OF INSURANCE

The University also requires entertainment to provide a certificate of insurance.

POPCORN MACHINE RENTAL

Student Involvement rents out their popcorn machine for campus events. The \$25 fee per event includes all supplies needed including serving trays or bags. The popcorn machine and cart can be used anywhere in the Yellowjacket Union, but cannot leave the building. The machine must be cleaned before it is returned.

To rent the popcorn machine, contact Student Involvement at involvement@uwsuper.edu.

SOUND EQUIPMENTAL RENTAL

For events requiring the use of a portable sound system or the house system in the Yellowjacket Union Shippar Atrium, assistance by the student Media Technicians is required. The Media Technician will complete all setup, the operation of sound and lighting during the event, and tear down. A fee of \$10 per hour will be processed by interdepartmental chargeback to your student organization.

Media Technician Requests: Contact Student Involvement at involvement@uwsuper.edu. Be sure to include all details about the event and particular setup and technical needs.

MARKETING & PROMOTIONS

Student organizations are highly encouraged to engage in creative marketing and promotional ventures to advertise their organizations and events. Although promotions at UW-Superior are mostly self-regulated, the following [Design Standards](#) and Promotional Guidelines are expected to be followed.

If promotional materials do not meet the design standards and promotional guidelines, building managers have the right to remove the promotion and your organization will be contacted. If the behavior continues to happen, campus advertising privileges could be revoked.

DESIGN STANDARDS

All student organization promotions should adhere to the following [design standards](#), provided by University Marketing & Communications.

- Use of a university logo preferred, but not required
- Written identifier, at minimum (i.e. University of Wisconsin-Superior)
- Identification of organization
- Website or other contact information
- Event or posting date

If your student organization will be promoting events in the community or creating materials with a shelf-life longer than three months, consult the [Brand Review Zones](#) and work with University Marketing & Communications to ensure the correct usage of logos, fonts, and colors.

PROMOTION GUIDELINES

1. The content of all promotional items must be in good taste.
2. Items must include the name or logo of the sponsoring organization.
3. Items are not to be taped to walls, doors, or windows. The use of tape, paste, tacks on woodwork, walls or ceilings is not permitted. Items may not be pinned to or hung from ceiling tiles. Your organization may be responsible for any damages that may result.
4. Advertisements that indicate alcohol as the primary focus of an event are not permitted. Advertising of tobacco products is not permitted.
5. Political and campaign items are not to be posted on university bulletin boards.
6. UW-Superior reserves the right to remove, restrict, limit, or deny posting or distribution of any promotional materials.

CAMPUS ADVERTISING METHODS

BANNERS

Large rolls of banner paper and poster markers are available in the Yellowjacket Union Student Organization Workspace.

Keep in mind: Banners may only be hung in limited spaces around campus. Be sure to check with building directors for permission.

BUTTON MAKER

Student Involvement has a button making machine available for checkout. The use of the machine is free; supplies for standard 2 ¼" buttons are available at a cost of \$0.25 per button. Organizations may purchase additional button supplies with various backings from Badge-A-Mint.

To use the button maker, contact Student Involvement at involvement@uwsuper.edu.

CHALKING

Chalking is allowed on all sidewalks throughout campus, except under building overhangs. Do not use chalk on buildings and/or walls.

Tip: Only use chalk in areas where rain will be able to wash it away.

CAMPUS EVENTS CALENDAR

If you'd like your student organization meeting or event posted to the online [campus calendar](#), you will need to submit it through [25Live](#), which syncs automatically with the calendar.

CONTACT TABLES

Contact tables can be reserved for “tabling” in the Yellowjacket Union, Marcovich Wellness Center, and Swenson Hall. Tabling is a great way to take advantage of student foot traffic in the buildings to promote your organization and events. Information on [who to contact for each building is available online](#).

DIGITAL SIGNAGE

To place an advertisement for your event on the digital screens around campus, submit a JPEG of your poster to involvement@uwsuper.edu. Advertisements will be displayed up to 10 days prior to the event. For a recurring event or meeting, advertisements will be displayed up to 2 days prior to the event. More information on the [Digital Signage Policy](#) is available online.

Note: Advertisements must be 1920x910 or landscape orientation and use minimal words to fit the dimensions of the screens.

POSTERS & FLIERS

Posters and fliers may be hung on campus bulletin boards with thumbtacks only (no staples). Campus bulletin boards are self-regulated and therefore do not require approval or stamps. Do not post anywhere other than designated boards including walls, doors, or windows.

Tip: Be sure to post only on “public” bulletin boards and those designated for University events.

To distribute posters in the Residence Halls, drop off copies to the Yellowjacket Union Information Desk. Resident Assistants will then hang them up in the appropriate places in the Residence Halls.

BULLETIN BOARD ETIQUETTE

Since the campus bulletin boards are self-regulated, student organizations are expected to take responsibility **for posting and removing** their own posters and fliers.

- Hang only **one** poster per bulletin board.
- Do not cover or remove other active posters.

- Please take down any expired posters you may come across.
- Use large posters (11x17") for large, one-time events only.
- Do not hang posters that will remain up for an indefinite amount of time (i.e. semester meeting schedule).

RESIDENT MAILBOXES

Student organizations may distribute materials to all campus residents through their mailboxes by making arrangements with the Yellowjacket Union Information Desk. Each organization is limited to one mailing per semester and should coordinate the number of copies and dates for distribution with the YU staff.

SANDWICH BOARDS

Student Involvement has A-frame (sandwich) boards that may be checked out to advertise for or provide directions to your event. The boards are available on a first come, first served basis for student organization. Student organizations may check out two boards per event to be displayed inside the Yellowjacket Union **only** up to three days prior to the event. The Yellowjacket Union staff will help you determine the best locations based on traffic flow through the building. Boards must be taken down immediately after the event and returned the next day free of promotional materials.

Tip: Student Involvement can provide colored poster board to be used as a background in the boards.

For reservations, email Student Involvement at involvement@uwsuper.edu with the dates you would like to use the boards.

STUDENT DIGEST

Student organizations may designate one representative to receive authorization to post to the Student Digest on the organization's behalf. Contact Student Involvement at involvement@uwsuper.edu with the name of the representative.

MEDIA RELATIONS

University Marketing & Communications produces news articles about the university, campus events, and student, faculty, and staff achievements. These articles are distributed to local and regional news media and posted on the [university's news website](#).

University Marketing & Communications also works with the news media to encourage and support news coverage of UW-Superior. Organizations seeking to [publicize news and events](#) should contact relations@uwsuper.edu

STYLE MANUAL

The [UW-Superior Style Manual](#) provides a consistent writing style which helps the University prepare written materials with increased consistency, credibility, and professionalism.

UNIVERSITY LOGOS

The University Marketing & Communications Office maintains and oversees the use of official university symbols, including the seal, logo, and name. Rules for using the University logo apply to all departments and organizations. Proper use of the [UW-Superior logo](#) is important to increase recognition and in providing a consistent and professional image for the University.

DO NOT:

- Stretch the logo, reapportion it or distort it in any way.
- Make other words or images superior to the University logo. Department, office or program names may be prominently displayed on printed or electronic material, but cannot be portrayed as being of the same or greater significance than the University logo.
- Use the logo smaller than 1.5 inches wide.
- Position the logo at an angle.
- Redraw the logo or substitute a different font.
- Combine with another logo or other graphic element, including another UW-Superior logo
- Enclose the logo within a shape.
- Allow other visual elements (words, other logos, photos, etc.) to crowd the logo. To maintain this, an established area of isolation exists around the logo.

PROMOTIONAL ITEMS

UW-Superior **logo usage guidelines also apply to promotional items** (pens, flash drives, key rings, etc.). Exceptions to the guidelines for these purposes will be considered on a case-by-case basis. For assistance in selecting, designing and/or ordering promotional items, complete a [Service Request Form](#).

TRAVEL

Student organizations may travel as long as the trip is related to the mission/purpose of the organization, approved and authorized by the advisor, and have on-site supervision by a UW-Superior employee or designated agent.

Even when off-campus, students are representatives of the University and must comply with the UW-Superior [Student Code of Conduct](#) and the [Student Organization Conduct Policy](#).

Reminder: SUFAC/Seg Fees cannot be used for campus visits (graduate, law, medical schools, etc.), personal travel, or to cover the cost of meals during student organization trips.

MANDATORY TRAVEL FORMS

The first step to planning any student organization trip is to complete the [Student Trip Planning Form](#). Be sure to plan ahead and submit the completed form **at least 30 days prior** to your trip. Include a list of participants* and your itinerary, including any information about conference registration and hotel blocks. Once the form is complete, the Travel Office staff will assist the organization with reservations and travel arrangements.

***Advisor must confirm that all participants are fee-paying students enrolled at least part-time.**

For assistance completing the [Student Trip Planning Form](#), contact Student Involvement at involvement@uwsuper.edu.

REGISTRATION

As part of the information collected for the [Student Trip Planning Form](#), be sure to include all details about conference registration. Determine what is included in the registration fee (does it include meals?). Allow plenty of time for processing in order to meet early bird registration deadlines and receive the lowest possible price.

STUDENT ORGANIZATION TRIP RESPONSIBILITY, RELEASE, AND AUTHORIZATION

All off-campus trips require participants (or parents if the participant is under age 18) to sign the [Student Organization Trip Responsibility, Release, and Authorization](#). If an organization travels often, the participant may sign one form for the length of the travel season. Completed forms should be submitted to the Administration & Finance Office prior to the trip.

AGREEMENT FOR ASSUMPTION OF RISK, INDEMNIFICATION, RELEASE, AND CONSENT FOR EMERGENCY TREATMENT

Participants must also sign the [Agreement for Assumption of Risk, Indemnification, Release, and Consent for Emergency Treatment](#). Completed forms should also be submitted to the Administration & Finance Office prior to the trip.

RECOGNITION OF AGENCY STATEMENT

A [Recognition of Agency Statement](#) is required if the student organization **advisor is not traveling** with the organization. He/she may delegate responsibility to a student leader through this form.

Agents are persons that are officially recognized and authorized by the University to act in the best interests of the University on the trip. Agents are responsible and accountable for their actions and those taken or made by others subject to the agent's leadership or supervision. Recognition of a non-employee agent (i.e. student or volunteer) is achieved through a written [Recognition of Agency Statement \(ROAS\)](#), signed and dated by the agent and the student organization advisor. The student organization advisor must retain all ROASs for a period of 12 months. If an accident occurs on a trip, all records for the affected persons shall be retained for a period of three years.

EMERGENCY CONTACT INFORMATION

[Emergency contact information](#) should be collected for all trip participants. The advisor or designated agent supervising the trip must have a copy of this information with them while traveling. In case of an emergency, it may be helpful to also leave a copy back on campus.

VEHICLE RENTAL

The use of rental vehicles through [Enterprise Rental](#) is strongly encouraged. Reservations are made through the Travel Office. The [Car Calculator](#) can help you estimate the total cost of transportation with a rental vehicle.

Persons unrelated to the University may not ride in University rental vehicles. Unrelated persons include family, friends, guests, and others who do not have a recognized affiliation with the University.

Note: Early pickup of the vehicle is required on Friday for trips beginning Friday after 5 pm through Monday before 7:30 am.

DRIVER AUTHORIZATION

The University must authorize all employees, students, or volunteers who may drive a vehicle on University business, including rental vehicles and personally-owned vehicles if transporting other university employees or students. Persons who do not carry current University driving authorization should [apply for authorization](#) with Parking Services a minimum of five business days prior to the start of a trip. Authorization for students is generally valid for 12 months and is renewable. The authorization for faculty and staff expires at the termination of employment.

Tip: Have more than one authorized driver on a trip, so you can rotate driving duties.

PERSONAL TRAVEL ARRANGEMENTS

The use of personal vehicle(s) is discouraged due to potentially significant liabilities and consequences to the owner's insurability in the event of a loss. However, the use of an agent's personal vehicle is the sole option of the agent.

Participants may also choose to arrange their own personal transportation to or from a trip destination. However, participants that choose to arrange their own transportation must be made aware that the State does not accept any liability for losses sustained during their travel to or from the trip destination. These participants' personal insurance would be their only source of liability protection.

AIRFARE

All university-related air travel must be booked through the [TravelWise Portal](#) using the online booking tool Concur or by requesting services from the Fox World UW Agent. Student travelers will need to contact their advisor to initiate a booking by submitting a non-employee travel request form on the student's behalf. **Students should not call on-site services directly.**

Instructions for booking online with Concur or for filling out an air travel request for UW System's on-site booking can be found in the [TravelWise Portal](#).

TRAVEL ADVANCE

Student organizations may submit a [Travel Advance Request](#) to receive cash prior to their trip to help pay for estimated expenses along the way, such as gas and hotel. Travel Advance funds are issued as either a check or through direct deposit with the advisor. Submit the request **at least 10 business days in advance** of your trip.

Reminder: You must save all receipts for expenses!

TRAVEL EXPENSE REPORT

A [Travel Expense Report \(TER\)](#) will need to be filled out if the organization received a travel advance or needs reimbursement of travel expenses **within 14 days of travel**. Be sure the TER includes all original receipts, appropriate signatures, and event documentation such as a program or agenda. If you have leftover money from a Travel Advance, be sure to turn that in as well.

Tip: Don't send leftover money through campus mail. Take it directly to the Business Office, Old Main 206.

BEHAVIOR & DISCIPLINE

Recognized student organizations, its officers, members, and designees are responsible for adhering to University policies and procedures. The organization advisor, president, officers or other designated representatives of the University must ensure accountability. The organization and/or individual members may be held accountable through the [University Code of Conduct](#) and/or the [Student Organization Conduct Policy](#). Cases of student organization misconduct will be handled by the [Student Organization Conduct Policy](#).

CODE OF CONDUCT

The University of Wisconsin-Superior is a community of students, faculty, and staff working together in the pursuit of learning. Actions consistent with the University's values are an essential component of an environment that supports student development and learning. It fosters a community that is safe from violence, free from harassment, fraud, theft, disruption, and intimidation.

UW-Superior students are members of both the University community and the larger community of which the University is a part and as such are entitled to all of the rights and protections enjoyed by members of the larger community. At the same time, students are responsible for

conducting themselves in a lawful manner and in compliance with the University's policies and codes of conduct.

UW-Superior students are accountable for their actions. The student conduct process fosters the development of leaders and citizens who exercise personal responsibility, ethical decision-making, and cross-cultural competency.

STUDENT ORGANIZATION CONDUCT POLICY

The responsibilities of being a recognized student organization include compliance with all applicable organizational, local, state, and federal laws/ordinances, as well as all University rules, policies and procedures. Student organizations must also comply with any policies, procedures, and guidelines for off-campus facilities that the organization is using. The student organization conduct policy applies to the student organization as a whole and the individuals representing a recognized student organization and the University of Wisconsin-Superior

Specific examples of applicable laws and policies include, but are not limited to:

- [UW System Adm. Code Ch. 17: Student Nonacademic Misconduct](#)
- [UW System Adm. Code Ch. 18: Conduct on University Lands](#)
- [Academic Freedom/Freedom of Expression Policy](#)
- [UW-Superior Harassment and Discrimination Policy](#)
- [UW-Superior Sex Discrimination & Sexual Misconduct Policy](#)
- [UW-Superior Anti-Bullying Policy](#)
- [UW-Superior Respectful Campus Statement](#)
- [WI State Statutes pertaining to hazing](#)
- [University Alcohol Use Policy and/or WI state statutes pertaining to the legal drinking age and the provision of alcoholic beverages to minors](#)
- Illegal drug use or sales at organization events or in organization facilities
- Conduct that obstructs or impairs the ability of students or community members to participate in university-sponsored or authorized events, or that substantially and unreasonably interferes with others' participation in lawful activities
- Creation of an unsafe or dangerous environment at an organization event or in organization facilities
- Incident of theft, vandalism, excessive noise or disorderly conduct
- Non-compliance with University Purchasing/Accounts Receivable cash handling policies, including misappropriation of funds or resources
- Organization's own Constitution and By-Laws, including the rules, regulations, policies, and procedures outlined in these documents.

Any student organization found in violation of these or other policies and procedures to which they are held accountable may be subject to disciplinary action as outlined in the [student organization conduct policy](#). Individual organization members involved in the violation of these or other policies may, in addition, face disciplinary action under [University of Wisconsin System Administrative Code Chapter 17: Student Nonacademic Disciplinary Procedures](#) or [Chapter 18: Conduct on University Lands](#). Individual student misconduct will be handled through the Dean of Students Office.

PROCEDURES FOR FILING STUDENT ORGANIZATION CONDUCT COMPLAINTS

Any student, faculty, or staff member of the University of Wisconsin-Superior or community member may [file a written complaint of an alleged violation](#) against a recognized student organization with the Dean of Students Office. In order to proceed, as much of the following information must be included in the written complaint:

- Date, time, and location of alleged violation of policy
- A detailed description of the alleged violation of policy
- Name of the organization(s) involved
- Name of the individual(s) involved in the alleged violation
- Name(s) of any additional witnesses of the alleged violation
- Name and contact information of the person filing the complaint

All complaints must be filed with the Dean of Students Office within sixty (60) days. Written complaints can be submitted online through the [Incident Reporting Form](#). Anonymous reports will be investigated and charges may be advanced if sufficient evidence or witnesses are discovered. Any concern of retaliation or harassment may be expressed to Campus Safety or the Superior Police Department by the Dean of the Students Office upon request of the reporter.