*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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Congratulations on your involvement with UW-Superior Student Organizations! 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 organization, administration, fundraising, budgeting, marketing and event planning. 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 all 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 – SPORTS CLUBS**

The Sports Clubs Program provides developmental opportunities for students and faculty/staff through competition, instruction, responsibility, and involvement.

Krisi Patterson  
Interim Director of Campus Recreation  
Marcovich Wellness Center 1603  
715-395-4611  
kpatter1@uwsuper.edu  
www.uwsuper.edu/recreation/sportsclubs
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.

**Internal External Affairs Council**: responsible for the regulation of student organizations.

**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 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:

- Reserving and utilizing campus facilities including the Yellowjacket Union and Marcovich Wellness Center at no/low cost.
- Applying for organizational funding through the SUFAC budget process.
• Accessing services such as a first-class mailbox, banner paper and promotional supplies, and limited storage.
• Advertising on campus bulletin boards, UWS website, social media, and other official outlets.
• Receiving programming planning assistance.
• Being placed on lists and in directories of recognized student organizations.
• Using the UW-Superior name and logo when identifying the group’s affiliation.
• Receiving 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 Financial Paper 50, UW-Superior Student Involvement, & UW-Superior Student Government Association.

UW System Financial Paper 50: [http://www.uwsa.edu/fadmin/fppp/fppp50.htm](http://www.uwsa.edu/fadmin/fppp/fppp50.htm)

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 Internal External Affairs Council and 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. Maintain an updated Constitution and a set of Bylaws.
6. Obtain a faculty or staff advisor, 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, except 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.
10. As a group, meet at least once a month during the academic year or during the competitive season, for those groups that compete.

11. Attend the Student Organization Summit at the beginning of the academic year. New organizations created past the fall deadline must make alternate arrangements for training.

12. Meet all required deadlines and keep up-to-date contact information on record with Student Involvement.

13. Comply with UW-Superior policies and procedures and the Student Code of Conduct.

Sports Clubs may have additional requirements to address risk management policies.

FORMING A NEW STUDENT ORGANIZATION

New student organizations may be formed at any time during the academic year, but must meet the fall deadline to apply for SUF funds. Student Involvement staff are available to meet with you to discuss your organization idea and to assist you with the required steps.

REQUIRED STEPS:

There are six basic steps to becoming a recognized student organization. Paperwork is available on the Student Organizations website: [www.uwsuper.edu/studentorgs/recognition](http://www.uwsuper.edu/studentorgs/recognition)

1. **Obtain 5 or more signatures from prospective members.** *(Member List: [http://www.uwsuper.edu/studentorgs/recognition/upload/Member-List.pdf](http://www.uwsuper.edu/studentorgs/recognition/upload/Member-List.pdf))


3. **Obtain a faculty or staff advisor, employed by UW-Superior.** *(Student Organization/Advisor Agreement: [http://www.uwsuper.edu/studentorgs/recognition/upload/Student-and-Advisor-Agreement.pdf](http://www.uwsuper.edu/studentorgs/recognition/upload/Student-and-Advisor-Agreement.pdf))

4. **Complete the online application:** [http://www.uwsuper.edu/studentorgs/forms/recognition-application.cfm](http://www.uwsuper.edu/studentorgs/forms/recognition-application.cfm)

5. **Submit the following paperwork to the Yellowjacket Union Information Desk:**
   - Member List
   - Student Organization/Advisor Agreement
   - Constitution *(also send electronically to involvement@uwsuper.edu)*

6. **Send at least 1 student leader to the Student Organization Summit in September** OR schedule a makeup training session with Allison Garver, Assistant Director of Student Involvement or Krisi Patterson, Interim Director of Campus Recreation.
All student organizations must complete the annual recognition process by the fall recognition deadline to remain active. The fall deadline is Friday, September 26, 2014 at 4:30 pm. Late paperwork may result in a budget reduction for the organization.

REQUIRED STEPS:

Paperwork is available on the Student Organizations website: www.uwsuper.edu/studentorgs/recognition

1. **Obtain 5 or more signatures from organization members.** *(Member List: http://www.uwsuper.edu/studentorgs/recognition/upload/Member-List.pdf)*

2. **Meet with your faculty or staff advisor, employed by UW-Superior.** *(Student Organization/Advisor Agreement: http://www.uwsuper.edu/studentorgs/recognition/upload/Student-and-Advisor-Agreement.pdf)*

3. **Complete the online application:** http://www.uwsuper.edu/studentorgs/forms/recognition-application.cfm

4. Submit the following paperwork to the Yellowjacket Union Information Desk by the deadline:
   - **Member List**
   - **Student Organization/Advisor Agreement**

5. **Send at least 1 student leader to the Student Organization Summit on September 21, 2014 from 11:00 am-3:00 pm.**

6. **Submit the student organization constitution** to involvement@uwsuper.edu only if changes have been made since last fall. Student Involvement keeps all current student organization constitutions on file.

RECOGNITION PROCESS

Student Involvement staff will review your application materials to make sure all components of the application are complete. Your completed application materials will then be sent to the Internal External (IE) Affairs Council and Student Government Association (SGA) for approval. The IE Council and SGA meet bi-monthly, so expect a response within four weeks.

After SGA approval, the student organization will be granted recognized status, gaining all the rights, privileges and responsibilities associated with recognition. The Internal External Affairs Council and the Student Government Association reserve the right to make final determination, consistent with university policy and Wisconsin law, on all requests for recognition.
WAITING PERIOD

There is a short waiting period between when an organization submits application materials and when they have officially been granted recognized status by SGA. 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 only)
- May spend their SUFAC allocation for the academic year (returning organizations only)

ORGANIZATION INFORMATION

ADVISORS

Each student organization is required to have a faculty or staff advisor, employed by the university. UW-Superior encourages 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; serve as a resource for students.
- 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.

Student Organization/Advisor Agreement:
http://www.uwsuper.edu/studentorgs/recognition/upload/Student-and-Advisor-Agreement.pdf
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
- Preside over all organization meetings and conduct organization business
- Will 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
- Will hold regular 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
- Will complete all duties as assigned by the president

SECRETARY

- Notify members of meetings
- Keep accurate minutes and attendance records of all meetings
- Maintain 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
ADMINISTRATIVE ASSISTANCE

Student Involvement staff provide administrative assistance to all student organizations. This may include assistance with form completion, explanation of policies and procedures, leadership opportunities, and a campus resource for your organization.

Sports Clubs may also receive additional assistance from Campus Recreation staff.

DIRECTORY & DISTRIBUTION LIST

All recognized student organizations and primary contact information are listed on the Student Organizations webpage. Make sure the primary contact, advisor, and purpose statements are accurate.

Student Organization Directory: [http://www.uwsuper.edu/studentorgs/index.cfm](http://www.uwsuper.edu/studentorgs/index.cfm)

Update Organization Contact Information: [http://www.uwsuper.edu/studentorgs/forms/distribution-list.cfm](http://www.uwsuper.edu/studentorgs/forms/distribution-list.cfm).

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.

Email Distribution List: [Student_Organizations@uwsuper.edu](mailto:Student_Organizations@uwsuper.edu)

EMAIL ACCOUNT

Student organizations may request a campus email account, such as studentorg@uwsuper.edu. Request your desired email address and password through Student Involvement.

Email Request or Password Reset: contact Student Involvement at [involvement@uwsuper.edu](mailto:involvement@uwsuper.edu)

‘JACKET FEST

The best place to begin promoting your organization is during ‘Jacket Fest: Student Involvement & Part-Time Job Fair held during the second week of classes in the fall semester. You have the option to set up an interactive table display to promote your organization and talk with prospective members.

‘Jacket Fest Registration: [http://www.uwsuper.edu/involvement/forms/jacketfest.cfm](http://www.uwsuper.edu/involvement/forms/jacketfest.cfm)

MAILBOXES

Mailboxes for each recognized student organization are available at the Yellowjacket Union. Your organization may receive mail by using the following campus address:
Reminder: Please check your organizational 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.

MDS via Staples: http://www.uwsuper.edu/business/purchasing/office-supplies-mds-via-staples.cfm

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.

   B/W Copies: $0.15 each
   Color Copies: $0.25 each
   Color and/or Special Paper: $0.25 each

There is also an option to add a printing account on the campus network with your student organization email account. The amount allocated is transferred from your cost center into print credits. When your organization prints documents in campus computer labs, the cost per page is deducted from your allocation.

Print Credit Request: Contact Student Involvement at involvement@uwsuper.edu. Include the amount you would like allocated and the student organization account information.

SPECIAL PRINTING

Technology Services can produce small quantity printing projects on a cost-of-materials and labor basis, including large poster printing and lamination.

Technology Services Printing: http://www.uwsuper.edu/technology/services/multimedia/graphics.cfm
Projects that require the use of an outside printer include jobs over 500 copies or special printing services not supported on campus equipment. University Relations will assist with the competitive bid process and guide you through the process of working with the selected vendor.

**Outside Vendor Printing:** [http://www.uwsuper.edu/univrrelations/services/printing-copying.cfm](http://www.uwsuper.edu/univrrelations/services/printing-copying.cfm)

**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 to access. Please discuss your storage needs with Student Involvement and we will do our best to accommodate them.

Sports Clubs storage is available at the Marcovich Wellness Center.

**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.

**Equipment Loan:** [http://www.uwsuper.edu/technology/services/equipment-loan.cfm](http://www.uwsuper.edu/technology/services/equipment-loan.cfm)

**WEBSITE HOSTING**

Recognized student organizations are encouraged to establish and maintain a website on the university’s web servers. The website design and development is solely the responsibility of the student organization. Include the desired web address under the UWSUPER domain (i.e. [http://www3.uwsuper.edu/StudentOrg](http://www3.uwsuper.edu/StudentOrg)) and authors in your request.

**Website Request:** Contact Student Involvement at involvement@uwsuper.edu.

Any requests to change or add links to your site from the University’s website or change in permissions to update an existing UWS-hosted organization website (new web designer/editor) should also be submitted to Student Involvement at involvement@uwsuper.edu.
As a recognized student organization, you have access to many campus facilities at no or minimal charge.

**YELLOWJACKET UNION**

The Yellowjacket Union is THE place for student centered activities, meetings and events. Reservable space in the YU includes:

- Large Meeting Rooms (2)
- Small Meeting Rooms (2)
- Meeting Room for Student Organizations ONLY (1)
- Great Room
- Shippar Atrium
- Contact Tables

**MAKING RESERVATIONS**

To make a reservation in the Yellowjacket Union, contact the YU Operations Coordinator. Reservations for large events should be reserved at least 4 weeks prior and meeting rooms 2 weeks prior. When making a reservation request include the following information:

- Name of Event/Meeting
- Start Time
- End Time
- Setup Start Time
- Tear Down End Time
- Expected Attendance
- Specific Set Up and/or Technology Needs

Student organizations may make recurring reservations at the beginning of each semester (i.e. weekly meetings).

**CANCELLATIONS**

If reservations need to be cancelled, please notify the YU Operations Coordinator as soon as you are able. Failure to notify could result in fines or probation.
MARCOVICH WELLNESS CENTER & SPORTS FACILITIES

Sports 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
- Wessman Arena (sheet of ice October-March; dry floor March-September)
- Ole Haugsrud Outdoor Football Stadium
- Multi-Purpose Outdoor Grass Fields (3)
- Outdoor Courts (tennis and basketball)
- Outdoor Track
- Baseball Field
- Soccer Field
- Access to Community Softball Fields (with approval and possible rental fee)
- UWS Campus Shooting Range (Old Main basement, limited access for Shooting Sports is available by contacting Campus Safety at 715-394-8114)

MAKING RESERVATIONS

Facility requests for games, tournaments, practices, and other events need to be sent to the Campus Recreation Office Administrative Assistant at the beginning of the semester or season or as soon as the organization as has knowledge of the event. Reservation requests may be made for repeat events (i.e. weekly meetings) or for a special one-time event. Any program requiring staff to be present outside the normal building hours of operation will incur additional charges.

All space is not guaranteed available until confirmed by Campus Recreation.

Facility Request Form: https://www.uwsuper.edu/recreation/forms/facility-use-form.cfm

CANCELLATIONS

Anytime there are cancellations for practices or games, please notify the office so they can update their daily schedules. Please be respectful of others. If you do not notify us in advance your use of facility space may be in jeopardy.
BUILDING/COURT/FIELD USAGE

Because of the heavy field and facility usage, teams must abide by assigned practice times. A team that is repeatedly going over practice time and/or causing problems will face disciplinary actions against them. During inclement weather all clubs must be respectful of our fields as we need to keep them in the best shape we can for all users.

BUDGETS

Recognized student organizations may apply for an annual budget through the SUFAC Council 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.

Create a New Cost Center: http://www.uwsuper.edu/business/forms/upload/Cost-Center-Code-Request-Form.pdf

PERIODIC REPORTING

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. Do not rely on the Business Office (WISDM) to keep track of this information. It is recommended that organizations keep track of their own budgets 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!

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.
**SU FUNDING**

The Segregated University Fees Allocation Council (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. Student organization cost centers carrying a balance of SUFAC money at the end of the fiscal year will be swept with the funds placed into allocable funding to be used the following year. All fundraised money is exempt from the fiscal year-end sweep.

**REQUESTING A BUDGET**

All recognized student organizations that meet the fall recognition deadlines are eligible to request a budget for the following year. At UW-Superior, the budget process begins the year before based on the timeline and guidelines put forth 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 Hearing 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 2015-2016 academic year in October 2014. At that point, the organization should plan the potential activities for the next academic year and create a budget for each of these activities.

At the required Budget Workshop, student organizations will learn about the schedule for the allocable budget process, including deadlines, the rate document, and instructions for filling out the budget sheet.

**REALLOCATION**

Since student organizations submit budget requests approximately one year in advance, SGA recognizes that organizations may wish to reallocate funds within their approved budget during the current year. A request must be submitted to SUFAC for approval confirming the reason for the allocation and the specific line items to be reallocated.

**Reallocation Request:** [http://www.uwsuper.edu/studentorgs/resources/students/finances.cfm](http://www.uwsuper.edu/studentorgs/resources/students/finances.cfm)

**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 submitting two requests per fiscal year.
New and existing student organizations are eligible for a maximum of $2,500 per fiscal year in emergency funding.

Organizations that missed the fall recognition and/or SUFAC budget requirements are limited to a maximum of $500 in emergency funding for the fiscal year.

**Emergency Funding Request:** [http://www.uwsuper.edu/studentorgs/resources/students/finances.cfm](http://www.uwsuper.edu/studentorgs/resources/students/finances.cfm)

## 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** processing time 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 exempt certificate or number to the vendor when placing an order or making a purchase.


## STEPS TO PURCHASING

### 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** – Staples is the statewide, mandatory contract; we receive discounted prices and quick delivery.
- **Large Copying/Printing Jobs** – Work with University Relations on a competitive bid process.
- **Promotional Items** – Must be approved by University Relations prior to ordering.
FILL OUT A PURCHASE REQUISITION

Purchasing Requisition: [http://www.uwsuper.edu/business/purchasing/lowdollar.cfm](http://www.uwsuper.edu/business/purchasing/lowdollar.cfm)

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 will determine the best method for purchasing which may include:

- Local Vendors, including K-Mart (accepts Purchase Orders)
- Existing Vendors – those we have worked with in the past
- Reputable Vendors

In some cases, a receipt will need to be turned in following a purchase. If a Purchase Order is issued to a vendor as payment, an invoice should be mailed to complete the purchase.

Purchasing Website: [http://www.uwsuper.edu/business/purchasing/index.cfm](http://www.uwsuper.edu/business/purchasing/index.cfm)

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 for student organizations is considered owned by 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.

Each organization must submit an **Equipment & Supply Inventory** sheet with their annual SUFAC budget request.
SPORTS 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 jerseys 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. Their staff will work with you to obtain the best equipment and prices, and to help you comply with university and state purchasing rules.

Technology Helpdesk: 715-394-8300

MAINTAINING YOUR TECHNOLOGY

Technology Services provides support for the technology used by your organization. A mandatory annual $225 fee per computer for maintenance is issued to all organizations and departments. Please include the fees in your budget for the year.

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 and can be carried over into the next fiscal year.

Some examples of fundraisers are as follows:

- Ticket Sales
- Donation Solicitation
- Bake Sale
- Car Wash
- Party Lite Candle Sales

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 notification when the event has been approved.

**Fundraising Paperwork:** [https://www.uwsuper.edu/budget/forms/upload/Fundraising-Packet.pdf](https://www.uwsuper.edu/budget/forms/upload/Fundraising-Packet.pdf)

**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 are not allowed.

### 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.

**Raffle Approval Forms & State Gaming Commission Raffle Guidelines:**
[https://www.uwsuper.edu/budget/fundraising/index.cfm](https://www.uwsuper.edu/budget/fundraising/index.cfm)

**Definitions:**

- **Raffles** – game of chance where tickets are sold
- **Drawing** – everyone is eligible to enter
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. See UW System Policy Paper 46 for details.

Prizes and Awards Form: https://www.uwsuper.edu/budget/fundraising/index.cfm

UW System Policy Paper 46: http://www.uwsa.edu/fadmin/fppp/fppp46.htm

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.

Cash Handling Procedures: https://www.uwsuper.edu/business/policies/cashhandling.cfm

Starting Cash: https://www.uwsuper.edu/business/forms/upload/Starting-Cash-Agreement.pdf

DEPOSITS

All funds collected by a student organization must be deposited into the organization account. Deposits should be made directly in 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.

Deposit Form: https://www.uwsuper.edu/business/forms/index.cfm

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, minimum of 4 weeks. Avoid last minute stress, anxiety, or even the need to cancel your event by adhering to the following steps.
• **Brainstorm ideas.** Keep in mind why you are having the event, the mission of your organization, what your organization can provide to the campus community, and how you can collaborate with other student organizations to plan an event.

• **Choose an idea** and make sure that all members of the organization are committed to the idea. You will need the help of your membership to plan this event. Consider collaboration. If applicable, work with other student organizations to choose an idea.

• **Establish a budget** and determine if your organization has enough money to cover the expenses of the program. If not, develop fundraising plans, ask other organizations to help sponsor the event, or submit an emergency funding request through SGA.

• **Develop program goals, timelines, a master task list, and how you expect to delegate responsibilities.** Communicate often with one another and ensure that everyone is aware of their particular responsibilities.

• **Check the Campus Calendar & reserve a room location or site.** Be aware of conflicting campus events, holidays, etc. Make reservations in advance. Be sure to understand building policies and request any set up needs.

• **Make necessary equipment arrangements** including audio-visual, sound, light, staging, maintenance, etc. If you require a contract with a DJ, performer, or venue, **be sure to follow the entertainment contract guidelines.**

• **Identify risks,** including health and safety and potential reputation. If liability may be a factor, consult with Student Involvement.

• **Order catering, food, supplies, etc.**

• **Develop publicity materials** or other promotional materials. Advertise on campus bulletin boards, social media, etc.

*Tip: Utilize the online “Program Planning Guide” for additional tips and a timeline.*
[http://www.uwsuper.edu/studentorgs/resources/students/index.cfm](http://www.uwsuper.edu/studentorgs/resources/students/index.cfm)

**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.*

A’viands, 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.

A’VIANDS CATERING

A’viands offers many catering options for events, including a special menu and pricing just for student organizations. Your organization may need to create an account with CaterTrax, their online ordering system.

A’viands Catering: http://campus-dining.com/my-campus/uw-superior/catered-events

A Catered Food Service Payment Request Form will need to be completed, along with the required documentation and approval signature, and provided to A’viands 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.

Catered Food Service Payment Request Form:
http://www.uwsuper.edu/business/forms/upload/Catered-Food-Service-Payment-Request-Form.pdf

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.

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.

PRE-APPROVED VENDORS

<table>
<thead>
<tr>
<th>Big Apple Bagels</th>
<th>Kurtz Catering</th>
<th>Super One Foods</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Delivery available for orders of $50 or more, call in advance to schedule)</td>
<td>(Off-campus ONLY and for orders of $50 or more)</td>
<td>1515 Oaks Avenue</td>
</tr>
<tr>
<td>1224 Belknap Street</td>
<td>1702 Ohio Avenue</td>
<td>Superior, WI 54880</td>
</tr>
<tr>
<td>Superior, WI 54880</td>
<td>Superior, WI 54880</td>
<td>715-392-6218</td>
</tr>
<tr>
<td>715-718-0051</td>
<td>715-392-7768</td>
<td>(Pre-packaged, non-perishable ONLY; no deli items)</td>
</tr>
</tbody>
</table>
China Inn
15 Belknap Street
Superior, WI 54880
715-392-3434

Golden Inn
24 E. Street
Superior, WI 54880
715-395-2565

Red Mug Coffeehouse and Bakeshop
(No delivery service)
916 Hammond Avenue
Superior, WI 54880
715-392-2662

Domino's Pizza
1204 Belknap Street
Superior, WI 54880
715-394-7777

Jimmy John’s
823 Belknap Street
Superior, WI 54880
715-395-4669

Vintage Italian Pizza
1201 Tower Avenue
Superior, WI 54880
715-392-5555

Erbert’s and Gerbert’s
1325 Tower Avenue
Superior, WI 54880
715-392-5305

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 has a contract with Swank Motion Pictures for renting films and obtaining the public performance license. Movies can be expensive, ranging in cost from $400-$925, with new releases at the high end of the pricing scale.

Swank Motion Pictures Online Catalog: http://colleges.swankmp.com/

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 distributer. 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 Speaker/Entertainment 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.

**UW-Superior Speaker/Entertainment Contract:**
http://www.uwsuper.edu/business/forms/upload/Speaker-Final-Form-2013.pdf

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 promotional material.

**Purchase Requisition:** [https://www.uwsuper.edu/business/upload/AAA-Purchase-Requisition-Updated-1.pdf](https://www.uwsuper.edu/business/upload/AAA-Purchase-Requisition-Updated-1.pdf)

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**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.

**Talking with Agents Tip Sheet:**
[http://www.uwsuper.edu/studentorgs/resources/students/upload/Talking-to-Agents-Checklist.pdf](http://www.uwsuper.edu/studentorgs/resources/students/upload/Talking-to-Agents-Checklist.pdf)

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**CERTIFICATE OF INSURANCE**

Some entertainment (inflatable games, etc.) will require a certificate of insurance to be provided.

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**POPCORN MACHINE RENTAL**

The Yellowjacket Activities Crew rents out their popcorn machine for campus events. The $20 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.

**Popcorn Machine Rental Form:**
[http://www.uwsuper.edu/studentorgs/resources/students/upload/NEW-Popcorn-Rental.pdf](http://www.uwsuper.edu/studentorgs/resources/students/upload/NEW-Popcorn-Rental.pdf)

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**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 Sound Technicians is required. The Sound Technician will complete all set up, 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.
**Sound Technician Requests:** Contact Student Involvement at involvement@uwsuper.edu. Be sure to include all details about the event and particular set up 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 Relations.

- 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 Relations to ensure the correct usage of logos, fonts, and colors.

**Design Standards:** [http://www.uwsuper.edu/univrelations/imc/design-standards.cfm](http://www.uwsuper.edu/univrelations/imc/design-standards.cfm)

**Brand Review Zones:** [http://www.uwsuper.edu/univrelations/services/upload/Brand-Review-Zones.pdf](http://www.uwsuper.edu/univrelations/services/upload/Brand-Review-Zones.pdf)

**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 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. Stop by the YU Information Desk to check out a key to the banner room in the lower level.

*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.

**Button Maker Rental Form:** [http://www.uwsuper.edu/studentorgs/resources/students/upload/Button-Maker.pdf](http://www.uwsuper.edu/studentorgs/resources/students/upload/Button-Maker.pdf)

#### 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 NEWS & EVENTS CALENDAR

If you’d like your student organization meeting or event posted to the online Campus Calendar, use the simple request form to share your event details. Student Involvement will create the online event, which will also be posted to the Student Organizations webpage and may be featured on the University homepage. You may also select if you would like the event posting to automatically run in the Student Digest for up to five days prior to the event.

The same form can also be used for news articles about your organization and its accomplishments.

**Submit News & Events:** [http://www.uwsuper.edu/studentorgs/forms/news.cfm](http://www.uwsuper.edu/studentorgs/forms/news.cfm)
CONTACT TABLES

Contact tables can be reserved for “tabling” in the Yellowjacket Union and the Marcovich Wellness Center. Tabling is a great way to take advantage of student foot traffic in the buildings to promote your organization and events.

- **Marcovich Wellness Center**: [https://www.uwsuper.edu/recreation/forms/facility-use-form.cfm](https://www.uwsuper.edu/recreation/forms/facility-use-form.cfm)
- **Yellowjacket Union**: Contact the YU Operations Coordinator

DIGITAL SIGNAGE – YELLOWJACKET UNION

To place an advertisement for your event on the Yellowjacket Union digital screens, 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.

*Tip: Landscape orientation work best, although any image will automatically be stretched out to fill the screen. Actual dimensions are 1280 x 720 pixels.*

POSTERS & FLIERS

Posters and fliers may be hung on campus bulletin boards with thumbtacks only (no staples, please). 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 evens 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, although student organizations will receive first priority. 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.

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 and they will complete the request with Technology Services.

THE STINGER

The Stinger is the student newspaper published both as an online newspaper and a physical newspaper that is printed every other week during the semester. If you have story ideas and would like to inform The Stinger staff, contact them at stinger@uwsuper.edu.

The Stinger Website: http://www.uwstinger.com/

SOCIAL MEDIA

All student organization social media sites are considered official representation of UW-Superior and must follow the Social Media Guidelines below. Contact University Relations to receive set up assistance and/or instruction if necessary.
SOCIAL MEDIA GUIDELINES

When creating an account on social media, consider the following:

- Who is your audience?
- What is your goal?
- How often will you update your social media site?
- Who will be responsible for maintaining and monitoring your social media site?
- How will you respond to feedback?
- Could you partner with an existing UW-Superior social media site for greater impact and presence?
- Be sure that your unit creates a Facebook "page" and not an individual "profile".
- Inform the Technology Services Help Desk, University Relations & Student Involvement when you start a new social media site.

Responding to Feedback:

COPYRIGHT AND FAIR USE

- Be sure to attribute borrowed content.
- Note that UW-Superior logos and names are trademarked and should be used appropriately. Familiarize yourself with the University's Visual Identity System before posting UW-Superior logos, images, and content in social media.
- Understand the UW-Superior Copyright Practices.
- Do not post confidential or proprietary information about UW-Superior, its students and alumni, or your colleagues. Use good ethical judgment and follow University policies, and state and federal requirements, such as FERPA.

UW-Superior Logos & Names: https://www.uwsuper.edu/univrelations/vis/university-logo.cfm

Visual Identity System: https://www.uwsuper.edu/univrelations/vis/index.cfm

UNIVERSITY RELATIONS RESOURCES

MEDIA RELATIONS

University Relations 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 and events website at www.uwsuper.edu/news.

University Relations also works with the news media to encourage and support news coverage of UW-Superior. Organizations seeking to publicize news and events should contact:

  Marketing & Communications Director, 715-394-8213 or relations@uwsuper.edu
STYLE MANUAL

The UW-Superior Style Manual is a tool to guide a consistent writing style, which helps the University prepare written materials with increased consistency, credibility, and professionalism.

Style Manual: http://www.uwsuper.edu/univrelations/vis/stylemanual.cfm

UNIVERSITY LOGOS

The University Relations 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.

Approved University Logos: http://www.uwsuper.edu/univrelations/resources/logos/index.cfm

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. All promotional items must be approved by University Relations prior to ordering. As appropriate, University Relations will coordinate the purchase of promotional items across campus departments and offices, which may yield a lower cost per unit. For assistance in selecting, designing and/or ordering promotional items, please complete a Service Request Form.

To submit a promotional item for brand review, email a PDF or JPEG file to brandreview@uwsuper.edu.
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.

Reminder: SUFAC/Seg Fees cannot be used for campus visits (graduate, law, medical schools, etc.)

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.

For assistance completing the Student Trip Planning Form, contact Student Involvement at involvement@uwsuper.edu.

Student Trip Planning Form: http://www.uwsuper.edu/business/forms/upload/Student-Trip-Planning-Form.pdf

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

Any overnight trip requires participants (or parents if 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. The student organization advisor must retain all agreements for a period of 12 months.

Student Organization Trip Responsibility, Release, and Authorization Form: http://www.uwsuper.edu/studentorgs/resources/students/upload/Student-Org-Trip-Release.pdf
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.

Recognition of Agency Form:  
http://www.uwsuper.edu/studentorgs/resources/students/upload/Student-Org-Trip-Agency-Form.pdf

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 leave a copy back on campus.

VEHICAL RENTALS

The use of rental vehicles through Enterprise Rental is strongly encouraged. Reservations can be 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.

Car Calculator: http://www.uwsuper.edu/business/travel/index.cfm

Note: Early pickup of 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.


Authorized Driver List: [http://www.uwsuper.edu/parking/drivers/index.cfm](http://www.uwsuper.edu/parking/drivers/index.cfm)

**PERSONAL TRAVEL ARRANGEMENTS**

The use of personal vehicle(s) is discouraged due to potential 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.

**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, meals, 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 Advance Request Form: [http://www.uwsuper.edu/business/forms/upload/Request-for-Travel-Advance.pdf](http://www.uwsuper.edu/business/forms/upload/Request-for-Travel-Advance.pdf)

**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 is signed, attach all original receipts, and include 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.*

Travel Expense Report & Instructions: [http://www.uwsuper.edu/business/travel/terproc.cfm](http://www.uwsuper.edu/business/travel/terproc.cfm)
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 to the University must ensure accountability. The organization and/or individual members may be held accountable through the University Code of Conduct. Cases of misconduct of an organization and/or individual members will follow the non-academic misconduct process.

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.

NON-ACADEMIC MISCONDUCT

UW-Superior students are expected to be good citizens and responsible for their behavior. When these expectations are not met, the non-academic misconduct process (UW System Adm. Code Ch. 17) may be used to redirect students into more acceptable patterns of behavior. This process encourages students to take responsibility for their choices and actions, allowing the University and student jointly to determine an appropriate disciplinary response.

Most misconduct cases result in sanctions that are educational in nature and encourage leadership. However, there are at times incidents which warrant a more severe level of sanction, including disciplinary probation and even suspension/expulsion. Students need to be aware that the choices they make can compromise their education and future.

Students need to understand that some types of behaviors are not incompatible with membership in the University community and therefore may result in suspension or expulsion from the UW System. The list below, while not exhaustive, gives some general types and examples of serious misconduct violations that may result in separation from the UW System:

- Victimizing others (assault, stalking, and harassment)
- Compromising their own or others' health or safety (assault, arson, severe or repeated alcohol policy violations, selling or using drugs, possession of a weapon)
- Poor citizenship (theft, vandalism, giving false information, failing to abide by restrictions placed in an earlier disciplinary action)

**Student Non-Academic Disciplinary Procedures:**

**HAZING**

Hazing is defined as: *Any intentional activity, action, or situation expected of someone joining or maintaining membership in an organization, whether on or off premises, which produces mental or physical discomfort, embarrassment, harassment, or ridicule, regardless of a student’s willingness to participate.*

Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips* or any other such activities carried on outside or inside of campus or private property; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts; morally degrading or humiliating games and activities; and any other activities which serve no legitimate purpose and/or are not consistent with academic achievement, an organization’s laws, ritual or policy or the regulations and policies of the University of Wisconsin-Superior or applicable state law.

No organization, student or alumnus shall conduct nor condone hazing activities.

Make the following inquiries of each activity to determine whether or not it is hazing*:

- Is alcohol involved?
- Will active/current members of the club refuse to participate with the new members and do exactly what they’re being asked to do?
- Does the activity risk emotional or physical abuse?
- Is there risk of injury or a question of safety?
- Do you have any reservation describing the activity to your parents, to a professor, or university official?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer was “yes” to any of these questions, then the activity is probably hazing.

*The University recognizes that these activities are not always hazing-related. If you have questions about whether or not such an activity would be considered hazing, please contact Student Involvement staff.*
Wisconsin Statute 948.51 Hazing

(1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student’s willingness to participate in the activity.

(2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

(3) Whoever violates sub. (2) is guilty of:
   a. A Class A misdemeanor if the act results in or is likely to result in bodily harm to another.
   b. A Class H felony if the act results in great bodily harm to another.
   c. A Class G felony if the act results in the death of another.


Student Discipline Code – UW-System
The area to be cited from the UW System disciplinary code may vary depending on the incident. University rules that could be considered with regard to hazing include:

**UWS 17.09 Conduct subject to disciplinary action.**
In accordance with s. UWS 17.08, the university may discipline a student for engaging in, attempting to engage in, or assisting others to engage in any of the following types of nonacademic misconduct:
(1) DANGEROUS CONDUCT. Conduct that endangers or threatens the health or safety of oneself or another person.
(4) HAZING. Conduct defined in s. 948.51, Stats.
(12) VIOLATION OF CRIMINAL LAW. Conduct that constitutes a criminal offense as defined by state or federal law.

**UWS 18.10(1) ASSAULTIVE BEHAVIOR.**
(a) No person may intentionally strike, shove, hit, punch, kick or otherwise subject another person to physical contact or cause bodily harm without the consent of the person.

**UWS 18.11(2) DISORDERLY CONDUCT.**
No person may engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance, in University buildings or on University lands.
REPORTING OF HAZING INCIDENTS

Whether the alleged hazing incident occurs on or off campus, it can and should be reported. This may be done through several avenues listed below. For more specific information, contact the Dean of Students Office.

Assistant Dean of Students Office, Yellowjacket Union 146, 715-394-8243

Campus Safety, Public Safety Building 606 Belknap Street, 715-394-8114

Complaints Pertaining to the Conduct of Recognized Student Organizations

Student Involvement, Yellowjacket Union 155, 715-394-8444

SEXUAL HARASSMENT/ASSAULT

Sexual assault occurs more frequently than people realize, and it demands our attention. At the University of Wisconsin-Superior, we are committed to the prevention of all forms of sex based abuse. Coercive sexual contact and unwanted comments of a sexual nature are offensive and undermine the safety, security and dignity of all members of the University community.

University of Wisconsin Board of Regents Policy Document 81-2 declares that: “. . . sexual harassment of students and employees in the University of Wisconsin System is unacceptable and impermissible conduct which will not be tolerated.” If you or someone you know have been sexually harassed, please contact:

Campus Safety, Public Safety Building 606 Belknap Street, 715-394-8114

For more information on Sexual Harassment and/or Assault, http://www.uwsuper.edu/studentconduct/policies/sexualassault.cfm.