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Introduction

Registered Student Organizations (RSOs) play an important role in helping Ferris State University achieve the mission of innovative teaching and learning. RSOs provide unique learning experiences outside the classroom, and they create opportunities for students’ personal and professional development. Ferris State University recognizes the positive impact student organizations may have on recruitment and retention of students.

All student organizations must register with the Ferris State University Center for Leadership, Activities and Career Services (CLACS) in order to function on campus and have access to campus resources, this includes space reservations and posting privileges. Information provided through the registration process enables the University to: maintain communication with student leaders, train leaders on risk management and University policies, and provide several special services for student organizations.

Any Ferris State University student organization registered with the University is subject to the policies and procedures as outlined in the Code of Student Community Standards and in this Registered Student Organization Handbook. Organizations must also follow all National, state, and local laws including rules of a National Governing Entity, when one is acknowledged.

Successful registration of a student organization constitutes University acknowledgement of the proposed mission, purpose, and programs. Registration is a charter to exist and to function on campus as a student organization. Registration may be suspended or terminated according to the disciplinary procedures outlined in this Handbook.

The Center for Leadership, Activities and Career Services is committed to helping student organizations thrive at Ferris State University. Services include leadership training, office resources, organizational consulting, community service opportunities, and advice on activity planning, funding, and co-curricular transcripts. Don’t hesitate to contact the office at 231-591-2685 or visit the CLACS office for assistance with your student organization needs.

Student Affairs Mission Statement
The mission of the Division of Student Affairs at Ferris State University is to promote, support, and complement the academic mission of the institution by working collaboratively with students, faculty, and staff to create and extend student services and student learning opportunities outside the classroom.

Center for Leadership, Activities and Career Services Mission Statement
To prepare students for success by engaging them in career and leadership development, mentorship, and opportunity. We do this by:

- Offering opportunities to learn and practice leadership skills through involvement in registered student organizations and Greek organizations
- Offering a variety of opportunities to volunteer on and off campus
- Educating and mentoring students through planning campus activities and participation in events
- Assisting students with marketing their skills to employers through use of portfolio documents and co-curricular transcripts
- Guiding students through the career development process and providing opportunities to connect with employers
- Collaborating with Ferris State faculty/staff and local community members

**Definition of a Registered Student Organization**

A Registered Student Organization (RSO) at Ferris State University is any group meeting **all** the following criteria:

1. primary membership consists of students currently enrolled at FSU;
2. established to contribute to students’ personal development; **AND**
3. must be properly registered with the Center for Leadership, Activities and Career Services
The Basics

RSO Categories

Upon completion of the Student Leadership & Activities Advisory Council (S.L.A.A.C.) process, all student organizations will be classified in one of the following categories. Depending on the scope and mission of the organization, S.L.A.A.C. will assign a category to the group for the purposes of communication, promotion, and funding.

- **Black Greek Council Fraternities & Sororities (BGC)** – Historically, member fraternities and sororities provide a social network for African American male and female students. BGC must approve the organization to be part of this category. National affiliation is required.
- **Club Sports** - Focused on recreational sporting activities. Club sports must also register with University Recreation and the Club Sports Council.
- **College of Health Professions** – Focused on academic majors or career fields in a Health Profession.
- **College of Arts & Science** – Focused on academic majors or career fields in Arts & Sciences.
- **College of Business** – Focused on academic majors or career fields in Business.
- **College of Education and Human Services** – Focused on academic majors or career fields in Education and Human Services.
- **College of Engineering Technology** – Focused on academic majors or career fields in Engineering Technology.
- **College of Pharmacy** – Focused on academic major or career fields in Pharmacy.
- **Faith Based** – Serves as a support network for students of a particular religious denomination or spiritual interest.
- **Hall & Student Government** – Serves as a voice for students in a particular area of campus.
- **Honor Societies** – Seek to recognize students who excel academically. Membership in this group is often based on GPA.
- **Interfraternity Council Fraternities (IFC)** – Member fraternities provide a social network for male students. IFC must approve the organization to be part of this category. National affiliation is required.
- **Media & Entertainment** – Provides an opportunity for students to gain hands-on experience with media, or provide campus with a variety of student sponsored entertainment events.
- **Michigan College of Optometry** – Focused on academic majors or career fields in Optometry.
- **Multicultural** – Promotes the history and traditions of a specific culture as well as provides support for members of the culture within the campus community.
- **Panhellenic Council Sororities** – Member sororities provide a social network for female students. Panhellenic must approve the organization to be a part of this category. National affiliation is required.
- **Political** – Supports political parties, political issues, and/or candidates seeking public office.
- **Professional Fraternities & Sororities** – Member fraternities and sororities provide a professional network for male and female students. National affiliation is required.
• **Social / Service** – Provides volunteer opportunities on and off campus. Some groups include a commitment to work for a particular cause with the local chapter of a nonprofit organization.

• **Special Interest** – Focuses on a specific interest or topic.

**Benefits to RSOs**

Registered Student Organizations in good standing are immediately eligible for the following privileges:

1) Access to reservable University facilities and outdoor space for activities, practice, games, and meetings (upon request, pending availability and approval).
   i) Some fees may apply. See facility’s website for rental information.

2) A campus mailbox located in Helen Ferris Terrace for regular and campus mail/package delivery. Mailbox services will be housed in the University Center from Spring 2015 semester forward.

3) Participation in campus events such as Bulldog Bonanza, Homecoming, and Ferris Fest.

4) A portal in OrgSync for organization documentation, member communication, and to receive information from the Center for Leadership, Activities and Career Services.

5) Eligibility to sponsor and co-sponsor campus events.

6) Promotion in University presentations and publications, including Student Organization Directories (in print and in OrgSync).

7) Eligibility to advertise and promote sponsored events (according to University policies and procedures), including campus wide email as approved by the RSO advisor.

8) Use of RSO resource room in the Center for Leadership, Activities and Career Services including button maker, paper cutters, leadership resources, and more.

Organizations that have maintained registration in Good Standing for one calendar year or more also enjoy these benefits:

1) Eligibility for Finance Division of Student Government funding (if Treasurers’ meeting is attended).

**RSO Statuses – updated every fall and spring semester**

- **Good Standing (Financial)**
  o RSO must submit *Org Profile Update* on time through OrgSync including required electronic approval by Campus Advisor, and have representation at RSO Presidents’ and Treasurers’ Meeting each semester. RSO is eligible for Finance Division funding.

- **Good Standing (Non-financial)**
  o RSO must submit *Org Profile Update* on time through OrgSync including required electronic approval by Campus Advisor, and have representation at RSO Presidents’ meeting each semester. RSO is **NOT** eligible for Finance Division funding.

- **New RSO Standing**
  o New S.L.A.A.C. approved RSOs will be in New RSO Standing for at least one calendar year. RSO must submit *Org Profile Update* on time through OrgSync including required electronic approval by Campus Advisor, and RSO must have representation at RSO Presidents’ Meetings each semester. RSO is **NOT** eligible for Finance Division funding.
• Probation
  o Failure to comply with University policies, National, State, or Local laws or any of the RSO Handbook policies may place an RSO on probation. The RSO will remain in probationary status until they have completed the required sanctions. Probation is meant to be a learning opportunity; educational sanctions such as member education, regular advisor meetings, creation of written procedures, financial audits, as an example, may be required. The following RSO privileges may also be suspended: campus postings, event sponsorship and co-sponsorship, access to finance division funds, new member intake, and participation in campus events. The RSO will remain in probationary status until they have completed the required sanctions. Continued failure to comply with RSO rules will put your RSO on longer probation. Refer to RSO Disciplinary Process for details about our disciplinary procedures. An organization that remains in Probation status for over 1 year may be placed on suspension or inactivated.

• Social Probation
  o RSO continues to receive all RSO privileges but may not be a part of any event that may have alcohol present such as mixers, formals, or events at locations serving alcohol. This status is typically for Social Greek Organizations. Refer to RSO Disciplinary Process for details about our disciplinary procedures.

• Interim Suspension
  o An RSO who is alleged to have a major violation may be placed on interim suspension until a full investigation and hearing are conducted. During interim suspension the RSO ceases to exist at Ferris State University and loses all RSO privileges and OrgSync access. The RSO will be notified in writing of this suspension. Refer to RSO Disciplinary Process for details about our disciplinary procedures.

• Suspension
  o RSO is mandated by the National Organization, Division of Student Affairs or the Center for Leadership, Activities and Career Services due to National, State, or local law, University, National Organization, or RSO Handbook policy violation(s). RSO may have to wait a predetermined amount of time, before re-activating. If suspended for more than 1 year the RSO will be required to go to S.L.A.A.C for reactivation. Instructions are listed in Reactivating an Inactive or Suspended Organization. RSO’s in suspension cease to exist at Ferris State University. All privileges and OrgSync access will be removed. Refer to RSO Disciplinary Process for details about our disciplinary procedures.

• Inactive
  o RSO is not functioning on Ferris State campus, chose to dissolve, or has been on probation for 1 year. All privileges and OrgSync access will be removed. RSO may reactivate per instructions listed in Reactivating an Inactive Organization.

Registering a New Organization
  1) Print off and review the Student Leadership & Activities Advisory Council (S.L.A.A.C.) new RSO application and process flow chart which is available in OrgSync or in the Center for Leadership, Activities and Career Services (CLACS) office. Appendix A
  2) Meet with a Center for Leadership, Activities and Career Services professional staff member.
Appointments can be made at the CLACS office.

3) Obtain a Ferris State University faculty/staff member advisor and 5 currently enrolled FSU students as organization members.

4) Create your group’s constitution and submit this, the new RSO application and any other materials to a CLACS professional staff member. Follow-up may be required.

5) When all documents are approved by a CLACS professional staff member, your organization will receive a notification of the S.L.A.A.C. meeting where you will present your materials to the advisory group which consists of students, faculty, and staff. S.L.A.A.C. will vote to approve or deny your new organization request.

Once the S.L.A.A.C. process has started, the organization has the opportunity to hold two meetings through University Center Reservations before the organization is officially approved. This allows the organization to prepare for S.L.A.A.C presentation.

Once all required documents are filed and approved by S.L.A.A.C., the organization will receive full registration, as confirmed by a letter from the Director of the Center for Leadership, Activities and Career Services or designee. The letter will be sent to the organization’s president, advisor, the University Center reservation office, FLITE, and Student Recreation Center office. This letter will indicate the future date at which the organization will have been active for one calendar year and, thus, eligible for Finance Division of Student Government funding. The letter will also confirm your new mailbox number and S.L.A.A.C member mentor. This mentor will be assigned to your group for one calendar year to help ensure the success of your new organization.

The CLACS office is committed to ensuring the success and sustainability of student organizations. Therefore, the registration process to form a new organization will take time. Please plan for at least 2-4 months to complete the process.

Due to risk management policies, no registered student organization may have any of the following words in their official name: Ferris, Ferris State, Ferris State University, FSU. A registered student organization is NOT an entity of Ferris State University. The organization is an independent business organization which may need to apply for a Federal Employer Identification number and may need to file a tax return. A Registered Student Organization is allowed to operate on the Ferris State University campus.

**Dissolving a Registered Student Organization**

There may come a time when it is necessary to dissolve a registered organization. A formal letter of intent must be submitted to the CLACS office and must include the following: date of inactivity, reason for dissolution, and signature of Advisor and President. In addition, official meeting minutes must be provided in which a vote was taken agreeing to the dissolving of the organization. All official organization documents i.e. FEIN, constitution, participation waivers, should be turned into the CLACS office immediately. The organization may be reactivated at any time in the future by completed the reactivation process.
Reactivating an Inactive or Suspended Organization

Students interested in reactivating an inactive or suspended student organization must meet with an office professional of CLACS to discuss the reasons for reorganizing. The members should be prepared to explain why the organization became inactive and why they are choosing to re-register.

The Director or designee will review the former student organization’s file to confirm there were no records of violation of University policies, outstanding bills, or other required documentation. If any matters initiating the closure of the organization are unresolved, the new organization will be denied registration until such matters are resolved.

If the organization is eligible for reactivation, the same registration process as listed above for new organizations will proceed. All RSO’s must be active for a minimum of 12 months before they are eligible to apply for Finance Division of Student Government funding.

Organization Name Change

Organizations wishing to change the official name of a group may do so under the following guidelines:

1) New name must not already be in use by another organization.
2) RSO must contact the CLACS Office immediately to notify of impending name change; CLACS must facilitate OrgSync name change.
3) RSO must formally vote on change and submit minutes recording results of vote to the CLACS Office within two (2) weeks of requesting name change.
4) Should name change alter the organization in such a way that original mission and/or purpose has changed, group must undergo S.L.A.A.C process to create new RSO. i.e. “Book Club” wants to change name to “Flower Club” and instead of reading books together will be planting flowers.

RSO recommended best practices

1) Any changes in officers or advisors throughout the semester should immediately be made in OrgSync by submitting a new Org Profile.
2) Review constitution annually and submit to OrgSync.
3) Retrieve mail from the RSO mailbox or mail file at least weekly (including summers).
OrgSync: Student Organization Management Software
Each Registered Student Organization will receive a portal in OrgSync once they are approved by S.L.A.A.C. The RSO is responsible for keeping the portal up-to-date and checking for important updates.

Some of the responsibilities of the RSO include:

- Submitting Org Profile
- Adding/deleting members to portal
- Managing portal administrators
- Uploading constitution, by-laws, and meeting minutes to portal
- Updating Calendar with organization’s events
- Reading communications

CLACS has an OrgSync staff member who will be able to help organizations with questions they may have about the software. A Complete OrgSync Guide is available in OrgSync.

Training Sessions
Student organization members and advisors can now get OrgSync assistance during regular business hours M-F 8am to 5pm at the Center for Leadership, Activities, and Career Services. No appointment necessary.
# RSO Policies at a Glance

| Advertising/Posting on Campus | Postings must be submitted to CLACS with an application form. Posting rules and content requirements/guidelines printed on application form, or online in OrgSync and on the CLACS website. |
| Advisor | Must have a Professional Employee of Ferris serve as a campus advisor. |
| Auxiliary Groups | “Little Sister” or “Big Brother” type organizations are not permitted. |
| Constitution | Updated constitution must be submitted when changes are made. |
| Contracts | Contracts for any speakers, performers, or public events must be signed by the Director of CLACS. Contracts for goods or services should be signed by the RSO President with consent of the Campus Advisor and may NOT have Ferris State University listed on the contract. |
| Events – on and off campus | On or off-campus events must be properly planned and follow applicable policies and laws. Safety Plans and/or participant waivers may be required. Third-party vendor arrangements for private events are encouraged. |
| Discrimination | RSOs must provide equal opportunity to all students without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, or handicap. Specific criteria for selective membership must be outlined in the RSOs constitution. |
| Financial Management | Encouraged to have a local bank account with a two-signature check system. RSO funds CANNOT be used for the purchase of alcohol. RSO Financial records are subject to review by the University. |
| Fundraising | Must follow all applicable rules and laws. Register a fundraiser using the Events form. Available online in OrgSync, See also United Way Blackout Dates. |
| Fraternities/ Sororities | Must be affiliated with a local Greek Council (Black Greek, Interfraternity, or Panhellenic). General fraternities must also be affiliated with a national fraternity in the NALFO, NIC, NPC, or NPHC. |
| Hazing | Hazing of members or prospective members is strictly prohibited. |
| Membership | RSOs must have membership of at least 5 current Ferris students. RSOs must state their membership requirements in their constitution and must adhere to the RSO policy against discrimination. |
| Off-Campus Housing | RSOs must follow applicable City ordinances. |
| Club Sports | Must also register with and follow additional policies prescribed by University Recreation. |
| Disciplinary Procedures | Organizations suspected of policy violation will be placed through the disciplinary process. Written complaint reviewed and investigated by CLACS. Complaint reviewed with RSO President & Advisors AND/OR referred to appropriate Greek Council Judicial Board (for fraternity/sorority cases) OR to a Disciplinary Hearing Board. |
Detailed RSO Policies

Advertising/Campus Postings
To alleviate complaints about inappropriate postings and streamline the posting process, the Center for Leadership, Activities and Career Services requires a campus posting application request be submitted. Posting sites include residence halls, academic and administrative campus buildings. RSOs may also request distribution of flyers or other notices to all RSO mailboxes. RSOs may promote meetings, events, fundraisers, and other activities in a variety of ways. All advertising should be in good taste and positively represent the organization and Ferris State University.

a. The campus posting application request must be submitted to the Center for Leadership, Activities and Career Services between 8:00am and 5:00pm Monday thru Friday. The form is available at the CLACS office, online in OrgSync, and on the CLACS website. **APPENDIX B**
b. All guidelines for the size and content of posters are listed on the back of the application form. Maximum poster size is 11” x 17” and maximum RSO mailbox flyer size is 8.5” x 11”.
c. Once an application and poster are approved by a CLACS staff member, the RSO will stamp each poster in the CLACS office and then display their own posters according to the instructions on the campus posting guidelines.
d. RSOs and all other organizations are prohibited from placing advertising materials on cars.
e. If advertising a fundraising event, poster MUST state how/where the proceeds of the event will be used.

Campus Wide Email Announcements
Center for Leadership, Activities and Career Services staff may send campus wide email announcements, at their discretion, for Registered Student Organizations. To ensure advisor approval of these messages, all campus wide email requests must come from the RSO’s advisor. Email text must be complete and free of errors. Email may not include color or images. Web links are permissible. Send email request including advisor approval and message text to the Student Activities Specialist - teresafogel@ferris.edu.

Chalking Policy
For CLACS purposes, “chalking” is defined as a temporary and nondestructive activity on most outdoor horizontal surfaces. Additional guidelines are cited below:

a. Use only “environmentally friendly” (nontoxic) and fully washable chalk. No paint based chalk even if the packaging states it is washable.
b. The RSO’s name must appear within all chalk messages.
c. Chalk must not leave a color residue after general exposure to the natural elements.
d. Chalking must be limited to outside horizontal surfaces (ONLY sidewalks) where the natural elements have full exposure. Therefore, no chalking on buildings or walls is permitted. No chalking on the University Seal or other special property of Ferris State University.
The Rock Painting

The rock by The Rock Dining Facility has been designated for painting by RSOs. No other painting of any sort is permitted on any University property.

a. Painting of the rock is on a first-come, first-serve basis. All organizations have equal access to the rock.

b. Clubs and organizations may not cover or “guard” the rock after painting it and thus may not prevent other organizations from painting over their work.

Advisors

RSO advisors are important not only because they are role models for students, but also because their involvement in the organization itself provides learning experiences that are transferable to situations beyond college. Additional guidelines are cited below:

a. RSOs must maintain a campus advisor who is a University employee at Ferris State University. If an advisor unexpectedly leaves the organization, an interim advisor from the CLACS office may be offered while the organization finds a new advisor.

b. This advisor is expected to endorse Org Profiles and reservation forms on behalf of the organization, and be aware of the organization’s activities. The advisor’s campus address, phone, and e-mail information is to be included each semester on the Org Profile.

c. Any campus wide emails sent on behalf of an RSO must be requested by the advisor.

d. Advisors are required to approve all RSO events through approval of an electronic form.

e. Organizations requesting funding may be required to have their advisor be present at planning meetings.

f. Organizations who hold a high risk event that involves participant waivers will require their advisor or another university professional employee as designated by the advisor be present at the event.

g. Organizations who hold an event/activity that includes university signed contracts will be required to have an advisor present at the event/activity.

h. Off-campus alumni or community members may also advise RSOs as an additional resource.

   i. An off-campus advisor may not represent him/herself as a University representative. An off-campus advisor may not endorse university forms and does not replace the function of the campus advisor.

   ii. The University accepts no responsibility or liability for the actions or involvement of the off-campus advisor.

b) An organization can change advisors with written approval from both the outgoing and incoming advisor. The written documentation must be submitted to the CLACS office. Organizations are encouraged to have multiple conversations with their advisor before making changes.

Recruiting an Advisor Best Practice

Before approaching a potential advisor, keep the following in mind: (1) find someone who will have the time to devote to your organization, (2) find someone who will take the role willingly and seriously, and (3) find someone who has knowledge or skills related to the mission and purpose of
your organization. Make sure that a potential advisor has a clear understanding of the organization’s mission, activities, and your expectations for his/her duties and time commitment. Allow the person a reasonable length of time to consider his/her decision.

**Auxiliary Groups**

Particularly in fraternal organizations exempt from Title IX, the active support of an auxiliary group with members of the opposite sex substantially jeopardizes the privilege of maintaining the fraternity as a single-sex organization. The National Panhellenic Conference (NPC), the North-American Interfraternity Conference (NIC), and the National Pan-Hellenic Council (NPHC) prohibit the support of auxiliary groups by general fraternities and sororities.

a. No RSO may sponsor, affiliate with, or plan regular activities with an auxiliary group (i.e., “little brothers,” or “little sisters,” etc.) of any kind which connotes membership other than that of full membership in the RSO.

b. In addition, no RSO may be formed with a (main or underlying) purpose of serving in an auxiliary capacity to another RSO. The University will not support RSOs that offer subservient or “second class” status on the grounds of race, gender, etc.

c. CLACS will use the following criteria to determine if an organization is operating as or is supporting an auxiliary group:

   i. The name/insignia/paraphernalia of the group signifies affiliation with another group. (For example, the affiliate group uses the letters, jewels or symbols of the main organization as part of their RSO name or in their mottos, insignia, paraphernalia, etc.)

   ii. Collective wearing of organization jewelry or sportswear by non-members of an organization who are members of the other (affiliate) group

   iii. Historical/traditional/public knowledge connection of the group as an affiliate of the main organization

   iv. Events planned or promoted by the auxiliary group in the name of the main organization

   v. Inclusion of the auxiliary group’s members with the main group’s members on phone/membership lists

   vi. Membership recruitment practices target a particular gender (men or women),

   vii. Member recruitment, selection, and induction procedures for the auxiliary organization involve members of the affiliate organization

   viii. Requirements/inducements for members of the auxiliary organization to pay dues/fees or participate in fundraising activities that benefit the main organization

   ix. Mention of the auxiliary organization on promotional materials (posters, web site, etc.) of the main organization (or vice versa)

   x. Consistent, exclusive co-sponsorship of activities or participation in events by the main and affiliate organizations

   xi. Other information deemed relevant by Student Affairs professional staff that a purpose of the RSO is to offer social, monetary, and/or operational support to an affiliate organization.
d. If one or all of these above criteria are determined to exist by the CLACS, the RSO will be considered in violation of the policy.

e. In the case of a fraternity/sorority found supporting an auxiliary organization and violating this policy and the policy of their (inter)national organization, the CLACS will notify the appropriate organization headquarters requesting that disciplinary action be taken. The organization will also be subject to RSO disciplinary procedures.

**Club Sports**

a. In addition to registration with the Center for Leadership, Activities and Career Services, Club Sports must register with University Recreation to gain and maintain registration.

b. Club Sport organizations must also follow all Club Sport Council rules, attend council meetings, and document risk management and safety procedures.

c. To be considered a Club Sport, an organization must answer yes to three or more of the below statements:
   i. Is there competition involved (with other schools, groups, or individual)?
   ii. Is athleticism involved?
   iii. Is there travel involved to participate in the sport/activity?
   iv. Is there a season that this sport/activity normally takes place during?
   v. Is there equipment involved/needed to participate?
   vi. Are there try-outs to join?
   vii. Are they considered a team?
   viii. Is there a national/sport affiliation?

**Constitution**

a. Registered Student Organizations must have a current copy of their constitution in OrgSync.

b. The constitution must outline membership criteria, officer structure, prohibition of hazing statement, financial procedures and administrative concerns (meeting schedule, dues, officer selection and removal, etc.).

c. The constitution must be signed and dated by the RSO president and advisor.

d. A sample constitution can be found in OrgSync and on the CLACS website.

**Contracts**

Contracts are a binding agreement between two parties in which each gives something in return for something else. Contracts will usually include a description of the services or product, background information, contract duration, definition of terms, party obligations, operative provisions, and enforcement provisions.

a. If an organization solicits the services of an agency, vendor, speaker, or entertainer (when a person will be on campus thus requiring insurance or an indemnification agreement) and a contract is required for confirmation, any and all negotiations must be handled through the Center for Leadership, Activities and Career Services.
   i. Students are NOT authorized to sign contracts on behalf of the University.

b. Performance contracts for on-campus events must be signed by the Director of the Center for Leadership, Activities and Career Services or Ferris State approved signatory. The contract will be between the vendor and the University on behalf of the RSO. The RSO must
prove the financial and other means to honor the contract before it will be signed.

c. Contracts for goods and services (when no person will be on campus thus not requiring insurance) specifically for the organization should be signed by the RSO President with consent of the Campus Advisor. Ferris State University should NOT be named in the contract, only the name of the RSO.

d. Contracts cannot be in effect for more than one calendar year.

**Events**

For safety and liability reasons, RSO’s must commit to planning safe events. **ALL events, whether on or off campus** are included in this policy section. If an injury or property is damaged, the RSO, its members and advisor, and/or Ferris State University, may be liable to repair or pay for damages. In extreme cases a lawsuit could be filed. For this reason, all RSO’s must follow all event rules stated below:

a. Know and abide by all University facility and off campus venue policies, i.e. fees, use of food, supervision of event, venue capacity, fire regulations. Policies are posted on the Ferris State website or at the facility. Your advisor and the CLACS office are resources for identifying and clarifying policies.

b. **ALL RSO events** (not including regular weekly meetings) must complete an Event Registration form in OrgSync.

c. The RSO advisor must approve of the event.

d. Due diligence- must complete a full safety plan that takes into account the health, safety, and property issues the common person would be aware of and how the organization will take steps to minimize the occurrence of any hazard. An example safety plan is provided in OrgSync files. All members of the organization must have a copy of the safety plan, be trained to implement the safety plan, and be required to follow the plan. The safety plan should be uploaded to the organization’s OrgSync portal. **Appendix C**

e. For events that include a participant activity that has a good probability of causing significant injury, an individual participant waiver is required. At these events, the RSO advisor is required to be in attendance. Activity waivers must be kept by the RSO for 7 years. RSO’s should upload these waivers into the organization’s OrgSync portal. Examples of high risk events include but are not limited to: tug of war, food eating contests, sporting games, car bashes, 5K running/walking, travel in a vehicle/bus. **Appendix D**

f. For events that include minors (participants under age 18), the minor must have a legal parent/guardian in attendance. If the minor will be participating in an activity that may cause injury, the legal parent/guardian must sign a minor participation waiver and be at the event. **Appendix E**

g. Incident reports – if an injury or damage takes place at the event, a full description of the incident should be documented and submitted to CLACS immediately. The documentation should include names and contact information of individuals involved, completed description of what happened and the extent of the damage,
and any action taken by the organization to resolve the incident. The documentation should also be uploaded into the Organization’s OrgSync portal.

h. All documents necessary for the event, must be on hand at the venue on the date/time of the activity. University official(s) and/or Public Safety officer(s) may request to see these materials.

i. All events in campus academic facilities require a reservation form completed through the University Center.

j. Alcohol is prohibited in all on-campus facilities. (Alcohol may be permitted at specific on-campus events as directed by the University President.)

k. RSOs affiliated with an RSO Council and/or national organization, events must comply with the risk management policies of the University, the applicable governing council, and the affiliated national organization’s risk management policy. Where multiple policies are in force, the strictest of the rules will apply.

l. **Off-campus events where alcohol is served**
   - Public events at bars sponsored by RSOs ARE STRONGLY DISCOURAGED. These events impose a great liability risk to the organization, its members and advisors, and are discouraged.
   - Third party vendors (licensed alcohol establishments with a “cash bar” set-up) are expected as sites for RSOs planning private events for members and invited guests when alcohol is included.
   - Organizations with national affiliation, that includes insurance, may request an exception approval through their on-campus council.
   - RSOs are prohibited from sponsoring events at drinking establishments where the consumption of alcohol is the main focus of the event.
   - Advertising for events at drinking establishments must follow stated campus postings policies.
   - Any organization sponsoring an event at a drinking establishment must:
     1. Complete the Third Party Vendor Checklist, submit to the CLACS office and upload the document to its OrgSync portal. **Appendix F**
     2. Comply with all federal, state, and local laws and University policies.
   - vii. Comply with the risk management/alcohol event policies/procedures of the organization’s governing council and/or (inter)national organization (if applicable).

m. **Event Planning Best Practices**
   - i. Put your event on the University Events Calendar (on the Ferris State website homepage) as soon as you have the venue confirmed. This is THE place to go in order to prevent planning on top of other events.
   - ii. Collaborate with other groups – search OrgSync using keywords to find other organizations that support your efforts.
   - iii. Plan quality events instead of a high quantity of events. The campus programming becomes easily oversaturated and all event attendance suffers when too many programs are happening.
   - iv. Seek assistance from the CLACS office in order to make your event the most
Disciplinary/Conduct Procedures for RSOs
The Center for Leadership, Activities and Career Services may initiate disciplinary proceedings against RSO’s in any situation involving allegations of misconduct. The University requires RSOs to adhere to all University policies, RSO handbook policies, and local, state, and federal laws. Additionally, individual members may also be subject to Office of Student Conduct for alleged violations of the Code of Student Community Standards. An organization may be subject to an interim suspension of activities pending adjudication of a complaint.

A disciplinary process flow chart and written guidelines are available in OrgSync, online at the CLACS website, and in the CLACS office. Appendix G

Fraternity/Sorority Disciplinary Proceedings
a. The violation may be adjudicated by the appropriate governing council, such as the Black Greek Council (BGC), Interfraternity Council (IFC), or Panhellenic Council (PC).
b. Professional fraternities and sororities with no governing council are treated as any other RSO.
c. The organization’s national headquarters may also be notified.
d. Governing councils may process complaints in conjunction with the RSO adjudication process or in lieu of formal proceedings if these outcomes meet the educational and restorative expectations of Center for Leadership, Activities and Career Services.
e. The decision, or final outcome of the formal disciplinary process of the governing council or national organization may be supported by the University; thus alleviating the necessity to continue with additional proceedings.

Discrimination
a. All Ferris State University RSOs must comply with Title IX of federal law regarding sex discrimination, and with the University’s policy of providing equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, handicap, or other characteristics that cannot lawfully be the basis for educational opportunities.
   i. Designated national fraternal organizations are exempt from Title IX by federal law and may lawfully maintain single-sex status.
b. Organizations with selective membership criteria must state this criterion in their constitution.
c. Membership selection practices may be reviewed by the University.

Financial Management
a. Student organizations should manage the finances of the organization in a business-like manner.
   i. RSOs collecting membership dues, donations, or engaging in fundraising activities for
the benefit of the organization should maintain a treasurer position on its executive board, and should maintain a bank account in the name of the organization.

ii. The treasurer should develop an annual budget, maintain records of income and expenses, stay current with financial obligations, and regularly report the financial status of the organization to the officers, advisor(s), and the general membership.

iii. Financial records may be reviewed by the University upon request.

b. Student organizations that maintain a bank account must do so with a bank located in the City of Big Rapids.

i. The bank account must be in the name of the organization on file with CLACS. The Ferris name in any form cannot be used as the name on the bank account.

ii. CLACS can provide a letter verifying the organization’s registration status, campus address, and name of the faculty/staff advisor.

iii. For your protection, checking accounts are encouraged to be a two-signature system (two authorized signatures on the check required for processing).

   1. Suggested authorized signatories include the Treasurer, President, and the Campus Advisor.

   2. An advisor should be listed on the account to ensure access to funds in case of emergency or inactivity of members.

c. Student organizations need to be in compliance with IRS rules.

d. Financial policies must be stated in the organization’s constitution.

e. Student organization are not automatically classified as non-profit or tax-exempt entities.

   i. Student organizations are NOT authorized to use Ferris State University’s tax-exempt identification number. The organization must make proper application to the Internal Revenue Service for that status. Local bank representatives should be able to assist with this process.

f. Organization funds CANNOT be used for the purchase of alcohol or drugs.

g. Organizations should be fiscally responsible. Examples include, obtaining more than one quote for large purchases, prohibit member borrowing of money, maintain a budget and expense spreadsheet, report financial status to the general members regularly.

Fraternities and Sororities

a. Greek Council Affiliation

   i. Because of the historic significance that fraternal organizations hold in higher education, and because of the unique issues faced by fraternities and sororities, such RSOs are required to affiliate with an appropriate campus Greek Council when one exists.

   ii. The Black Greek (BGC), Interfraternity (IFC), Panhellenic (PC), and Professional Fraternity (PFC) Councils help address issues relevant to member fraternities/sororities, and provide improved communication with university officials on policy matters.

   iii. Fraternities and sororities not affiliated with a campus Greek Council where one exists may not be registered with the University.

b. (Inter)national Affiliation
i. All fraternities/sororities at the University must be chapters in good standing with (inter)national organizations affiliated with the National Association of Latino Fraternal Organizations, Inc. (NALFO), North-American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), or Professional Fraternity Council (PFC).

c. General (“Social”) Fraternities/Sororities
i. General fraternities/sororities are national single-sex organizations that choose members according to criteria stated in their constitutions, but are open to any regularly enrolled Ferris students without regard to academic major.

d. Professional Fraternities/Sororities
i. Professional Fraternities and Sororities are groups that choose members based on students’ chosen academic major or professional field and additional criteria as stated in the organization’s constitution.

ii. Professional fraternities/sororities may be single-sex or co-ed as stated in the organization’s constitution.

iii. Professional fraternities/sororities are expected to work with their respective Colleges to promote professional development and enhance the learning experience for student members.

e. Statistics
i. CLACS will work with the Greek Councils to compile annual statistics on membership, organization grades, and other criteria to assist fraternities and sororities in achieving local, regional, and national recognition.

ii. Fraternities and sororities will be asked to supply chapter information upon request to develop accurate statistics.

Fundraising Activities
For the safety of the campus community all money and/or goods that are collected by an RSO must be registered with the CLACS office.

a. Fundraiser Registration
i. RSOs must submit the RSO Event Registration form 3 weeks prior to the start date of the project. The Event Registration form must indicate the event is being used for fundraising. The Event Registration form is available in OrgSync.

ii. All fundraising activities must follow all University policies, applicable council and/or (international) organization policies/procedures, as well as state, local, and federal laws.

b. United Way
i. For proper acknowledgement and credit, RSOs are encouraged to raise money for United Way or organizations affiliated with United Way during United Way blackout dates. These dates fall between mid-September and mid-November. See the CLACS office for specific dates and a list of approved fundraising recipients. All money/goods raised for these organizations should be processed through the CLACS office. United Way supports only local agencies, this is a student organization’s opportunity to give
back to the community that supports you!

c. Outside Vendors
   i. Off-campus vendors (including credit card companies) are charged a fee to operate on campus to advertise and/or sell goods or services. RSOs may co-sponsor tables with off-campus vendors to receive a portion of this fee (with prior permission from CLACS).

d. Food Sales
   i. The sale of frozen foods, foods requiring refrigeration, or foods requiring pre-heating are prohibited.
   ii. All food must be pre-packaged, unless provided by a licensed food vendor.
   iii. Baked good sales are allowed for non-profit organizations, as long as each item is clearly labeled with a statement “This item was prepared in an unlicensed kitchen.”
   iv. All food sales must comply with all applicable laws, rules or regulations. Contact the Health Department for additional rules or guidance.
   v. Approved food sale ideas - Hot Chocolate provided by Catering, pre-packaged food fundraisers provided by a licensed fundraising organization i.e. Little Caesars pizza fundraiser, individually pre-packaged candy.
   vi. A temporary license can be obtained, for a fee, to prepare & service food on site. The license is available through the health department.

e. Raffles
   i. The State of Michigan regulates raffles, which requires registration with the State at least six (6) weeks in advance.
   ii. RSOs must follow all local, state, and federal laws regarding raffles. Please contact the Charitable Gaming Division of Michigan State Lottery at (517) 335-5780 or visit them at www.michigan.gov/cg for more information.
   f. Date auctions are prohibited.

Trademark Policy
All students are encouraged to show their Ferris State University spirit by using Ferris State colors and trademarked items.

a. RSOs must adhere to the University Trademark Policy when producing items using the University name or logo, or insignia either for sale, advertising, or in-house use (such as organizational clothing).

b. No changes to trademark items are allowed. i.e. The bulldog head with a hat on is NOT allowed, the box flame in purple is NOT allowed.

c. Items with a trademark must be purchased from a licensed vendor.

d. Items with a trademark must be printed on the following colors: Ferris State Crimson or Gold, Black, White, Clear/transparent or Gray.

e. RSOs are expected to accurately reproduce FSU trademarks and display them in good taste.

f. University Advancement & Marketing at (231) 591-3815, is responsible for protecting the use of University trademarks and for licensing commercial use of these marks.

g. Consult University Advancement & Marketing for advice and approval when planning to use the University name, logo, or insignia on RSO paraphernalia.
h. If an organization wishes to place the Ferris State University name on their materials/shirts the organization is required to identify themselves with the statement “at Ferris State University” after their organization name. i.e. Cause for a Cure at Ferris State University.

Hazing
Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person’s consent or lack of consent. *(Ferris State University Code of Student Community Standards under Section III, B. Personal Misconduct On or Off University Property)*

a. Hazing of a member or prospective member of an RSO is strictly prohibited. Individuals found to be involved in hazing practices are subject to individual student judicial sanctions, and the RSO found to have members involved in hazing is subject to sanctions up to and including loss of registration.

b. RSOs are encouraged to consult with the Director at the Center for Leadership, Activities and Career Services or designee to review and develop plans for new member development that are free from hazing practices.

c. Suspected hazing violations may be reported anonymously to the Hazing Hotline at (231) 591-5300.

Membership
a. Registered Student Organizations must maintain a membership of at least five (5) currently enrolled Ferris State University students in order to maintain full RSO privileges.

b. An organization with less than 5 members at the time of registration via OrgSync profile updates will be placed in inactive status until:
   i. The organization formally dissolves
   ii. The organization provides proof of at least 5 members and updates their OrgSync profile
   iii. The organization receives exception approval from the Director at the Center for Leadership, Activities and Career Services
   iv. If an organization is inactive for more than 1 calendar year, they must reactivate using the process provided in the reactivating an RSO section.

c. RSOs must adhere to all university policies against discrimination with membership selection practices.

d. RSOs must inform the University community of their membership criteria and processes, including membership application deadlines and member orientation/initiation activities.
   i. This membership information must be included in the organization’s constitution.

e. The RSO constitution should include procedures for election, appointment, and removal of members from office.

f. **Membership Roster**
   i. RSO membership must be updated in OrgSync each semester.
ii. At University’s request, RSO must supply a written Membership Roster.

iii. The Membership Roster form must include a list of all students affiliated with the group through full membership status, and those students going through the organization’s member orientation process.

g. Executive Board Officers

i. Officers of each RSO must be enrolled Ferris State University students

Off-Campus Housing

a. The City of Big Rapids has ordinances regarding the use of off-campus residential properties for student organization activities.

b. A residence must be specifically permitted as a student organization residence in order to post signage, conduct meetings, or hold events at the location.

c. Organizations (or organization members) found in violation of these ordinances are subject to possible actions from the City of Big Rapids and the University.

d. Members of RSOs who reside off-campus are encouraged to develop positive relationships with homeowners and neighbors in the community. They are also encouraged to get involved in neighborhood associations and neighborhood watch programs.

Five-Star RSO Recognition Program

This awards program recognizes RSOs for positive progress in furthering the University’s mission of integrative education that prepares students for successful careers, responsible citizenship, and lifelong learning.

RSOs will be considered for the recognition and awards each year based on the following criteria:

- Attending required meetings and submitting required paperwork on time each semester.
- Remaining in good standing with the University.
- Attending Five Star Educational Activities
- Actively participating in and supporting campus-wide activities
- Participating in University leadership development programs
- Sponsoring alcohol-free campus activities (including those funded by the Student Activity Fees)
- Striving for positive publicity in campus and community news outlets
- Completing and reporting community service hours to the Volunteer Center
- Evaluation Rubric – Appendix H

RSO’s apply for this recognition award in April of each year via an electronic portfolio.

Workshops are held each Fall semester to describe how to become a Five-Star RSO
<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
<th>Where to Get It/turn it in</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Registration</td>
<td>Register all on and off campus events, reserve area of grounds, alert to fundraisers.</td>
<td>OrgSync</td>
<td>At least 3 Weeks prior to event</td>
</tr>
<tr>
<td>Campus Posting/RSO Mailbox Distribution</td>
<td>To request that a poster be placed on bulletin boards around campus or to have flyers stuffed in RSO Mailboxes</td>
<td>CLACS or OrgSync</td>
<td>NONE</td>
</tr>
<tr>
<td>University Center Reservation Request</td>
<td>To request meeting room/event space in academic buildings</td>
<td>CLACS, or OrgSync, or University Center</td>
<td>As far in advance as possible (space is limited)</td>
</tr>
<tr>
<td>Org Profile (RSO Update)</td>
<td>To provide updated contact information.</td>
<td>OrgSync under Profile Settings Menu</td>
<td>Beginning of Fall and Spring semester – Deadline dates posted in CLACS</td>
</tr>
<tr>
<td>Student Organization Registration</td>
<td>To start a new RSO or re-start an inactive RSO</td>
<td>CLACS or OrgSync</td>
<td>BEFORE the group begins meeting on campus.</td>
</tr>
<tr>
<td>Williams Auditorium Facilities Request</td>
<td>To request use of Williams Auditorium</td>
<td>On-line: <a href="http://www.ferris.edu/arts/">http://www.ferris.edu/arts/</a></td>
<td>As far in advance as possible (space is limited)</td>
</tr>
<tr>
<td>On-line Calendar University Events Calendar</td>
<td>To increase awareness of campus and community events.</td>
<td>On-line: <a href="http://calendar.ferris.edu/">http://calendar.ferris.edu/</a></td>
<td>As far in advance as possible.</td>
</tr>
</tbody>
</table>
Campus Offices and Resources for RSOs

Division of Student Affairs
http://www.ferris.edu/htmls/administration/StudentAffairs/
Timme Center Room 313
The mission of Division of Student Affairs at Ferris State University is to promote, support, and complement the academic mission of the institution by working collaboratively with students, faculty, and staff to create and extend student services and student learning opportunities outside the classroom.

Center for Leadership, Activities and Career Services (CLACS)
http://www.ferris.edu/HTMLS/administration/studentaffairs/CLACS/homepage.htm
Helen Ferris Terrace – Beginning January 2015 location in the new University Center
The Center empowers students to gain personal and professional skills in achieving success. The center seeks to serve as a resource center for the needs of students with regard to career planning, student organizations, Greek Life, event planning and community services.

Office of the Dean of Student Life
http://www.ferris.edu/htmls/administration/StudentAffairs/deanofstudents/deanofstudents.html
Helen Ferris Terrace - Beginning January 2015 location in the new University Center
The Office of the Dean of Student Life works to enhance the quality of life for students living on and off campus and coordinates initiatives to promote healthy choices and personal responsibility. We encourage every student to take advantage of the multiple opportunities for leadership development, volunteer service, student activity programming, RSO involvement, wellness initiatives, and multicultural experiences.

Birkam Health and Counseling Centers
http://www.ferris.edu/birkamhealthcenter
Birkam 1st floor
Ferris students and their dependents are eligible for medical care including evaluation and treatment for illness and injury anytime during the enrolled semester. The Counseling Center provides a place where students can have conversations with trained counselors who provide a supportive and understanding environment.

Office of Multicultural Student Services
http://www.ferris.edu/htmls/studentlife/minority/
FLITE library 159
The Office of Multicultural Student Services (O.M.S.S.) makes every effort to educate the University community on various ethnic, faith-based and GLBT groups through programs and activities. In
addition, O.M.S.S. is committed to assisting the ethnic minority population of students with their transition to college and leadership development.

University Center
http://www.ferris.edu/HTMLS/staff/webpages/site.cfm?LinkID=152&eventID=32
Helen Ferris Terrace - Beginning January 2015 location in the new University Center

Office of Student Conduct
http://www.ferris.edu/htmls/administration/StudentAffairs/judicial/judicial.htm
Birkam 2nd floor
The mission of the Office of Student Conduct is to educate students about their rights and responsibilities as community members, help students understand the balance between individual and community rights, and help maintain a community atmosphere conducive to academic success.

University Recreation
http://www.ferris.edu/htmls/studentlife/u-rec/
Student Recreation Center
Recreation staff is committed to improving the health and wellness of students, staff, and faculty members of Ferris State University.

The RSO handbook is provided by the:
Center for Leadership, Activities and Career Services
805 Campus Drive
Big Rapids, MI 49307
Phone: 231-591-2685
www.ferris.edu/clacs
The entire new RSO registration process can take up to two months or more so plan accordingly.
APPENDIX B

Campus Posting/RSO Application

Please review the guidelines and instructions for completion on the reverse side of this form. Complete sections 1, 2, 3 and 4 below. Submit this application form, along with your poster/flyer, to the Center for Leadership, Activities and Career Services (CLACS) located in Helen Ferris Terrace Level. It is highly suggested to get your poster/flyer approved by CLACS before printing multiple copies. **After approval, it is the student’s/ RSO’s responsibility to post their flyers/posters around campus.**

♦ **RENTALS** and **FOR SALE items are not allowed.** Please use the MyFSU classified ads or The Torch.
♦ **BUSINESSES.** $25 fee for RSO Mailbox Distribution only. We also suggest you utilize The Torch for your advertising, (231)- 591-2609.

1 Check One Only (list name):

- □ Sponsoring RSO (in good standing) - _________________________________________
- □ FSU Department – ________________________________________________________
- □ Non Profit Agency - _______________________________________________________
- □ Business - ______________________________________________________________

2 Check One (or both):

- □ Campus Posting
- □ RSO Mailbox Distribution (240 copies)

(Max: 11” x 17”)
(Max: 8.5” x 11”)

3 Contact person ____________________________ Telephone __________________

Email ________________________________

4 Poster subject matter (Name of event, meeting, etc.)

________________________________________________________________________

Date(s) of subject matter _____________________

For Office Use Only: Center for Leadership, Activities and Career Services

Date submitted __________ RSO in good standing ______

Employee Initials __________ Business Paid ____________

___ Organization/ Dept. Name on poster Fundraiser: where money is going____

___ Contact name and phone number (or email) on poster

___ ADA Statement w/phone and email on poster

___ No alcohol, bar, or other questionable material on poster

*ADA is required for all University related events but not required for general membership meetings.
Guidelines and Instructions for Campus Posting/Mailbox Distribution

Submit one form for each poster/flyer to be posted and/or distributed to Registered Student Organization (RSO) mailboxes. Flyers/posters must be approved by the Center for Leadership, Activities and Career Services. After approval it is the student’s/RSO’s responsibility to post their flyers/posters around campus.

GENERAL GUIDELINES FOR MATERIALS

- Must be in good taste, free from profanity, nudity, or sexually suggestive graphics/phrasing.
- Cannot promote the consumption of alcohol (i.e., drink specials, pictures suggesting alcoholic beverages, or mention of a “bar”)
- Cannot include discriminatory or derogatory statements or graphics.

Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following Americans with Disabilities Act (ADA) statement:

“Anyone with a disability who needs special accommodations to attend this event should contact (telephone number) at least 72 hours in advance.”

- Activity must comply with University/RSO policies and guidelines.
- Poster must list sponsoring group’s name (RSO, Department or Non Profit agency).
- Poster must have an accurate contact name and phone number or email printed on the posters.
- If a fundraiser is being advertised the poster must state where/how the money is being used.
- If event is a Finance Division sponsored event, poster must also give credit to Student Activity Fees as Allocated by the Finance Division of Student Government

The Center for Leadership, Activities and Career Services reserves the right to review and refuse to post any materials, and will provide a written reason for the refusal.

How to post flyers around campus:
1. Approved posters/flyers will be required to be stamped in the CLACS office by the student/RSO.
2. When poster/flyer is stamped, the student/RSO will receive a guide for posting and can place their posters at any time.
3. All posters/flyers must be removed within 7 days after the event date by the student/RSO.

Directions for putting up Posters/Flyers:
1. Please only use staples unless a pin is requested
2. Do not place your poster/flyer over another.
3. Do not remove another poster/flyer
4. If there isn’t room for your poster/flyer, notify the CLACS office at 591-2685.

Consequences for not following poster policy:
Any RSO/Student who does not follow the posting guidelines may be subject to disciplinary actions as outlined in the RSO handbook. Others may lose the opportunity to post on campus.

RSO MAILBOX DISTRIBUTION
There are approximately 240 registered student organizations, and all have a mailbox in the Center for Leadership, Activities and Career Services resource room. Flyers and letters can be distributed to these boxes by checking the box marked “RSO Mailbox Distribution” under number (2), completing the entire work order form, and submitting work order and flyers to the Center for Leadership, Activities, and Career Services. The CLACS staff will distribute your materials to mailboxes for you.

RSOs, University Departments, Businesses and Non-profit Community Organizations
Businesses have a $25.00 fee. All others may provide generic (not individual addressed) flyers to be distributed to all RSO mailboxes at no charge, provided it is not done in excess.

RESIDENCE HALL DISTRIBUTION
Approved and stamped flyers/posters for residential halls are turned in to the CLACS office. The CLACS staff will deliver directly to the housing office. Housing staff will hang the flyers/posters in each hall per their discretion.

Last Updated: 8/8/14
Use this guide when preparing your posters for distribution. The numbers in the middle column indicate the maximum number of posters at each location. Don’t forget the ADA statement on posters involving an event! It is required by law.

Do not cover other postings.

Please call 231.591.2685 with questions.

<table>
<thead>
<tr>
<th>Building</th>
<th>Number of posters</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Leadership, Activities, and Career Services</td>
<td>2</td>
<td>CLACS- Helen Ferris Terrace Front Desk</td>
</tr>
<tr>
<td>Housing</td>
<td>108</td>
<td>CLACS - Helen Ferris Terrace Front Desk</td>
</tr>
<tr>
<td>Swan</td>
<td>1</td>
<td>To the left of room 102</td>
</tr>
<tr>
<td>Swan (behind Elastomer Center building)</td>
<td>1</td>
<td>Across from room 117, next to the elevator</td>
</tr>
<tr>
<td>Johnson Hall</td>
<td>1</td>
<td>To the left of the 1st floor main entrance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>South end of building</td>
</tr>
<tr>
<td>Student Rec Center/Torch</td>
<td>22</td>
<td>Hand all posters to front desk</td>
</tr>
<tr>
<td>Bishop Hall</td>
<td>1</td>
<td>In Student Lounge room 203</td>
</tr>
<tr>
<td>West Campus Community Center</td>
<td>1</td>
<td>In main lobby area</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>2</td>
<td>Room 103, student study room</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 104, Bulletin board closest to the window</td>
</tr>
<tr>
<td>College of Health Professions (Victor F. Spathelf)</td>
<td>1</td>
<td>Student Lounge Room 208</td>
</tr>
<tr>
<td>Michigan College of Optometry</td>
<td>1</td>
<td>Bulletin Board in the student lounge room 318</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Only use half of the board)</td>
</tr>
<tr>
<td>IRC Connector (IRC/Business Building)</td>
<td>1</td>
<td>Bulletin Board west wall leading to the inside doors going into the College of Business</td>
</tr>
<tr>
<td>Timme Student Center</td>
<td>1</td>
<td>To the right of room 110</td>
</tr>
<tr>
<td>FLITE Outside Board Note: Posters for this board should be Laminated (weather-proofed)</td>
<td>1</td>
<td>Outside the library. South side of FLITE by the bike rack.</td>
</tr>
<tr>
<td>Starr</td>
<td>3</td>
<td>1 by room 136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 by room 129</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 across from 211 (Electrical Room)</td>
</tr>
<tr>
<td>Granger</td>
<td>2</td>
<td>1 on 1st floor outside of room 117</td>
</tr>
<tr>
<td>Location</td>
<td>Number</td>
<td>Location Details</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------</td>
<td>------------------------------------------------------</td>
</tr>
<tr>
<td>Prakken</td>
<td>1</td>
<td>1 on 2nd floor, largest board to the left of the clock</td>
</tr>
<tr>
<td>Alumni</td>
<td>1</td>
<td>To the right of room 112</td>
</tr>
<tr>
<td>Automotive Building</td>
<td>2</td>
<td>2 both in the student lounge on the first floor</td>
</tr>
<tr>
<td>Heavy Equipment Building</td>
<td>2</td>
<td>1 in the lecture hall in 202</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 on the bottom floor at the bottom of the stairs</td>
</tr>
<tr>
<td>Total Number of Posters</td>
<td>155</td>
<td></td>
</tr>
</tbody>
</table>

Look for this sign in the upper left hand corner of all approved bulletin boards.

All posters must be approved/stamped and will be monitored by the Center for Leadership, Activities and Career Services (CLACS). Unapproved posters will be removed.
APPENDIX C
Event Safety Plan Template

[Organization Name]

[Chapter/Branch]

[Contact Name]

[Contact Phone]

[Contact Email]

[Event]

[Date/Time]

[Location]

[Organization or Event] Safety Plan

[Give a complete description of what the event is.]

Safety of Organizers/Volunteers

[To complete this safety plan, answer the following questions:

1. What are all the things that could go wrong?
2. What can you do to prevent these things from happening?
3. Repeat until all possible threats have been mentioned]

Safety of Participants

[To complete this safety plan, answer the following questions:

1. What are all the things that could go wrong?
2. What can you do to prevent these things from happening?
3. Repeat until all possible threats have been mentioned]

Safety of Property

[To complete this safety plan, answer the following questions:

1. What are all the things that could go wrong?
2. What can you do to prevent these things from happening?
3. Repeat until all possible threats have been mentioned]
Emergency Plan

To complete this emergency plan, answer the following questions:

1. If an emergency happens, what will you do?
2. Do you have people who can apply first aid? Yes-who
3. Do you have/need a first aid kit?
4. Who will complete the incident forms and submit to CLACS?

Examples:

At this concert, people may create a dangerous crowd situation. We will prevent it by:

- Absence of barricades and marking all available exits so people can escape in the event of an emergency
- Security staff or DPS will be present to maintain order
- Ratio of staff to anticipated attendees will ensure proper control
- Staff will communicate by walkie talkies to respond to possible issues

At this haunted house, people may become frightened and not know how to exit the venue. We will prevent this by:

- Having sufficient lighting so people can see clearly enough to facilitate exiting
- Directional signs to clearly mark a path of exit and keep the flow of traffic moving
- Training of staff to be aware of and sensitive to patrons’ discomfort

At this 5k, people could get hit by a car. We will prevent this by:

- Re-routing to avoid runners coming in contact with traffic and/or parking
- Clearly marked paths that include security, cones, and signs

Other things to consider:

- Pedestrian paths and ease of movement at event (Will the area be accessible to chair users or others with mobility challenges? Will there be construction, power cords, or other obstacles?)
- Equipment or novelties (Will you have things like inflatables or obstacle courses?)
- Waivers or liability forms (Do attendees need to sign something?)
- Insurance (Is the event covered?)
APPENDIX D

ASSUMPTION OF RISK AND RELEASE, WAIVER, DISCHARGE, INDEMNITY AND COVENANT NOT TO SUE FOR [insert name of activity and date]

THIS IS A RELEASE OF LEGAL RIGHTS – READ AND UNDERSTAND BEFORE SIGNING

This is a legally binding Assumption of Risk and Release, Waiver, Discharge, Indemnity and Covenant Not to Sue (hereinafter referred to as “Release”) executed by ___________________________ [Participant’s name], whose address is __[____________________________________________Participant’s address]__, to Ferris State University, a constitutional body corporate of the State of Michigan, __[fill in RSO or Department name]__, Big Rapids, Michigan 49307 (hereinafter referred to as “University”).

I, the undersigned, desire to participate in the ___[Fill in Activity name]___ (hereinafter referred to as “Activity”). I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in any transportation to and from the Activity, and in any independent research or activities I undertake as an adjunct to the Activity, which dangers include but are not limited to ____[list dangers that could occur]_____ and which also could include serious or even mortal injuries and property damage (hereinafter referred to as “dangers and risks”). I further attest that I have fully considered the aforementioned dangers and risks, and relying on my own judgment, I have voluntarily chosen to participate and assume all such dangers and risks.

Knowing the dangers and risks of the Activity, and in consideration of being permitted to participate in the Activity, I, on behalf of myself, my spouse, family, heirs, administrator(s), personal representative(s), and assigns agree to assume all the risks and responsibilities surrounding my participation in the Activity, and release, waive, forever discharge, and covenant not to sue the University, its governing board, officers, agents, employees, and any students acting as employees and/or volunteers (hereinafter referred to as the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while I am in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted. It is specifically understood and agreed that this Release is a full, complete and general Release and that it is intended to be as broad and inclusive as permitted by law.

I understand and agree that Releasees may not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant Not to Sue” the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my spouse, family, estate, heirs, administrator(s), personal representative(s), or assigns arising out of my participation in the Activity.
I state that there are no health-related reasons or problems which preclude or restrict my participation in this Activity (other than those restrictions which have been previously disclosed pursuant to a previous request for reasonable accommodations for this Activity), and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

I agree that this Release shall be construed in accordance with the laws of the State of Michigan, which shall be the forum for any disputes or lawsuits arising from or incident to this Release. If any term or provision of this Release shall for any reason be held invalid, illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby, but shall continue in full legal force and effect.

**CAUTION: READ BEFORE SIGNING**

I ACKNOWLEDGE THAT I AM OVER 18 and HAVE CAREFULLY READ THE TERMS OF THIS COMPREHENSIVE “ASSUMPTION OF RISK AND RELEASE, WAIVER, DISCHARGE, INDEMNITY AND COVENANT NOT TO SUE FOR [insert name of activity]”; THAT I UNDERSTAND ITS CONTENTS AND CONSEQUENCES; THAT THE ONLY PROMISES MADE TO ME TO SIGN THIS COMPREHENSIVE RELEASE ARE THOSE STATED HEREIN; THAT I HAVE BEEN GIVEN SUFFICIENT TIME TO REVIEW THIS RELEASE; AND THAT I AM SIGNING IT KNOWINGLY AND VOLUNTARILY, WITHOUT ANY COERSION, AND WITH THE FULL INTENT OF BEING BOUND BY ITS TERMS.

PARTICIPANT:     WITNESS:

(Signature)     (Signature)
Date:_____________________________ Date:_____________________________

(Printed Name)     (Printed Name)

Revised 6/26/14
This is a legally binding Assumption of Risk and Release, Waiver, Discharge, Indemnity and Covenant Not to Sue (hereinafter referred to as "Release") executed by __[Participant’s name]__, whose address is __[Participant’s address]__, to Ferris State University, a constitutional body corporate of the State of Michigan, __[RSO or Department name]__. Big Rapids, Michigan 49307 (hereinafter referred to as “University”).

I, the undersigned, desire to participate in the __[Activity name]__ (hereinafter referred to as "Activity"). I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in any transportation to and from the Activity, and in any independent research or activities I undertake as an adjunct to the Activity, which dangers include but are not limited to __[list dangers that could occur]__ and which also could include serious or even mortal injuries and property damage (hereinafter referred to as “dangers and risks”). I further attest that I have fully considered the aforementioned dangers and risks, and relying on my own judgment, I have voluntarily chosen to participate and assume all such dangers and risks.

Knowing the dangers and risks of the Activity, and in consideration of being permitted to participate in the Activity, I, on behalf of myself, my spouse, family, heirs, administrator(s), personal representative(s), and assigns agree to assume all the risks and responsibilities surrounding my participation in the Activity, and release, waive, forever discharge, and covenant not to sue the University, its governing board, officers, agents, employees, and any students acting as employees and/or volunteers (hereinafter referred to as the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while I am in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted. It is specifically understood and agreed that this Release is a full, complete and general Release and that it is intended to be as broad and inclusive as permitted by law.

I understand and agree that Releasees may not have medical personnel available at the location of the Activity or on the campus. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant Not to Sue” the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my spouse, family, estate, heirs, administrator(s), personal representative(s), or assigns arising out of my participation in the Activity.
I state that there are no health-related reasons or problems which preclude or restrict my participation in this Activity (other than those restrictions which have been previously disclosed pursuant to a previous request for reasonable accommodations for this Activity), and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

I agree that this Release shall be construed in accordance with the laws of the State of Michigan, which shall be the forum for any disputes or lawsuits arising from or incident to this Release. If any term or provision of this Release shall for any reason be held invalid, illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby, but shall continue in full legal force and effect.

**CAUTION: READ BEFORE SIGNING**

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THE TERMS OF THIS COMPREHENSIVE “ASSUMPTION OF RISK AND RELEASE, WAIVER, DISCHARGE, INDEMNITY AND COVENANT NOT TO SUE FOR ___________________”; THAT I UNDERSTAND ITS CONTENTS AND CONSEQUENCES; THAT THE ONLY PROMISES MADE TO ME TO SIGN THIS COMPREHENSIVE RELEASE ARE THOSE STATED HEREIN; THAT I HAVE BEEN GIVEN SUFFICIENT TIME TO REVIEW THIS RELEASE; AND THAT I AM SIGNING IT KNOWINGLY AND VOLUNTARILY, WITHOUT ANY COERCION, AND WITH THE FULL INTENT OF BEING BOUND BY ITS TERMS.

PARTICIPANT:     WITNESS:

(Signature)      (Signature)
Date: __________________________ Date: __________________________
(Printed Name)     (Printed Name)

If the Participant is less than 18 years of age, BOTH parents or legal guardians must also read and sign this Release Form.

**CAUTION: READ BEFORE SIGNING**

I (a) AM THE PARENT OR LEGAL GUARDIAN OF THE ABOVE PARTICIPANT (b) HAVE READ THE FOREGOING RELEASE (INCLUDING SUCH PARTS AS MAY SUBJECT ME TO PERSONAL FINANCIAL RESPONSIBILITY), (c) AM AND WILL BE LEGALLY RESPONSIBLE FOR THE OBLIGATIONS AND ACTS OF THE PARTICIPANT AS DESCRIBED IN THIS RELEASE, AND (d) AGREE, FOR MYSELF, FOR THE PARTICIPANT, FOR PARTICIPANT’S FAMILY, ESTATE, HEIRS, ADMINISTRATOR(S), PERSONAL REPRESENTATIVE(S), OR ASSIGNS, IF PARTICIPANT IS DECEASED, TO BE BOUND BY ITS TERMS.

PARENT OR LEGAL GUARDIAN     PARENT OR LEGAL GUARDIAN

Signature: __________________________ Signature: __________________________
Relationship to Participant: __________________________ Relationship to Participant: __________________________
Printed Name: __________________________ Printed Name: __________________________
Date: __________________________ Date: __________________________

Revised 2/26/14
APPENDIX F

Third Party Vendor Checklist

The Registered Student Organization (RSO) President:

Your RSO will be in compliance with the risk management policies of Ferris State University if you hire a “third party vendor” to serve alcohol at your function or if your organization sponsors an activity where alcohol will be served WHEN you can document the following checklist items:

THE VENDOR MUST:

_____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.

_____ 2. Be properly insured with a minimum of $1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.

When using a vendor outside of their establishment, the above “certificate of insurance” must also show evidence that the vendor has, as part of his coverage, “off premise liquor liability coverage and non-owned and hired auto coverage.”

The certificate of insurance must name as additional insured (at a minimum) the local organization hiring the vendor as well as Ferris State University.

ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT REQUIRED CLAUSES.

_____ 3. Agree in writing to cash sales only, collected by the vendor, during the function.

_____ 4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including by not limited to:

   A. Checking identification cards upon entry;
   B. Not serving minors;
   C. Not serving individuals who appear to be intoxicated;
   D. Maintaining absolute control of ALL alcoholic containers present;
   E. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization)
   F. Removing all alcohol from the premises.

ATTACH A WRITTEN AGREEMENT SIGNED AND DATED BY THE ORGANIZATION PRESIDENT AND THE VENDOR STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the organization president and the vendor. In doing so, both parties understand that only through compliance with these stipulations will the organization be in compliance with Ferris State University’s Third Party Vendor requirement.

RSO President Signature & Date

Vendor’s Signature/Company & Date
**APPENDIX G**

**Disciplinary Process**

- **Complaint received by CLACS professional staff.**
  - **RSO Complaint**
    - CLACS staff assigned to manage Case (Coordinator of Activities)
    - Determination if Interim Suspension is required.
      - (CLACS Director/Dean of Student Life, or designee)
    - Determination if case involves potential Title IX violation
      - (Assigned CLACS conduct case manager)
    - Notification of Allegation and any subsequent investigation sent to RSO
      - (Assigned CLACS conduct case manager)
  - **Greek PHC, IFC, BGC directed to council advisor.**
    - (Coordinator of Activities)
  - **RSO Registration Violation**
    - (Coordinator of Activities)
    - Interim suspension approval and letter sent to RSO
      - (Dean of Student Life Office, or designee)
    - If RSO decides to appeal interim suspension, file is sent to Dean of Student Life, determination made subject to appeal criteria.
    - Case facts forwarded to Title IX coordinator for investigation and follow-up
      - (CLACS Director)
    - Case facts forwarded to the Office of Student Conduct for follow-up
      - (CLACS Director)
    - Insufficient evidence to substantiate allegation - Case closed. Interim Suspension removed, if applicable.
      - (Assigned CLACS conduct case manager)
  - **Complaint review, investigation and Conduct Conference**
    - (Assigned CLACS conduct case manager)
    - Finding of NOT-Responsible
      - Case closed. RSO Notified. (Dir. CLACS)
    - Finding of NOT-Responsible, but Mediation is required or recommended
      - Case closed. RSO Notified. (Dir. CLACS)
    - Finding of Responsible.
      - Notification of outcome with Sanctions is provided to RSO, including option to schedule SLAAC appeal hearing.
        - (Dir. CLACS)
      - RSO chooses to appeal decision
        - Dean of Student Life has option to hear appeal or refer case to SLAAC hearing for recommendation on appeal.
        - Appeal recommendation sent to Dean of Student Life for final decision.
        - RSO is notified of final decision.
    - All parties accept decision & sanctions
      - (less than suspension — Dir. CLACS)
      - (Suspension or greater — Dean of Student Life)
APPENDIX H

5 Star RSO Recognition Judging Rubric
Provided by the Center for Leadership, Activities and Career Services

For each category, RSOs will be evaluated and awarded 1 to 4 points per question. Awards are made according to the following point breakdown:

<table>
<thead>
<tr>
<th>Honorable Mention</th>
<th>1-27 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Star</td>
<td>28-41 points</td>
</tr>
<tr>
<td>4 Star</td>
<td>42 points to lowest 5 star earner</td>
</tr>
<tr>
<td>5 Star</td>
<td>Top 5 point earners</td>
</tr>
<tr>
<td>Total possible points is 56</td>
<td></td>
</tr>
</tbody>
</table>

**Campus/Community Impact**

Please provide a written response, at least 500 words (including examples) answering the following question: “How does your RSO feel it has impacted the Ferris State University campus and community during the 2013-2014 school year?”

<table>
<thead>
<tr>
<th>Points</th>
<th>RSO has demonstrated a positive impact on the campus and/or community:</th>
</tr>
</thead>
</table>
| 1      | No
| 2      | Limited An unsuccessful effort was made. For example, the RSO planned a fundraiser but were not about to raise any funds/collect any goods. |
| 3      | Consistent A successful effort was made. For example, the RSO planned a fundraiser and raised their anticipated amount. |
| 4      | Excelling An outstanding, unique, or highly impactful effort was successful. For example, the RSO planned a fundraiser and exceeded their goal and/or has set a foundation for an annual or ongoing event. |

The RSO has made a lasting impact on the campus or community:

<table>
<thead>
<tr>
<th>Points</th>
<th>The RSO has made a lasting impact on the campus or community:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No No evidence the RSO has made an effort to make any impact, lasting or temporary.</td>
</tr>
<tr>
<td>2</td>
<td>Limited The RSO has made an effort, but does so inconsistently or unsuccessfully.</td>
</tr>
<tr>
<td>3</td>
<td>Consistent A continuous effort has been made. The RSO has made a consistent impact, but it succeeds with mixed results OR it may not last when current leadership leaves.</td>
</tr>
<tr>
<td>4</td>
<td>Excelling A successful program has been established. The RSO has created a program, event, or campaign that is able to sustain itself after current leadership leaves the university.</td>
</tr>
</tbody>
</table>

**Campus Programming**

Index table of contents of programs sponsored, co-sponsored, or participated in by your RSO in the 2013-2014 academic year. On this list, please use the following sub-categories: Sponsored Programs, Co-sponsored Programs, Program Participation (Program Participation could be Bulldog Bonanza, Big Rapids Fall Festival, etc.), and Attendance. Show evidence of your sponsorship or co-sponsorship of campus programming by showcasing events with the following information: pictures, acknowledgements, impact on attendees, advertising, what you learned, what others learned, publicity, etc.
<table>
<thead>
<tr>
<th>Points:</th>
<th>RSO demonstrated a commitment to involvement on campus by attending events:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-2 events</td>
</tr>
<tr>
<td>2</td>
<td>3-5 events</td>
</tr>
<tr>
<td>3</td>
<td>6-8 events</td>
</tr>
<tr>
<td>4</td>
<td>9 or more events</td>
</tr>
</tbody>
</table>

| RSO demonstrated a commitment to sponsoring and/or co-sponsoring high impact events: |
|---|---|
| 1 | No  |
| 2 | Limited |
| 3 | Consistent |
| 4 | Excelling |

|  | RSO has not shared evidence of desire to be involved on campus outside of their organization. |
|  | RSO events were entertainment and low impact |
|  | RSO events had variety of options where participants learned something |
|  | RSO sponsored high impact programming (i.e. held a 5 Star event) |

**Membership Showcase**

Please provide a *typed list* of your members’ names and academic level, position in organization. Next showcase your members by describing his/her involvement within the organization, including but not limited to position, accomplishments, committee involvement, or other contributions. The last item is showcase how your organization provides its members with professional development by describing trainings, transition planning, and conferences attended.

<table>
<thead>
<tr>
<th>Points:</th>
<th>Please provide a typed list of your members’ names and academic level and position in organization.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
</tr>
<tr>
<td>3</td>
<td>Consistent</td>
</tr>
<tr>
<td>4</td>
<td>Excelling</td>
</tr>
</tbody>
</table>

|  | The RSO does not meet the minimum requirement of 5 members. |
|  | The RSO is not able to fill its e-board positions or its members are nearing graduation with no/few incoming underclassmen to replace outgoing members. |
|  | The RSO has a strong membership base, members are a mix of upper and lower classmen. |
|  | The RSO has a strong membership base, has a mix of upper and lower classmen, and appears to be growing |

**The RSO's members are committed to the group:**

<table>
<thead>
<tr>
<th>Points:</th>
<th>The RSO's members are committed to the group:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
</tr>
<tr>
<td>3</td>
<td>Consistent</td>
</tr>
<tr>
<td>4</td>
<td>Excelling</td>
</tr>
</tbody>
</table>

|  | No evidence that members take responsibility or leadership within the group. |
|  | Only a few people take responsibility for filling the e-board, planning programs, or taking initiative. |
|  | The group has an active e-board with all positions filled by different people. The entire e-board, and possibly some of the general members, takes responsibility for leading the group, planning programs, or taking initiative. |
|  | All members of the RSO take an active role in conducting business. All members have a project or contribution they’ve made, or are a member of a committee. |
The RSO is committed developing its members:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
<td>No evidence that members are participating in professional development</td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
<td>Only a few members have attended very basic training opportunities</td>
</tr>
<tr>
<td>3</td>
<td>Consistent</td>
<td>The organization shows they provide member development opportunities of a higher level. However, not many members attend or the number of opportunities were limited</td>
</tr>
<tr>
<td>4</td>
<td>Excelling</td>
<td>Most members of the RSO take an active role in professional development at a high level such as guest speakers, conference attendance, and/or complete internal training program.</td>
</tr>
</tbody>
</table>

Favorable Recognition

Please attach copies of any news clippings, thank you letters, awards, letters of reference, or other forms of recognition received on your organization’s behalf from May 2013-April 2014. Endorsements from faculty/staff are also acceptable.

Points: The RSO has cultivated a positive image:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
<td>No evidence the RSO has a positive image or has made any campus connections.</td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
<td>RSO has few connections or little evidence of a positive image. They have very few items of positive regard, such as new clippings, thank you notes, or letters of reference.</td>
</tr>
<tr>
<td>3</td>
<td>Consistent</td>
<td>RSO has made an effort to build connections and has a positive image as evidenced by a variety of news clippings, thank you notes, reference letters, etc.</td>
</tr>
<tr>
<td>4</td>
<td>Excelling</td>
<td>RSO has made it a priority to build connections and clearly has taken pride in building a strong, positive image.</td>
</tr>
</tbody>
</table>

In terms of reach, the RSO has made a variety of positive connections:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No</td>
<td>The group has one or no connections.</td>
</tr>
<tr>
<td>2</td>
<td>Limited</td>
<td>The group has not made many connections and the scope is very limited, for example has only made campus connections.</td>
</tr>
<tr>
<td>3</td>
<td>Consistent</td>
<td>The group has made connections on campus and outside of campus.</td>
</tr>
<tr>
<td>4</td>
<td>Excelling</td>
<td>The group has made several connections both on and off campus from a variety of groups, individuals, or partners.</td>
</tr>
</tbody>
</table>

Community Service Hours/In-Kind Donations

Your organization’s activities will be evaluated based on reports made by your RSO to the Volunteer Center via OrgSync. Please make sure that all community service hours and in-kind donations (i.e. donated goods or funds given to a community charity) have been submitted by the deadline, to count for Five-Star recognition. In addition, showcase your volunteer and/or fundraising activities with pictures, descriptions, # of hours, # of members and impact to the community.
Volunteer credit is awarded based on a simple per member average. Number of hours divided by numbers of members = volunteer total. The same is done for donations. Calculate monetary value of in-kind donations and please describe how you arrived at that number: (Example: 105 hours of volunteerism for a 15 member organization: 105/15 = 7)

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0-10 hour average per member</td>
</tr>
<tr>
<td>2</td>
<td>10-49 hours average per member</td>
</tr>
<tr>
<td>3</td>
<td>50-99 hours average per member</td>
</tr>
<tr>
<td>4</td>
<td>100 hours or more average per member</td>
</tr>
</tbody>
</table>

Impact of volunteering / fundraising:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No All money raised for own group.</td>
</tr>
<tr>
<td>2</td>
<td>Limited All volunteer hours and fundraising stayed on campus.</td>
</tr>
<tr>
<td>3</td>
<td>Consistent Events impacted FSU &amp; local community</td>
</tr>
<tr>
<td>4</td>
<td>Excelling Local to national - high fundraising amount, lots of hours - changed a community</td>
</tr>
</tbody>
</table>

Participation in Campus "Five-Star Events"

Your organization’s participation in the designated Five-Star events will be evaluated by review of sign-in sheets collected at each of these events throughout the school year (you do not need to provide any further information for this section).

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50% or less attended ALL 5 Star events</td>
</tr>
<tr>
<td>2</td>
<td>51% - 74% attended ALL 5 Star events</td>
</tr>
<tr>
<td>3</td>
<td>75% - 89% attended ALL 5 Star events</td>
</tr>
<tr>
<td>4</td>
<td>90% or more attended ALL 5 Star events</td>
</tr>
</tbody>
</table>

Overall Impression

The final score of your application will be based on overall impression. This will include the presentation of your application (professionalism, creativity, etc.) as well as how they feel your RSO ranks amongst the others vying for Five-Star status.

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No Application was poorly organized, incomplete, and had inadequate responses with no reflection.</td>
</tr>
<tr>
<td>2</td>
<td>Limited Application lacked something in terms of organization, completeness, or reflection.</td>
</tr>
<tr>
<td>3</td>
<td>Consistent Application was thorough, organized, showed reflection, and addressed all areas.</td>
</tr>
<tr>
<td>4</td>
<td>Excelling Application was creative, thorough, organized, showed deep reflection, and addressed all areas in a thoughtful manner.</td>
</tr>
</tbody>
</table>

Please rate your overall impression of this RSO as a whole:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Poor RSO is not making sufficient efforts. They may need to gain more members, increase involvement, attend campus programs, make connections on campus, and create a plan to remain an active RSO in the future</td>
</tr>
<tr>
<td>Score</td>
<td>Status</td>
</tr>
<tr>
<td>-------</td>
<td>----------</td>
</tr>
<tr>
<td>2</td>
<td>Fair</td>
</tr>
<tr>
<td>3</td>
<td>Good</td>
</tr>
<tr>
<td>4</td>
<td>Excellent</td>
</tr>
</tbody>
</table>