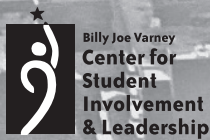


2006-2007

Student organizations



POLICY & FORM HANDBOOK

www.union.arizona.edu/clubs | 520/621.8046 | Student Union Memorial Center Rm 404



General Information

Table of Contents..... 3

Introduction 4

Publicity and Communication Information 15

Reservation Arrangements and Services 23

Selected University Policies..... 31

Forms and Resources..... 45

Table of Contents

General Information

Introduction	4
Important Dates	4
Important Phone Numbers	5
Categories of Student Organizations	6
Recognition Procedures.....	7
Social Greek Letter Recognition	12
Sport Clubs.....	13

Publicity & Communication Information

Flyer and Poster Guidelines.....	17
Hanging Banners	17
Listservs for Student Organizations	19
Student Organization Webpages on the WWW	20
Trademarks and Logo Use Approval.....	21
Bulk Mailing and Using UA Student Mailing Labels..	21

Reservation Arrangements & Services

Mall Space	25
Room Scheduling	25
Recreation/Sports Facilities.....	28
University Vehicles.....	29

Selected University Policies

Alcohol Policy	33
Sponsorship of Events by Alcoholic Beverage Corporations/Distributors Policy.....	35
Unit Requirements	35
Statement of Non-Discrimination	36
Commercial Activity/Vendor Sponsorship	37
Hazing Policy	38
Raffle Policy	39
Risk and Liability Policies	39
UA Dance Policy	40
Student Organization Hearing Board	41
Tax Identification Numbers.....	43
Use of Non-University Funds.....	43

Forms

Art Approval Form.....	47
Associated Students of the University (ASUA)	49
Central Room Reservations	51
Sample Student Organization Constitution	53
Change of Information Form	55
Effective Meetings	57
Group Development	58
Guidelines For Bulk Mailing	59
Guidelines For Raffles.....	61
Hazing Education.....	63
Mailing Labels Request	65
Motivating Members.....	67
Parliamentary Procedure	68
Risk Management.....	69
Student Union Room Reservation Form	73
Vehicle Rental Rates	75
Vehicle Request Form.....	76
Notes.....	78

Introduction

Benefits of Having UA Recognition for Your Organization:

This Student Organization Handbook for Student Leaders and Faculty/Staff Advisors will aid you in successfully leading your student organization and will familiarize you with the rules and policies related to recognized student organizations. As an important part of campus life, student organizations and other co-curricular activities provide leadership development opportunities to enhance your college career. Through the Center for Student Involvement & Leadership, the University of Arizona provides certain privileges to student organizations in good standing. These privileges as explained in this Handbook include opportunities to:

- Use University facilities, equipment, and services
- Apply for/receive funding from Associated Students of The University of Arizona (ASUA) or Graduate and Professional Student Council (GPSC) and other University departments
- Be included in University/student publications listing Recognized Student Organizations
- Sponsor fund raising events (including the sponsorship of commercial activity on the Mall)
- Use the University name and logos with approval from Trademarks & Licensing
- Be eligible for awards and honors presented to student organizations and their members
- Have access to grade information for members and prospective members
- Receive discounted University services, i.e. UA vehicles, private mailboxes in the Student Union Memorial

Center, room reservations in the Arizona Student Unions & in campus buildings and all services at Fast Copy

- Display flyers, posters and banners in the Arizona Student Unions
- Sponsor events using The University of Arizona name
- Link your student organizations Web page to the ASUA and Center for Student Involvement & Leadership Web Pages
- Participate as a group in Spring Fling
- Utilize a locker and workstation in the Center for Student Involvement & Leadership

Your group can access these privileges by following the policies and procedures of the University of Arizona, as outlined in this Handbook. Please stop by the Center for Student Involvement & Leadership, located in room 404 of the Student Union Memorial Center, to learn more about these resources.

Important Dates-

AUGUST

- 24.....**Fall Club Fair at 9:00 a.m. on UA Mall.
- 30-31.....**Fall Vendor Fair at 9:00 a.m. on UA Mall.
- 31.....**Student Organization Recognition Assembly at 6:00 P.M. in Student Union Memorial Center North Grand Ballroom. **MANDATORY** for all Student Organizations seeking recognition.

SEPTEMBER

- 25.....**Recognition packets due to the Center for Student Involvement & Leadership Office. SUMC 404

OCTOBER

- 31.....**Student Organization Contact Lists Available
- 5.....**Student Organization Officer & Advisor Summit
- 20-22.....**Wildcat Family Weekend

NOVEMBER

- 10-11.....**Homecoming Weekend

APRIL

- 6-9.....**ASUA Spring Fling

Important Phone Numbers

Important Phone Numbers

Arizona Blue Chip Program	621-8046
Arizona Daily Wildcat.....	621-3551
Arizona Student Unions (Student Union Memorial Center & Park Student Union) Administration	621-1417
Associated Students of the University of Arizona (ASUA)	621-2782
Audio Visual Equipment Services	621-3852
Catering, Redington	621-1989
Center for Student Involvement & Leadership.....	621-8046
Child Care and Family Resources Life & Work Connections	621-4365
Commuter Student Services.....	621-5859
Dean of Students Office.....	621-7057
Department of Campus Recreation	621-4709
Dining Services	621-7038
Event Planning Office (Student Unions Room Reservations).....	621-1414
Facilities Management and Operations.....	621-1417
Facilities Management.....	621-3610
Fast Copy	621-5306
Fast Design.....	621-5305
Fraternity and Sorority Programs.....	621-8046
Garage/Motor Pool	621-5547
Graduate & Professional Student Council.....	626-7526
Hazing Hotline.....	626-HAZE
Information Desk & Lost and Found	621-7755
Interfraternity Council	621-2934
Intramural Sports	621-8723
Leadership Workshops	621-8046
Mall Scheduling	626-2630
MLL Multimedia Learning Lab.....	626-9404
National Pan-Hellenic Council.....	621-8064
Office of Public Information & News Services	621-1877
Panhellenic Association	621-0759
Post Office.....	626-6245
Risk Management & Safety	621-1790
Room & Course Scheduling (Campus).....	621-3313
Student Coordinator for Student Organization Recognition	621-6853
Trademarks and Licensing.....	621-3547
UA Police Department	621-8273
Union Galleries.....	621-5123
University Activities Board.....	621-0764
University Operator.....	621-2211
Wilbur's Underground.....	621-1450

Categories of Student Organizations

Student Organizations place themselves into one of twelve categories based upon their interests and goals. This is done to foster communication between clubs that may share similar philosophical underpinnings and to assist interested students in locating and finding a suitable organization for their needs. The categories available to select from are:

Departmental

Affiliated with a University department.

Honorary

Main purpose is to recognize the attainment of scholarship of superior quality. There are honoraries for each class, special interest, as well as for almost all of the academic disciplines.

Governing Body

Elected to represent a number of organizations in the same category (i.e., IFC oversees men's fraternities).

International/Cultural

Mission is to study or promote the culture of other nations and/or ethnic groups.

Leadership

Mission is to promote development of leadership skills among its members.

Service

Mission is to provide service to the UA and/or Tucson community.

Religious

Mission is to further the interest of a particular church, sect, or denomination.

Political

Mission is to further the interest of a particular political group or issue.

Professional

Mission relating to a professional career, many of which are nationally affiliated.

Sports

Mission is to promote a common interest and to foster participation, officiating of and competition in a specific sport or recreational activity.

Special Interest

Mission does not coincide with any of the other categories.

Social Greek Letter

Private, national, or international Social Greek Letter, voluntary associations which meet all of the following criteria:

1. The sponsoring bodies are legal corporations.
2. They have organizational goals which are social/service/fraternal rather than honorary, professional, religious, or political. The emphasis of these groups is the personal development of members. Membership in more than one such fraternal organization at once is not permitted.
3. They may select members according to subjective criteria consistent with the nondiscriminatory policies of the University. They may be entitled to gender expression if they meet the provision of Section 86.14 of the regulations promulgated under title IX of the U.S. Education Act Amendment of 1972.
4. They are recognized by their respective local governing body at The University of Arizona: Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association.

Recognition Procedures

Naming Your Organization

- When choosing a name you may not precede it with any form of the University of Arizona.
Examples: **NOT** University of Arizona Swing Cats instead use Swing Cats at the University of Arizona.

Student Organization Recognition Procedures

- **Mandatory Student Organization Fee:** Beginning for the 2006-2007 academic year, all Student Organizations must submit a Student Organization Recognition Fee of \$20. This fee is mandatory, and help so to support the administrative services utilized by the Center for Student Involvement & Leadership to oversee the Recognition Process. A Student Organization will NOT be recognized until this fee has been submitted to the Student Coordinator for Student Organizations.
- Every organization must complete the recognition process every year.
- Non-Social Greek Letter Organizations must have a Faculty/Staff Advisor who is a full-time UA faculty, administrator, or staff member.
- Recognition is reviewed annually through the Center for Student Involvement & Leadership.
- The University of Arizona, through the Center for Student Involvement & Leadership, reserves the right to withhold recognition of any organization.

I. Process for Recognition of Existing Organizations:

- A. Recognition Packets: Recognition Packet for renewing recognition will be distributed to all student organization representatives at the Student Organization Assembly, August 31, 2006.
- B. Initial Recognition Dates: Completed forms must be turned into Center for Student Involvement & Leadership by September 25, 2006 for benefits to begin by October 2, 2006. After the initial recognition dates you may still turn in your paperwork, however benefits will not be granted until 10 business days (or more) after submission of correct application.
- C. After reviewing the information and verifying that the conditions for maintaining recognition have been met, the organization president and will receive confirmation that recognition has been granted or why recognition was denied. A decision by the Center for Student Involvement & Leadership to deny recognition may be appealed in writing to the Dean of Students Office.

II. Process for Recognition of NEW Student Organizations or Student Organizations that did NOT complete the "Early Bird" process:

- A. A representative for the petitioning Student Organization should attend the Student Organization Recognition Assembly. If no representative attends the assembly, then a representative must see the Student Coordinator for Student Organization Recognition. The Student Coordinator will make available the full-length version of the Recognition Assembly on videocassette. This video must be viewed by a representative of a petitioning Student Organization as a prerequisite for recognition by the University of Arizona. The video must be viewed in the Center for Student Involvement & Leadership, located in room 404 of the Student Union Memorial Center (SUMC). A time to view the video of the Recognition Assembly must be arranged with the Student Coordinator for Student Organization Recognition.
- B. All directions provided at the Student Organization Recognition Assembly must be followed for a Student Organization to receive recognition by the University of Arizona. This includes:
 - a. Submission of the \$20 Student Organization Fee.
 - b. Attendance at the Student Organization Recognition Assembly or a viewing of the Student Organization Recognition Assembly on videocassette
 - c. Completion of an online application for recognition
 - d. Submission of the "Signature" page, available online, complete with signatures and other pertinent information requested on the document by the individuals acting as the President, Treasurer, and Advisor. All non-Greek Letter organizations must have a Faculty/Staff Advisor. The Faculty/Staff Advisor must be a full-time University of Arizona faculty, administrator, or staff member.
 - e. Submission of a Student Organization Constitution (Please see section III that follows, for more information). A sample constitution is available in the "Forms" section of this Handbook.

The sample constitution is given to provide guidelines, it is not a form to be filled in or submitted. The constitution must be typed.

III. Student Organization Constitution:

To ensure continuity and consistency, all student organization constitutions that are not governed by a international organization constitution must include:

- A. A date of adoption.
- B. A clear statement of objectives which are consistent with the mission and educational goals of the University.
- C. Identification as a campus-based and student controlled group, with active membership limited to students of the University of Arizona (see information under Membership in the Handbook).
- D. Democratic procedures for nominations, elections, and removal of officers.
- E. Democratic provisions for policy making, including amendment of constitution.
- F. Clear statement of reasonable dues or other financial obligations of members.
- G. The following statement of nondiscrimination, must be included exactly as it is printed here:
This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.
- H. Statement of not-for-profit status.
- I. Statement of financial responsibility for any debts accumulated at the UA by the organization not covered by funds on deposit. Sample: "A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit."
- J. Statement of non-hazing must be included exactly as found here.
"This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution."
- K. Statement of compliance with campus regulations must be included exactly as found here.
"This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws."
- L. Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of national or regional organization the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- M. Clear statement of job descriptions for each executive officer.

IV. Requirement for Maintaining Recognition:

Failure to comply as an individual or as an organization with the following requirements, or a violation of law or University policy by the organization or its members or representatives, may constitute grounds for review or withdrawal of organization recognition by the University.

- A. The organization president agrees to accept full legal responsibility for the group's adherence to its constitution and by laws, University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Forms Handbook for Student Leaders and Advisors, the University of Arizona Student Code of Conduct and the University Rule for Preserving Maintenance of Public Order; and local, state and federal laws. Accordingly, the president must be familiar with such policies, laws, regulations, directives, and procedures, and must educate his/her members.

Recognition Procedures

- B. Each student organization must file the following information with the Center for Student Involvement & Leadership:
 - A completed Recognition Form. These forms will be provided to the organization. (Annually)
 - Copy of constitution and bylaws and changes as they occur. (Every 3 years or as amended)
 - Copy of national constitution if group is affiliated nationally. (Every 3 years or as amended)
- C. All elected or appointed officers of the organization must meet the academic eligibility requirements as stated in the Co-Curricular Activities Policy (see Policy Section of this Handbook).
- D. Student organizations shall abide by the following University of Arizona nondiscrimination policy, except as exempted under federal or other legislative protections. "Student Organizations shall not discriminate on the basis of race, color, national origin, religion, gender, disability, sexual orientation, disabled veteran's status, of Vietnam era veterans status or age in any of its policies, procedures or practices. This includes but is not limited to recruiting membership, organization activities or opportunity to hold office."
- E. Active membership in recognized University organizations is limited to students currently enrolled at the University of Arizona. Other persons may be admitted to associate membership in a recognized organization if its constitution and bylaws so provide. The following functions and activities must be reserved for active members;
 - Holding office in the organization. (Associate members may not hold office).
 - Presiding, officiating, voting, making or seconding motions at any meeting of the organization, or acting as its spokesperson. (Associate members may attend and as a member of the audience, speak at meetings.)
 - Working at tables and distributing materials on campus on behalf of the organization. (Associate members may assist active members in working at tables providing that an active member is present at all times and responsible for the table and/or the distribution.)
 - Soliciting funds on behalf of the organization. (Associate members may not solicit funds.)
 - *The above points are not intended as a comprehensive definition of active membership; other functions or acts may also indicate that a person is participating as an active member of an organization.*
- F. Each Non-Social Greek Letter student organization must have a Faculty/Staff Advisor. A Faculty/Staff Advisor is defined as being a full-time faculty, administrator, or staff member. Social Greek Letter organizations must have a chapter advisor.
- G. All student organizations are expected to follow University rules and regulations governing the use of funds. All debts, whether incurred on or off campus, must be paid. Debts to the University will result in responsible parties being encumbered, among other potential individual or organizational sanctions. (Refer to the Responsibility Agreement for Expenditures on the Recognition Application.)
- H. Organizations may not attempt to assume functions of established student or faculty governments like ASUA or GPSC.
- I. Activities or organizations may not interfere with the normal operation of the University.
- J. Student organizations, in the conduct of their activity, cannot purport to represent the institution without express prior written consent from the Arizona Board of Regents.
- K. All organizations are expected to cooperate with the University in building and maintaining positive relationships with neighbors (local, national, and international).

V. Indemnification Clause:

The recognized student organization and its individual active, inactive, or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Student Organization Policy and Form Handbook for Student Leaders and Advisors or any other activity undertaken for any purpose by the organization or its individual active, inactive, or associate members, or guests or invitees

regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of the University of Arizona or its employees.

VI. Privileges Within the University System:

As the student organization system is an integral part of the co-curricular experience at the University of Arizona, it may thereby receive certain privileges. These privileges are given to those recognized student organizations who are in good standing with the University of Arizona through the Center for Student Involvement & Leadership and who comply with specific requirements related to each of those specific privileges. Potential privileges can be found earlier in this Handbook, on Page 4.

VII. Review, Suspension, or Revoked Recognition:

- A. Where the University alleges that the organization, its officers or its individual members have failed to comply with the Requirements for Maintaining Recognition (Section IV), the University may follow established procedures to conduct an investigation and render sanctions, or conduct an administrative review and take summary action as it deems appropriate under the circumstances, or utilize other disciplinary policies and procedures as established with respect to student organizations. Written appeals will be handled per the 2000 Student Disciplinary Procedures.
- B. The University may elect, in lieu of revoking recognition, to impose educational and/or punitive measures against the organization and/or its officers, including but not limited to academic probation or expulsion.
- C. An organization whose recognition is suspended loses the opportunity to use the name of the University, to use University facilities, to schedule activities on campus, and other privileges enumerated in Section VI or as established by the University. A suspended organization must continue to comply with those requirements stipulated under Requirements for Maintaining Recognition (Section IV). Failure to do so will prevent the organization from having recognition reinstated.

Social Greek-Letter Organization Recognition

SOCIAL GREEK-LETTER ORGANIZATION RECOGNITION

Social Greek Letter Organizations must comply with the following:

I. Process for Recognition for New Social Greek-Letter Organizations:

- A. A fraternity or sorority desiring establishment as a recognized Social Greek-Letter Organization must first-complete The University of Arizona Expansion and Colonization Procedures.
- B. The chapter must immediately follow the same procedures previously outlined for existing organizations to gain recognition.

II. Requirements for Maintaining Recognition:

- A. Social Greek-Letter Organizations are required to be full members of the appropriate Interfraternity Council, National Pan-Hellenic Council or Panhellenic Association.
- B. The organization president agrees to accept full responsibility for the chapters and its members' adherence to the constitution, by-Laws, rules and judicial procedures of the respective governing associations (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Association); and those of his/her National/International Organization; University policies and directives by authorized University officials, the University of Arizona Student Organization Policy and Form Handbook for Student Leaders and his/her Advisors, the University of Arizona Greek Relationship Statement, the Greek Strategic Plan, the Greek Housing Plan/Transitional Housing Plan, GAMMA Student Risk Management Policy, Greek Judicial Board, President's Budget Advisory Council (PBAC), the University of Arizona Student Code of Conduct, the University Rules for the Maintenance of Public Order, and local, state and federal laws. Accordingly, the organization president must be familiar with such policies, laws, regulations, directives and procedures and must educate their membership (active and new members). In addition, failure to comply with such by organization members, organization leaders, or the organization itself may result in withdrawal of the organization's recognition.
- C. Each chapter must file the following information with the Center for Student Involvement & Leadership by the established deadline each semester:
 - Membership Rosters, Officer Directory, Affiliation Forms and ALL other required Student Organization Recognition forms. See the Greek Advisor for specific dates and copies of these forms.
 - Copies of organization constitution and bylaws and changes as they occur.
- D. Each organization must annually file with Center for Student Involvement & Leadership and the Office of Risk Management and Safety a certificate of insurance verifying liability and social host insurance coverage at the required amount, or request a written waiver.
 - A chapter must have a two million dollar policy if the chapter is housed and sponsors, co-sponsors, or hosts events with alcohol. An unhoused chapter must have a one million dollar policy if it sponsors or co-sponsors events with alcohol.
 - All insurance policies must name the University of Arizona and the Arizona Board of Regents as additionally insured. Such coverage shall be primary, not excess coverage.
- E. Social Greek-Letter Organizations must provide a copy of their current national/international constitution, bylaws, or equivalent governing documents upon request.
- F. Social Greek-Letter Organizations shall comply with The University of Arizona nondiscrimination policy in the policy section of this Handbook, except as exempted under federal or other legislative protections.
- G. All organizations are expected to cooperate with the University and the Interfraternity Council, National Pan-Hellenic Council and the Panhellenic Association in building and maintaining positive relationships with neighbors (local, national, and international).
- H. Each organization must have a Chapter Advisor. A Chapter Advisor is defined as a volunteer who has been appointed by appropriate fraternity/sorority officials to serve as the primary advisor for the chapter. If he/she is a University employee, all advising activities are in no way connected to official job duties at the University, except that all University employees are subject to the University's Hazing Policy and sexual assault reporting to the Dean of Students for Title IX investigation purposes.

Social Greek-Letter Organization Recognition

Chapter Advisors are expected to:

- Be familiar with University and Panhellenic Association, Interfraternity Council, and/or National Pan-Hellenic Council rules, regulations and policies, governing Greek-Letter Organizations and assist the chapter in complying with such policies.
 - Attend regular meetings of the chapter and be familiar with its activities.
 - Provide assistance to the organization in meeting and maintaining conditions of University recognition including signing the Student Organization Recognition Form.
 - Provide assistance in financial and general operating affairs of the organization.
 - Provide assistance in the planning and implementation of chapter activities.
 - Provide assistance in the areas of organizational and personal development.
 - Assist University officials in dealing with problems or other situations involving the chapter.
 - Assist the chapter and its members to live up to the ideals of the fraternity or sorority.
 - Attend or send another Advisory Board Member to Greek Life Advisor Meetings.
- I. Maintain an atmosphere conducive to serious academic endeavor and integrity.
- J. Maintain and ensure compliance with all applicable University, local and state fire, health, zoning and safety-codes on the grounds and facilities as well at organizational events.
- K. Each chapter must remain in good standing with its national/international fraternity or sorority.
- L. Each chapter must meet all requirements regarding support for Greek Life Programs Staff as established by the Greek Life Staffing Plan.
- M. All events open to non-chapter members (including but not limited to Rush/Recruitment Activities, GAMMA Events, Social Functions, Float Building) shall only occur at Recognized Social Greek-Letter Houses or at approved non-residential, Third Party venues. A Recognized Social Greek-Letter House is defined as a recognized chapter's facility. The University will recognize only one Social Greek-Letter House at one properly zoned location through the Housing Review Process.
- N. Each student organization shall keep its chapter house, property, and surrounding public right-of-way clean and free of debris.

III. Indemnification Clause:

The recognized Social Greek-Letter Organization and its individual active, inactive or associate members shall indemnify, defend, and hold harmless the State of Arizona, the Arizona Board of Regents, the University of Arizona, their officers, employees and agents from and against any and all liability, loss, claims, damages or expenses, including reasonable attorneys' fees, arising from or related to the performance by the University or the organization or their respective agents of any obligation or responsibility referenced in this Student Organization Policy and Form Handbook for Student Leaders and Advisors or any other activity undertaken for any purpose by the organization or its individual active, inactive or associate members, or guests or invitees regardless whether such activities are negligent or intentional acts or omission. This indemnification does not extend to actions caused by the sole negligence of the University of Arizona or its employees.

IV. Review, Suspension or Revoked Recognition:

See Page 9 Section VII.

Sports Clubs

Sports Clubs

A Sport Club is a recognized student organization which exists to promote and develop interest in a particular sport of physical activity. These interests can be competitive, recreational, or instructional in nature. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play.

The Sport Club Program is administered through the Department of Campus Recreation which serves as an administrative body, resource, and information center for those involved in the Sport Club Program. The Sport Club Program has been developed for the purpose of engaging in extramural-intercollegiate sporting activities.

The Sport Club Program is housed in the Student Recreation Center and provides supportive administrators who assist the clubs with the following:

- Facilities - scheduling, practices, events, and meetings.
- Equipment - scoreboards, field lining materials, tables, chairs, etc.
- Limited Financial Support oversees club's university accounts and assists in fund allocation procedures and provides fund-raising opportunities.
- A structure to assist clubs in promoting their various functions and competitive activities.
- Provides various resources to assist clubs in development and improving organization.
- The Sport Club Program also provides athletic trainer services for clubs.

Sport Club recognition is a two step process.

1. Clubs must be registered and recognized by the Center for Student Involvement & Leadership.
2. Clubs must then be registered by the Department of Campus Recreation.

Recognized Sport Clubs in the 2005-2006 school year:

Aikidobu

Men's Volleyball Club

Splashcats

Wildcat Men's Rugby

Women's Ice Hockey

Asian Basketball Association

Badminton Club

Ballroom Dance Club

Bunjinkan Martial Arts Club

Capoeira Club

Cheerleaders and Mascots

Chess Club

Culture Rhythm

Cycling Team

Eller Outdoor Club

Field Hockey Club

Golf Club

Handball Club

Hillel Intramurals

Kendo/Kumdo Club

Kyudo Club

Lady Hoops

Matcats Wrestling Club

Men's Ice Hockey Club

Men's Lacrosse Club

Men's Water Polo

Men's Wheelchair Basketball

Ritmos Latinos

Scorch Women's Ultimate Frisbee

Shorin Ryu Karate

Sports Marketing Association

Table Tennis Club

Tennis Club

Tri Cats Triathlon Team

Tucson Women's Rugby

Football Club

Ultimate Frisbee Club

Wildcat Dodgeball

Wildcat Running Club

Wildchairs Wheelchair

Quad Rugby

Women's Club Volleyball

Women's Lacrosse

Women's Water Polo at the

Women's Wheelchair Basketball

Wushu Club

Publicity & Communication Information

Flyer and Poster Guidelines	17
Hanging Banners	17
Listservs for Student Organizations	19
Student Organization Webpages on the WWW	20
Trademarks and Logo Use Approval.....	21
Bulk Mailing and Using UA Student Mailing Labels	21

Publicity & Communication Information

Flyer & Poster Guidelines

Student Union Memorial Center & Park Student Union Bulletin Board Posting Policies:

- Only posters/flyers promoting a specific function or event are allowed to be posted in the Student Union Memorial Center (SUMC) Bulletin Boards. Any posters/flyers hung outside of the approved boards will be removed and the club, department, or organization may forfeit its posting privileges and be held responsible for any damage incurred upon removal.
- All posters/flyers must be approved at the Student Union Memorial Center or Park Student Union Information Desk. Posters/Flyers will be stamped, dated and hung by the Information Staff.
- All posters/flyers must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed/displayed on the poster.
- Posters/flyers can only be posted on the "approved" boards within the Unions. There are 8 boards located in the Student Union Memorial Center. Only one poster/flyer per event will be allowed on each board. Any posters/flyers hung outside of the approved boards will be removed and the club, department or organization may forfeit their posting privileges. The Arizona Student Unions reserve the right to dispose of any unauthorized posters/flyers.
- Posters/flyers may remain on the boards for up to ten (10) business days or the day after the event (whichever comes first). Posters/flyers will be displayed on a first come first serve basis.
- Recommended flyer/poster sizes are 8 1/2" x 11", and should not to exceed 11" x 17." Fast Copy, located on the main floor of the SUMC, provides competitively priced photocopy, custom graphic design and digital printing services of posters and flyers. For questions call 520-621-5306.
- Posters/flyers advertising alcohol related events are not allowed and will not be approved.
- Posters/flyers advertising rooms/apartments/houses for rent are not allowed and will not be posted regardless of sponsorship. See the Center for Student Involvement & Leadership in SUMC 404 for approved advertising methods.
- No outside vendors or agencies may post flyers or posters on these bulletin boards unless they have scheduled the use of facilities within the Arizona Student Unions.
For more information, visit the SUMC Information Desk, 621-7755.

Hanging Banners

Student Union Memorial Center Banner Posting Policy:

- Only banners promoting a specific function or event are allowed to be posted at the Student Union Memorial Center banner spaces.
- All banners must be approved at the Student Union Memorial Center (SUMC) Event Planning Office prior to being displayed. Banners will be hung by Arizona Student Unions staff only.
- All Banners must be sponsored by a recognized student organization or University department and the name of the sponsoring organization/department must be printed on the banner.
- Banners can only be displayed on the approved banner spaces in the SUMC. There are 8 exterior spaces and 4 interior spaces. Up to two (2) banners per event will be hung depending upon availability of space. Any banners hung outside of the approved spaces will be removed and the club, organization or department may forfeit its posting privileges.
The Arizona Student Unions reserve the right to dispose of any unauthorized banners.
- Exterior Spaces: There are 8 exterior banner spaces located on the 3rd floor of the SUMC.
 - 3 spaces on the North Bridge facing north.
 - 3 spaces on the North Bridge facing south.
 - 2 spaces on the South Bridge facing south.
 - Cost: \$50 per banner for one (1) week.
 - Requirements: all banners must be 3' x 8' vinyl banners with grommets every 2 feet.
- Interior Spaces: There are 4 interior banner spaces located in the Wilbur's Underground area of the SUMC.
- Cost: free for recognized student clubs and organizations.
- Requirements: all banners must be 3'x8' in size.
- Schedule: banners will be hung and removed on Mondays; banners must be in by 9am in order to be hung for the week.
- Banners may remain on the spaces for one (1) week or the day after the event, whichever comes first. Banners are displayed on a first come first serve basis.
- Banners can be purchased from Fast Design, located on the main floor of the SUMC. Fast Design offers competitively priced graphic design services of paper and vinyl banner printing. Call 520-621-5305 for more information.
- No outside vendors or agencies may utilize banner spaces unless they have scheduled the use of facilities in the Arizona Student Unions.
For more information, visit the Event Planning Office, SUMC 348, 621-1416.

Banner Policy for Old Main:

Approval to hang banners from Old Main:

- Permission must be obtained through the Dean of Students Office, 2nd floor Old Main, 621-7057.
- Facilities Management, 621-3610, can hang banners for a fee, contact them at least 3 days in advance of the hanging date.

Approval to hang a banner between the palm trees west of the stage on the Mall:

- Permission must be obtained through Mall Event Scheduling in the SUMC, 626-2630
- Only one banner may appear at any one time. Space between the palm trees is 23'.
- Banner must be in conjunction with an on-campus program.
- Facilities Management, 621-3610, can hang banners for a fee, contact them at least 3 days in advance of the hanging date.

Banners must be in good taste, clean, neat, have correct grammar, and contain no commercial comment other than a small endorsement or acknowledgment. No pro-alcohol, partying, or sexual messages will be permitted. Groups displaying banners must be recognized campus organizations or departments. No banners may be attached to university buildings without permission from the building monitor.

For the name of your building monitor contact Facilities Management, 621-3271.

Listservs for Student Organizations

What is a listserv? A listserv is a means of communicating with a group of people via email without the need to type in all their addresses each time. Professors use them to communicate on coursework; you may already be a part of a listserv.

Creating Your Organization Listserv:

- As President you are encouraged to create an interactive listserv so that members may hold discussions as well as get up-to-date information about up-coming meetings. Whatever your reasons be certain to talk to the members about how you will use the student organization listserv. It is best to have a discussion before you set up a new listserv.
- Log on to the University web site for listservs <http://listserv.arizona.edu/>
- You will need to use your faculty/staff or chapter advisor's name so be certain to talk with him/her before you begin the on-line process.
- Your organization must be recognized by the University of Arizona. For information call Student Organization Recognition Services, 621-6853.

Events UA Listserv-

A Posting Board for your Events

- Allows student organizations to communicate information regarding their events to students.
- Anyone using a UA email address can subscribe and post to this list for the purpose of sharing student organization activity related information. To subscribe simply send an email message to listserv@listserv.arizona.edu, leave the subject line blank and write Subscribe EVENTSUA firstname lastname in the body of the email. Do not include a signature file.
- Encourage all your members to join this listserv and be informed about campus activities!
- Once you have subscribed you may post messages to this listserv.

LEADUA -A Leadership Listserv for Presidents

- An electronic information source for student organization presidents at the University of Arizona.
- The purpose of the listserv is to inform student organization presidents about UA Policy changes, campus involvement opportunities and department-sponsored events open to all students on campus.
- Occasionally University administrators form task forces or committees where they would like to have student leader input. A common way to ask for student volunteers is to use this listserv.
- This listserv is not interactive. All messages are posted through the Center for Student Involvement & Leadership.
- Presidents are automatically added to the listserv as a requirement for recognition. If the President chooses not to be on the listserv he/she must submit a "Change of Officer" form to the Center for Student Involvement & Leadership with the new or alternative president's information, or the organization's recognition will be revoked.
- Presidents are responsible for all policy changes posted to the listserv.
- Presidents are encouraged to forward upcoming club events and other school pertinent organization information to the Student Coordinator for Organization Recognition via e-mail at: UAORGS@Email.Arizona.Edu. Please be certain that your e-mail's content is pertinent to the general student body. Posting of organizational events is done at the sole discretion of the Student Coordinator for Organization Recognition and the Center for Student Involvement and Leadership.

Student Organization Webpages

One of the services available to recognized student organizations is the hosting of web pages for your student organization. The World Wide Web and all the associated information is accessible to people around the globe. Concise, accurate information is an important ingredient in the creation of a successful web page for your organization.

If your organization is interested in obtaining a web site account from ASUA, please contact ASUA at 621-2782 or at asua@email.arizona.edu. Below is a checklist of items that the University recommends student organizations include in their home page:

- Organization, University name, and the year. For example: Blue Key Honorary - The University of Arizona - 1997
- Organization mission: What does the organization do? What is the organization's purpose?
- Organization goals: How does the organization accomplish its purpose? What are the organization's activities?
- A list of organization officers & advisor: Organization officers' names and a method (email/phone) to contact these individuals.
- How does a qualified UA student become involved in this organization? Inform people what they need to do to become an active member of the organization.
- A list of scheduled meetings: Include the date, time, and location of meetings.
- A list of scheduled events and activities.

Get as creative as you can with your web page! Remember to respect copyright and intellectual property rights. Web pages must adhere to The University of Arizona Copyright and Intellectual Property Rights, terms and conditions of software licensing agreements, and all applicable copyright and intellectual property laws. For further clarification please visit: <http://www.arizona.edu/home/privacy-copyright.php> or contact Dan Lee at 621-6433, leed@u.arizona.edu.

To help you learn how to create an interesting, creative home page, OSCR offers free workshops to members of the University community. For more information please visit: <http://www.oscr.arizona.edu> or contact: Catherine Zavala at 626-3831.

UA Recognized Student Organization Web Page Complaint Procedure

The purpose of this complaint procedure is to provide members of the University community at the University of Arizona (UA) with an opportunity to make complaints about UA recognized student organization home pages connected to UA Info. For questions call 621-6853.

The scope of this procedure is strictly limited to web page matters involving officially recognized student organizations at the UA that are provided by ASUA.

Complaint Process:

A written complaint must be filed with the Center for Student Involvement & Leadership Student Union Memorial Center, Room 404. The complaint must include the following information:

- Nature of concern regarding the web page.
- Name of UA student organization involved in the complaint.
- Address of web page involved in the complaint.
- Name, address, and phone number of individual filing the complaint.

Upon receipt of a complaint, the Student Organization Hearing Board will review the complaint. The council investigation may include review of the written complaint, review of the web page(s) in question, and meetings with individuals. The council will follow outlined hearing procedures as stated on pages 39-40.

If a complaint involves allegations of discrimination or harassment on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, or Vietnam era veteran status, the Hearing Board will refer the matter to the Affirmative Action Office.

Trademarks, Logos & Bulk Mail

Trademarks and Logo Use Approval

The University of Arizona monitors and controls all uses of its names, nicknames, and logos. Before making any use of these TRADEMARKS you must secure authorization from the Office of Trademarks and Licensing, McKale Memorial Center room 246. Items produced for resale or with commercial endorsements may require a royalty or promotional fee.

For further information, contact:

Trademarks & Licensing

Ph# 621-3547

Fax# 626-LOGO (5646)

http://www.arizonaathletics.com/ViewArticle.dbml?DB_OEM_ID=1600&KEY=&ATCLID=65865&SPID=535&SPSID=8541

The University requires all campus organizations, clubs, departments, and colleges to use **officially licensed vendors**. Requests which include any unauthorized use of other copyrights or trademarks cannot be approved. Lists of Officially Licensed Vendors and Art Approval forms are available on our website. For questions, call 621-8001.

UA Student Mailing Labels and Bulk Mailing

Student organizations may request labels or statistical/demographic data information on current students through the Center for Student Involvement & Leadership (SUMC, RM 404).

Please be aware of the following standing policies regarding label requests and use of UA student information provided to UA student organizations:

- No advertisements (other than a "one-line sponsorship") may be displayed in any mailings by any commercial vendors if using mailing labels provided by UA.
- Student organizations must use the Center for Student Involvement & Leadership bulk mail resources, found in SUMC 404, if they are using mailing labels provided by UA.
- Labels cannot leave the Center for Student Involvement and Leadership
- If student organizations have used campus Printing and Publications for their information preparation, the center will coordinate with that office directly for mailing label information.
- A formal written request must be turned in by the student organization indicating the purpose of the mailing and include information samples to be mailed out. The labels will be sent to the Center for Student Involvement & Leadership, who will then coordinate a centralized mailing process.
- Mailing labels and the information provided in mailing labels may not be provided, given to, or shared with any commercial vendor or outside entity.

- The use of UA labels is restricted solely to those organizations who have been provided the necessary documentation to complete a mailing to students.
- All mailerings must be approved for content by the Center for Student Involvement & Leadership, SUMC 404. **Do not copy, label, or prepare any mailings until you confirm that your mailer has been approved!**
The mailer you submit must be in its final form—including all flyers, photos, etc. You must also provide an English version if your mailers are in another language. No mailings to students are permitted without this approval.
- Contact the Center for Student Involvement & Leadership for postage rates.
- Mailings must meet the requirements of the U.S. Postal Service. In general, 200 pieces is the minimum required (letters in envelopes or flyers, etc. folded in 2 or 1/3) taped, not stapled, to receive the "bulk rate."
- Bring the mailing to the Center for Student Involvement & Leadership (SUMC 404), and we will instruct you on the final process.

Social Greek-Letter Organizations

- Content of mailers must follow the printed guidelines in the standing IFC, NPHC, Panhellenic Regulations.

If you have questions about this policy, please call Center for Student Involvement & Leadership at 621-8046.

Reservation Arrangements and Services

Mall Space 25

Room Scheduling 25

Recreation/Sports Facilities 28

University Vehicles..... 29

Campus Use/Mall Scheduling

Mall Space

Space on the Mall may be reserved for use by individuals and organizations. Reservations of space on the Mall must be made through Mall Scheduling at 626-2630 or in the Event Planning Office, SUMC Room 348. Use of such space is subject to the time, place, and manner regulations set out by The University of Arizona. All uses of the Mall that require special equipment, such as amplifiers, tables, chairs, etc., must be coordinated in advance with Mall Scheduling. For complete information on Mall use, check with Mall Scheduling for Mall Guidelines.

To Reserve Mall Space:

Obtain and complete a Mall Activity Request Reservation Form from the Event Planning Office, SUMC Room 348.

- Plan ahead! Mall space is not guaranteed until a completed form (with all necessary signatures) is submitted to Mall Scheduling. Space availability is limited and is first come, first served. Two calendar weeks minimum from receipt of completed form is usually required for Mall use approval.
- Comply with all rules and regulations governing a Mall activity including but not limited to those governing amplification, structures, and types of activities allowed on the Mall itself. A complete list of all rules and regulations governing use of the mall is available from Mall Scheduling. Failure to comply with these rules and regulations may limit a group's future use of the Mall.
- Commercial activity on the Mall must comply with the Sponsored Commercial Activity on University Property Policy available from Mall Scheduling.
- Food may be offered or sold on the Mall **if purchased from the Student Unions and if prior approval is given.**
- Information and request form may be found on the web: www.union.arizona.edu/mall

Room Scheduling

The University of Arizona in some cases may make classroom facilities available for non-teaching activities provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with the University of Arizona classes. Request applications can be obtained from Room and Course Scheduling, Modern Languages 347, 621-3313. Please call the Event Planning Office at 621-1414 or visit SUMC 348 for information regarding the availability and policies for rooms, equipment, and facilities in the Student Union Memorial Center & Park Student Union.

A. The following policies govern the use of classroom facilities for non-teaching activities:

- No smoking, alcoholic beverages, food, or refreshments are allowed in University classrooms.
- Only the current president or treasurer may make room reservations for campus organizations.
- Organizations' officers, as renters of University instructional spaces, are responsible for any damage to rooms or buildings as a result of their room usage. Campus organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly. Failure to comply will result in revocation of future room request privileges.
- If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office 626-PARK (7275).
- Room reservations do not include the use of audiovisual equipment. All requests regarding the use of such equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).
- Campus organizations may request rooms using the following guidelines:

1. Fall semester:

- Campus organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Spring semester. Organizations which have completed the Early Bird Recognition Process may request events after 6 PM during the first two weeks of class which will be tentatively scheduled provided course and department events needs have been met. Club events are subject to change or cancellation if the room is needed for a course or department event. During this period only rooms in Modern Languages and McClelland will be made available. Space is limited during this period and will be scheduled on a first-come basis.

2. Spring semester:

- Campus organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Summer semester.

Campus Use/Mall Scheduling

- During the first two weeks of class club events after 6 PM may be tentatively scheduled in Modern Languages or McClelland provided all course and department needs have been met. Club reservations are subject to change or cancellation if the room is needed for a course or department event. Space is limited during this period and requests will be processed on a first-come basis.
3. Summer semesters:
- Campus organizations may request events to be held between the first day of Presession and the last day of Summer II session. No rooms are available during Final Exams.
 - If the officers of the Student Organization change at any time during the year, the organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all organization events in centrally-scheduled rooms.
 - Student Organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms.
 - No candles, incense, or other flammable items may be burned in centrally scheduled classrooms.
 - All room reservations for student organizations are subject to change if courses or departments require the classroom space.
 - Failure to comply with any of the above policies will result in revocation of future room reservation privileges.
 - Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the right to cancel or suspend campus organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the organization or if complaints are issued regarding the organization's room usage.
- B. Policy regarding charges for room use:**
Definition: A student organization is one that has been recognized by the University of Arizona through the Center for Student Involvement and Leadership (621-8046). All other organizations are considered outside organizations. If an event is to be co-sponsored by a student organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.
- Student organizations may reserve two classrooms (50 seats or less) or one auditorium per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.
 - Campus organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
 - The fee must be paid to the Room and Course Scheduling Office 3 days prior to the day of the event.
 - Checks should be made out to the University of Arizona. If an organization wishes to cancel an event they must submit the cancellation form via the Room and Course Scheduling website no later than 3 days prior to the beginning of the event, otherwise the organization is still responsible for paying the invoiced fees.
 - Student organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The student organization must provide a letter of co-sponsorship signed by both the president and treasurer of the student organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.
- C. Procedures**
- Prior to making any room reservations, the president or treasurer of the organization should bring his or her Catcard to Room & Course Scheduling in M LNG 347. A photocopy of the Catcard will be kept on file. Room & Course Scheduling will assist Student Organizations Monday-Friday, 9:00 a.m.-4:00 p.m. For questions, call 621-3313.
 - Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the organization has a current application and photocopies of the president's or treasurer's Catcard on file with Room & Course Scheduling. Request must be 2 weeks in advance.
 - Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked

Campus Use/Mall Scheduling

to present it to Campus Security.

- Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.
- Campus Security is not responsible for unlocking classrooms; rather clubs will be furnished combination codes for classroom access.

The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of Curriculum and Registration will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center and Park Student Union.

Recreation/Sports Facilities

The number of Recreation and Sport facilities available for student organization use are very limited. As you become recognized as a UA Student Organization, please keep the following information in mind:

- Recognition for student organizations status by the Center for Student Involvement & Leadership does not guarantee a room or time for the student organization to meet.
- All student organizations must request the use of the Student Recreation Center, Historic Bear Down Gym, Gittings Gymnasium, and all outdoor field space by contacting the Department of Campus Recreation at 621-9540. If a student organization would like to use McKale, it must contact the Athletic Department at 621-4694.
- Student organizations are assigned space by their history as a stable student organization on campus, their regular use of the assigned facility, and verification that student organization membership consists of University of Arizona students, faculty, and staff only see Student Organization Membership guidelines on pages 4 and 10.
- Space to meet can only be scheduled on days when classes are in session. Student organizations wishing to extend their use (i.e., vacation periods and non-class days), must make specific arrangements and be prepared to pay a \$7/hour per employee facility monitor fee.
- Student organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Facility use for tournaments will require a \$7/hour per employee for the Department of Campus Recreation personnel to open, monitor, and close the facility. Rental rates for facilities may also apply.

Campus Recreation Facility

- Assign one student organization member to be the contact person with the Department of Campus Recreation.
- Try to be as organized as possible and have alternate dates and facilities planned when completing a reservation form to request a tournament or activity sites.
- Student organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Submit your request early.

University Vehicles

University Vehicles

Recognized student organizations may use vehicles from the University Motor Pool for official organization functions. University vehicles cannot be used for social events.

- Drivers of university vehicles must meet eligibility criteria for minimum age, licensed driving experience, and motor vehicle record. For complete information, see the University Fleet Safety Policy at http://fp.arizona.edu/riskmgmt/fleet_safety.htm, or contact Risk Management & Safety at 621-1790.
- Drivers of High Occupancy Vehicles (HOVs) must meet eligibility criteria, complete both a classroom training program and a behind-the-wheel road test. HOVs include vans and/or sport utility vehicles with seating capacity of 8 - 15, and full size cargo vans.
- Vehicle reservations will not be accepted until a copy of the card for each person who will drive is on file at the Center for Student Involvement & Leadership, (SUMC 404).
- Receiving travel funds from ASUA does not guarantee that your request for Motor Pool vehicles will be approved.
- Regardless of funding sources, approved events include conferences, community volunteer services, and other activities that fit within the scope and mission of the organization.
- Motor Pool will not let you use a University vehicle without the Center for Student Involvement & Leadership signature and your advisor's signature regardless of funding.
- Your form must indicate if any service animals will be transported in the vehicle. Failure to notify will result in an additional cleaning charge.
- Only student organizations recognized by the University of Arizona through Center for Student Involvement & Leadership may use University vehicles.
- Motor Pool hours of operation are from 6am – 5pm Monday thru Friday, Saturday 6am to 12pm, Sunday 12pm – 6pm. Special arrangements can be made to pick up a vehicle outside these hours by calling the reservation desk at 621-7316
- University vehicles are insured for damage arising from accidents that happen during authorized use. However, damages arising from unauthorized use, misuse, or improper operation are not insured, and costs for such damage will be charged to the student organization or the individual who checked out the vehicle.
- Student organizations are prohibited from taking university vehicles into Mexico. Special circumstances or activities that are connected to an academic program should be referred to the Center for Student Involvement & Leadership for further evaluation.

If using non-university funds (personal check, cash, off-campus club account check)

- You must have completed the "Responsibility Agreement for Expenditures" section of the Recognition application.
- Complete a Request for Motor Pool Vehicle Form, available at Center for Student Involvement & Leadership. Be sure to include your organization's name, dates of trip, and a short description of the trip.
- Return the form to the Center for Student Involvement & Leadership, Rm. 404 SUMC. The Office Manager will review the request and may call in the reservation to the Motor Pool a minimum of 24 hours prior to departure time.
- The Office Manager will notify you if your request has been granted. You will then have 48 hours to pick up your paperwork for your advisor to sign.
- This process should be completed 2 weeks prior to your trip to guarantee availability. Please understand that all Motor Pool vehicles may be booked for a given day by others months in advance. You need to plan ahead.
- Within 48 hours of the reservation you must take the form with required signatures to the Motor Pool.
- At that time a deposit of 80% will be required. If the deposit is not made within 48 hours, the reservation is void. Remaining balance is due and payable within 24 hours after the vehicle(s) are returned.
- If you do not use the vehicle and do not cancel the reservation, there will be a service charge. See Forms section for current pricing.

If using UA Department Accounts (including ASUA accounts)

- You must have a departmental (or ASUA) signature. The Center for Student Involvement & Leadership (SUMC 404) can help you determine which signatures are needed.
- The department will help you make the reservation.
- Have your Advisor sign the form and then go to the Center for Student Involvement & Leadership, SUMC 404, for the appropriate signature.
- If you do not use the vehicle and do not cancel the reservation, there will be a service charge to your departmental account.

If you have any questions about this policy, please contact the Center for Student Involvement & Leadership, SUMC 404, 621-8046 or uaorgs@email.arizona.edu.

Please Be Aware:

All other University use policies apply. University vehicles may only be used for the approved activity or event. The Motor Pool may refuse to release a vehicle for use if it has reason to believe the use will be improper or otherwise violate policy. The driver must present a valid driver's license when the vehicle is picked up. University vehicles are only insured by the State of Arizona for authorized use. Any loss or damages arising from unauthorized use are the responsibility of the person to whom the vehicle was checked out. In addition, the University can not insure, or otherwise be responsible for, any use of non-university owned vehicles by student organizations, including non-university rentals and privately owned vehicles.

Selected University Policies

Alcohol Policy	33
Sponsorship of Event by Alcoholic Beverage Corporations/ Distributors Policy.....	35
Unit Requirements	35
Statement of Non-Discrimination	36
Commercial Activity/Vendor Sponsorship	37
Hazing Policy	38
Raffle Policy.....	39
Risk and Liability Policy	39
UA Dance Policy	40
UA Student Organization Hearing Board	41
Tax Identification Numbers.....	43
Use of Non-University Funds	43

Selected University Policies

SELECTED UNIVERSITY POLICIES

Alcohol Policy

The University of Arizona adopts the following policy and regulations regarding the use and possession of alcoholic beverages on University property:

I. Policy:

The University of Arizona recognizes that the use of alcoholic beverages by those of legal age is a matter of personal choice. The University requires that those who choose to drink on University property abide by state laws and University regulations, and expects that such individuals will conduct themselves responsibly, and be mindful of the rights of others.

II. Arizona Revised Statutes Make It Unlawful:

- For a person under the age of twenty-one years, to buy, receive, have in possession or consume, spirituous liquor as set forth in A.R.S. '4-241.
- For a person to buy for resale, sell, or deal in spirituous liquors in this state without having procured a license duly issued by the Arizona State Liquor Board as set forth in A.R.S. 4-244 (1).
- To consume spirituous liquor in a public place, thoroughfare or gathering as set forth in A.R.S. '4-244 (20).
- For any person to serve or furnish spirituous liquor to an intoxicated or disorderly person, or for any person to allow or permit an intoxicated or disorderly person to come into or remain at an event where spirituous liquor is being served or consumed as set forth in A.R.S. '4-244 (14).
- For a person to operate a motor vehicle on any highway while consuming spirituous liquor as set forth in A.R.S. '4-244 (21).
- To conduct drinking contests, or to sell or provide to a person an unlimited number of spirituous liquor beverages during any set period of time for a fixed price or to provide more than two spirituous liquor beverages to one person at one time for that person's consumption as set forth in A.R.S. '4-222(24).
- For a person to sell, furnish, or give cause to be sold, furnished or given to a person under the legal drinking age as set forth in A.R.S. 4-244(9).

III. Arizona Board of Regents Policy Provides:

Alcoholic beverages may not be sold on the campus. ABOR Policy '5-108. The following regulations detail acts permitted and prohibited both on campus and off-campus property owned or leased by the University.

IV. University of Arizona Regulations Governing Alcohol:

A. Sanctions/Authority

- University Community - Violations of Arizona State Law may be cited under the criminal code. Further, violations of Arizona State Law, Arizona Board of Regents Policy regarding alcohol or these regulations by any student, staff, faculty member or organization shall be grounds for disciplinary action under the Student Code of Conduct and the Rules for Preserving the Maintenance of Public Order.
- Sanctions may also be imposed upon students and student organizations for violations of these regulations under the Residence Hall regulations, or the Interfraternity Council, National PanHellenic Council, and Panhellenic Association judiciary procedures, where appropriate. Sanctions may be imposed by one or more of the appropriate judiciary proceedings.
- In cases where alcohol contributes to or exacerbates violation of University rules, students may be required by the Dean of Students to participate in alcohol abuse education or counseling.

- B. General Limitations on Consumption of Alcoholic Beverages** Consumption of alcoholic beverages is permitted on University property only by persons of legal drinking age:
- Within student living quarters under the specific terms of that living environment.
 - Within designated limited access areas on University property when said areas have been so identified and are used according to an authorization approved by the appropriate University authority.
- C. Consumption by Individuals in Residence Hall Living Quarters:** The consumption of alcoholic beverages within student living quarters is subject to the terms and conditions of Department of Residence Life Rules and Regulations. Such activities shall not:
- Interfere with the rights of other residents and their guests.
 - Cause the normal operation of Residence Halls to be disrupted.
- D. Consumption at Social Gatherings-Fraternities/Sororities:**
- Fraternity and Sorority members are subject to national, state, and local laws, all University policies and the Greek Alcohol Policy including all GAMMA Rules and Regulations regarding social event planning.
 - Responsibility for the behavior of those in attendance and damages arising from the actions of those in attendance at social events is the individual and collective responsibility of the members of the sponsoring Fraternity/Sorority and its corporate entity.
- E. Consumption at Certain Limited Access Areas:**
The designation of limited access areas on University property for the consumption of alcoholic beverages provided for in Paragraph 2(b) hereof is the responsibility of the President of the University or his/her designator who shall establish the procedures and provide the forms necessary for seeking such designations.
- F. University Events:**
Possession or consumption of alcohol at University sponsored events held on University property is prohibited except as specified in 2(b).
- G. Use of University Funds Prohibited:**
University Funds may not be used to purchase alcoholic beverages except where reimbursement for legitimate business is involved. In no instance may funds classified as state accounts be used to purchase alcoholic beverages.
- H. Admission Charges/Donation Solicitations Prohibited:**
Under no circumstances may admission charges be used or donations solicited for the purchase of alcoholic beverages.
- I. Marketing and Promotion Guidelines:**
Sponsorship, promotion, or other advertising of events by Alcoholic Beverage Corporations and Distributors must comply with the University Policy on sponsorship of events by Alcoholic Beverage Corporations/Distributors.
- J. The Marketing and Promotional Guidelines:**
Developed by the Inter-Association Task Force (NASPA, ACRA, ACUHO-I, and BACCHUS), available from the Dean of Students Office, shall apply to the relationship between the University of Arizona student, faculty, or student organizations and any company marketing alcoholic beverages on University property.
- K. Student Organizations:**
Members of all recognized student organizations including, but not limited to, fraternities and sororities shall abide by these regulations as well as state law.

Selected University Policies

SPONSORSHIP OF EVENTS BY ALCOHOLIC BEVERAGE CORPORATIONS/DISTRIBUTORS

The alcoholic beverage policy of the University of Arizona in relation to joint advertising, sponsorships, and promotions where contractual relationships exist between University and a vendor is as follows:

Advertising or sponsorships from alcoholic beverage distributors are acceptable provided such advertising of sponsorship excludes any reference to an alcoholic beverage, product logo, or product mascot. The corporation/distributor logo is acceptable.

Promotions that relate to non-alcoholic beverages or messages that promote the responsible use of alcohol are acceptable. No advertisement, promotion, or message shall include any reference to an alcoholic product in conjunction with the distributor name.

Use of the University of Arizona wordmarks or logos is prohibited without prior written permission from trademarks and licenses.

CO-CURRICULAR ACTIVITIES POLICY

Co-curricular activities shall be activities that relate directly to and encompass membership in the University recognized student organizations, groups, special events, and projects. Intercollegiate athletics for men (NCAA, PAC 10, and Intercollegiate Athletic Association) shall be governed by their own individual standards for eligibility and participation.

UNIT REQUIREMENTS

- Any student who is currently enrolled in the University may participate in these activities. However, where specified in these activities, a student may be required to meet additional criteria for membership or participation.
- In order to be eligible to hold a leadership position as an elected or appointed officer, officers must at the time of their election or appointment meet and maintain the minimum cumulative grade point average of 2.0. Graduate students must maintain a minimum cumulative grade point average of 3.0. Monitoring of academic eligibility of presidents is calculated by the Dean of Students Office and Center for Student Involvement & Leadership.
- Each president is responsible for monitoring eligibility of other organization officers. Elected or appointed officers must be enrolled in the University for a minimum of seven (7) units throughout their term of office.

- When a student continues in office from one semester to the next, the student must have successfully completed a minimum of (7) units the previous semester. Graduate students must be enrolled in the University for a minimum of three (3) units throughout their term of office, and must have successfully completed three (3) units in the previous semester to continue in office from one semester to the next. For purposes of CSIL, satisfactory completion in the case of a course taken for undergraduate credit requires the earning of A, B, C, D, S or P.

RULES OF PROCEDURES

Whenever an irregularity arises relating to a student's eligibility to participate or hold an office in a co-curricular activity, the Center for Student Involvement and Leadership shall inform the student and faculty advisor in writing of the nature of the ineligibility. Appeals based on exceptional circumstances may be made to the Center for Student Involvement and Leadership. The committee will review written statements of the exception and forward recommendations to the Dean of Students office for Campus Life for final action.

For further information contact the Center for Student Involvement & Leadership at 621-8046.

STATEMENT OF NON-DISCRIMINATION

All recognized student organizations will abide by the University of Arizona Non-Discrimination Statement that is stated below. Failure to abide by the Non-Discrimination Statement may result in loss of University recognition.

"This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran's status or Vietnam era veteran's status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office."

Some organizations (i.e. Greek Social-Letter organizations) under Title IX and Title VII of the United States Code and 501 of the Internal Revenue Code may be exempt from mandates against sex discrimination and / or religious interpretation. Religious organizations may be exempt from mandates against discrimination based on sexual orientation. These organizations will need to provide the appropriate documentation to the Center for Student Involvement & Leadership to apply for an exemption on the University of Arizona's non-discrimination policy. The letters requesting exemption will be forwarded to the Assistant Director for the Center for Student Involvement & Leadership for review. A written decision will be given to the Student organization when the review is completed.

Sponsorship Policies

POLICY

The programs and activities of student groups can be greatly enhanced by the support of commercial vendors and other off-campus organizations. Student groups and off-campus vendors have different motives and desires. Student groups disseminate information to encourage student participation. These activities are part of the co-curricular education of students at the University. Commercial vendors and off-campus organizations desire public exposure to market a product or service or solicit support for their organization. This policy is established to protect the integrity of the educational experience while encouraging the collaboration of student groups and vendors. A complete copy of the Commercial Activity Policy and Implementation Rules is available from the Center for Student Involvement & Leadership and the Dean of Students Office. This policy governs all commercial activity (including sales, demonstrations, and giveaways) on areas of campus within the jurisdiction of the Campus & Mall Activity Coordinator. For further information about this policy please contact the Commercial and Mall Activity Coordinator at 626-2630.

Commercial Activity

- The Old Chem lawn of the University Mall has been designated for commercial activity. (subject to change)
- The number of selling days per semester by a single vendor is limited to five.
- Sponsoring organizations must receive a mutually agreed upon minimum amount or percentage of profits from the vendor.
- Vendors must provide appropriate licenses as noted in the policy and pay appropriate Mall use fees.
- Food cannot be sold on the Mall without the special permission of the Student Unions; generally, food sales are prohibited.

Sponsoring Vendors

Sponsoring Commercial Activity on the Mall is a benefit to being a recognized student organization at The University of Arizona. Sponsorship, in one word, is fundraising. Bringing an approved vendor to the Mall allows your group to earn money. Examples of vendors include, but are not limited to, jewelry, clothing, credit cards and hand made crafts. Vendors not only pay a student organization for sponsorship, they also pay a mall use fee. Student organizations can earn an average of \$25 or more per day.

COMMERCIAL ACTIVITY/VENDOR SPONSORSHIP POLICY

Synopsis: Vendors are allowed on the Mall a maximum of 5 times per semester. They must be sponsored by a recognized student organization and will be considered a fundraiser for the organization. Vendors pay Mall use fees: \$65 per day for non credit card; \$150 per day for credit card. Vendors also agree with the student organization's contract prior to the commercial activity on a sum of money to be given to the organization. A Mall Activity Request Form must be completed. The Bookstore's approval is required for commercial activity. (Items must not compete with the Bookstore). A copy of the vendor's license or tax ID number must also be submitted with the Request Form.

For more information or a Mall Activity Request Form stop by Mall Scheduling in the Event Planning Office, SUMC Room 348 or visit the web at www.union.arizona.edu/mall

HAZING POLICY

The University seeks to promote a safe environment where students may participate in activities and organizations without compromising their health, safety or welfare. It is, therefore, the University's policy that hazing is prohibited. The impact of hazing activities can result in irrevocable harm to its victims, their families and the University community.

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil and respectful of the rights of others.

- I. Hazing is prohibited. "Hazing" means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the University; and
 - b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation.
- II. Any solicitation to engage in hazing is prohibited.
- III. Aiding and abetting another person who is engaged in hazing is prohibited.
- IV. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
- V. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
- VI. Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any University employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the University.
- VII. Violations of this policy by students or student organizations can be reported by filing a Student Code of Conduct complaint with the Dean of Students Office.

The Dean of Students Office will investigate the complaint in accordance with the Student Disciplinary Procedures. The Student Disciplinary Procedures shall govern all proceedings involving such a complaint. Sanctions, if appropriate, will be imposed in accordance with the Student Code of Conduct.

Violations of this policy by faculty, staff and other employees are subject to discipline in accordance with the Arizona Board of Regents' and University's policies and procedures governing employee misconduct. Violations by faculty, staff or other employees can be reported in writing to the Provost for referral to and investigation by the appropriate administrator(s) or supervisor(s).

Any violation involving a crime, emergency or an imminent threat to the health or safety of any person should be reported immediately by dialing 911 to reach local law enforcement officials.

- VIII. The University will report to law enforcement any complaint of hazing involving criminal conduct that creates a substantial risk to the health or safety of any person in the University community. Such reporting shall include, but not be limited to, criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.
- IX. This policy is not intended to prohibit or sanction the following conduct:
 - a. Customary public athletic events, contests or competitions that are sponsored by the University; or
 - b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program.
- X. For the purposes of this policy
 - a. "Organization" means an athletic team, association, order, society, corps, cooperative, club, student organization, fraternity, sorority or other similar group that is affiliated with the University and whose membership consists primarily of students enrolled at the University. "Organization" includes a local chapter, unit or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.
 - b. "Student" means any person who is enrolled at the University, any person who has been promoted or accepted for enrollment at the University or any person who intends to enroll at or be promoted to the University within the next twelve calendar months. A person who meets the definition of a student for purposes of this policy shall continue to be defined as a student for purposes of this section until the person graduates, transfers, is promoted, or withdraws from the University.

NOTE: To report a hazing incident or to ask questions regarding the policy call 626-HAZE (4293)

Raffle Risk and Liability Policies

RAFFLE POLICY

Student organizations conducting raffles must complete a Raffle Form with the Center for Student Involvement & Leadership (SUMC 404) PRIOR to selling tickets. The University reserves the right to prohibit raffles at any time, and students assume all risk in running a raffle that such activity, depending on its structure, may be deemed illegal gambling under Arizona law.

- A. It must be clearly stated that the organization is responsible for all aspects of the raffle and that funds collected are used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- B. It must be clearly stated that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- C. No University funds may be used to initiate or underwrite raffle expenses.
- D. Student organizations conducting raffles must be recognized by the Center for Student Involvement & Leadership.
- E. All organizations that wish to conduct raffles or other fundraising activities must have in their constitutions a statement that they are not-for-profit.
- F. No individual organization member may benefit directly or indirectly from the raffle.
- G. No person except a bona fide local member of the organization may participate directly or indirectly in the management, sales, or operation of the raffle.
- H. No organization should make representations with regard to the taxable status of money paid for the purchase of raffle tickets.
- I. It must be clearly stated that no portion of the funds raised may be used to purchase alcohol or illegal substances in violation of state law and University alcohol policies.

RISK AND LIABILITY POLICY

The wide variety of interests and activities represented by recognized student organizations and student government at the University of Arizona have an equally wide variety of potential risks and liabilities associated with them. All Student Organizations are required as a condition of recognition by the Center for Student Involvement & Leadership to conduct their activities in such a manner to maximize safety and health, and to attempt to prevent accidents, injuries, illnesses, or other losses. This charge also applies to officers and representatives of student government.

For most routine organization activities such as regular meetings or social gatherings, members are solely responsible for their own actions, and any loss, damage, or other liability incurred as a result of those actions. The University of Arizona cannot accept any responsibility for any individual's actions unless that person is clearly acting on behalf of the University within the course and scope of express authorization.

Student government and/or organization members may be provided liability protection for certain actions by the State of Arizona Risk Management Program (A.R.S. 41-621) on an excess basis, provided the following conditions are met:

- All individuals to be covered by this program must be recognized by Center for Student Involvement & Leadership as authorized volunteers who are performing a specific task or service on behalf of The University of Arizona.
- Liability coverage is for official business only. Accordingly, the volunteer activity must further the goals of the University, and must be conducted under the direction and approval of a responsible University official acting in an official capacity, and not as a private individual.
- Job and/or activity descriptions for volunteers must be submitted in writing to the Center for Student Involvement & Leadership for review and filing. Center for Student Involvement & Leadership and UA Risk Management will determine if the proposed activity meets the volunteer coverage criteria described above. The final determination of coverage rests with the Arizona Department of Administration, Risk Management Section.
- This liability protection is valid only to the extent that the volunteer's actions are within the course and scope of the authorized volunteer activity, and only while performing the activity.
- In the event that individual liability is incurred as a result of activities outside the course and scope of authorized volunteer service, The University of Arizona and the State of Arizona are prohibited by statute from accepting any portion of that liability. All responsibility for damages rests solely with the responsible individual.

Contracting Issues

It must be emphasized that this program is intended to provide liability protection for individuals who meet the volunteer criteria. Student organizations are not legal entities that can be insured or covered by the state program. However, student organizations frequently enter into contracts or other agreements with outside vendors or other entities. Because these are not University contracts,

any obligations or liabilities agreed to are solely the responsibility of those entering the agreement, including any insurance provisions. In addition, the state program does not cover losses arising from contracts in any event, including University losses. Any contract or agreement that obligates the University in any way must be forwarded through Center for Student Involvement & Leadership to the University Contracting officer for signature. Students are not authorized to enter contracts on behalf of the University.

University Facility Use

Recognized student organizations may use University facilities for regular meetings and other events, in accordance with existing policies and procedures for such use. In the event of damage or other loss that results from negligence or improper behavior by one or more individuals, the State has the right to seek recovery of damages from responsible parties. Questions concerning this policy and its interpretation should be directed to Stephen Hollins, Insurance Officer, Risk Management and Safety, at 621-1790.

THE UNIVERSITY OF ARIZONA DANCE POLICY

For more information, see website:
union.arizona.edu/operations/policies/dances.php

Student Organization Hearing Board

Student Organization Hearing Board

1. Purpose:

The Student Organization Hearing Board reviews complaints related to recognized student organizations that are submitted to the Center for Student Involvement & Leadership. The Hearing Board will formulate a recommendation to the Dean of Students as to whether the organization has violated the Code of Conduct or other University policies as outlined in the Student Organization Handbook for Student Leaders and Advisors. In addition the Board may recommend sanctions to be imposed. The Student Organization Hearing Board will also act as a conflict mediator with any issues between or within recognized student organizations.

2. Authority:

The Student Organization Hearing Board is granted authority by the Dean of Students and the Associate Director for the Arizona Student Unions/Center for Student Involvement & Leadership to hear cases involving Student Code of Conduct Violations and to determine responsibility and appropriate sanctioning within the established guidelines.

3. Composition of the Board:

- a. Hearing Board will consist of seven justices; one representative from ASUA, one representative from GPSC, the student organization coordinator from the Center for Student Involvement & Leadership, one student representative from the Room and Course scheduling staff, and three at-large members.
- b. The three at large members will be selected through an application process. Written applications will be provided to any eligible member of a recognized student organization and will consist of general information and essay questions. In addition, the Board will conduct a formal interview with each applicant. Selection shall be based on these three criteria.

- c. Board members will serve one full academic year (August-May) with the possibility of reappointment. Reappointment is to be done by the new and retiring Board members and the Hearing Board advisor. If a Board member plans to graduate mid-term (December) they are ineligible to begin a term in August, prior to their graduation; all Board members are expected to complete the term for which they are chosen.
- d. Each justice shall have a vote with the exception of the Hearing Board Chair, who shall only vote in case of a tie or the disallowance of a Board member's vote (as in the following case). A justice who is a member of a complainant or defendant's organization shall excuse him/herself from the Hearing Board for the duration of the case.
- e. A staff member from the Center for Student Involvement & Leadership will serve as the advisor for the Student Organization Hearing Board.

4. Formal Complaint Process

- a. Initiation of a Case - A case may be referred to the Hearing Board from any source. Anyone filing a report should be prepared to present such evidence or testimony to the Board.
- b. Conduct Policies - Any action by a member or members of a formally recognized (or one that has applied for membership) student organization, casting an unfavorable reflection on their respective student organization or the University of Arizona campus as a whole, may be considered to be sufficient reason for a conduct case. All conduct cases shall come under the heading of one or any of the combination of the following:
 1. Violation of The University of Arizona Student Code of Conduct.
 2. Violation of policies in the Student Organization Policy and Form Handbook.
 3. Conduct that may be considered harmful to the University, or Tucson communities.
- c. Timeline - All cases, from the initial receipt of a complaint, shall take no longer than forty-five (45) days (including weekends) to complete, including investigations, hearings, and notice of sanction/appeal. To protect the rights on the accused group,

Student Organization Hearing Board

the Hearing Board will follow the procedures outlined below when conducting an investigation.

5. Investigation Procedure

- a. The Hearing Board Chair shall notify the president of the organization of complaint against it. Included in this notice will be:
 1. A description of the actual complaint received by the Board.
 2. Notification that the student organization President has five business days to respond in writing to the Board regarding the complaint.
 3. Description of the date/time/location of the forthcoming hearing.
- b. Hearing Board Chair shall also notify the complainant of receipt of his/her complaint and of the forthcoming procedure.
- c. The president shall serve as the official representative and respondent for the organization. The entire Board will be presented with the case, hear from the complainant(s), student organization representative(s), and any witness(es), and make a decision regarding responsibility and any applicable sanctions or referrals.
- d. Hearing Board Chair shall inform the Student organization via a letter to the President within two business days of the hearing of:
 1. The Board's decision.
 2. The Student organization's right of and process for an appeal.
- e. Hearing Board Chair shall inform the complainant that the hearing has taken place and that the Board has reached a decision.
- f. Appeal - The Student organization has up to three business days to appeal the Board's decision. All appeals must be submitted in writing to the Hearing Board Advisor. If no appeal is submitted, the Board's decision is final, and the student organization forfeits its right to an appeal. If an appeal is made, a designee from the Dean of Student's Office will review the appeal, make a decision, and notify the student organization of the outcome

in writing.

- g. All appeals are final.
- h. Conditions for Appeal
Appeals may be granted for one or more of the following reasons:
 1. Improper procedure was followed by the Student Organization Hearing Board.
 2. Proper due process was denied.
 3. Further evidence has been found since the decision was rendered which may affect or change in the Board's decision.
 4. The penalty or sanction imposed was excessive.
- i. Upon completion of any assigned sanctions, the Hearing Board Chair will notify the student organization with a letter officially closing the case. If a student organization does not complete sanctions without making previous arrangements with the Board, the case is automatically referred to the Office of the Dean of Students for not complying with the Board's decision.

Accounts/Tax Identification

1. A statement of the date, time, location, and nature of the Review.
2. A written statement of the charges which specifies the allegations against the Organization in sufficient detail to enable the student to respond.
3. A copy of the Code of Conduct and Student Disciplinary Procedures.
4. A list of the names of all Review Board members and the University address of the Chair.
- b. If the student cannot attend the hearing on the date scheduled due to extraordinary circumstances, he/she must notify the Review Board Chair in writing. The Chair will determine whether to approve or deny the request to reschedule the meeting.

III. Review Board Deliberations and Recommendation

- a. The Senior Coordinator for the Center for Student Involvement & Leadership, or a selected designee from the Organization Review Board will investigate all cases, and be prepared to present information on the date of the hearing.
- b. Facts related to the case against the student organization will be presented by the investigator and reviewed by the Organization Review Board.
- c. Representative(s) of the student organization will be provided with the opportunity to rebut the evidence presented in their case and/or ask questions related to the evidence.
- d. Following the presentation of information, the Organization Review Board will deliberate to reach their decision. Deliberation will be held in closed session. Results of the decision will be mailed to the student organization within five working days of the decision. The results of Organization Review Board activities will be reported to the Student Organization Advisory Council at the next regular Council meeting.

IV. Appeals of the decision of the Organizational

Review Board must be made in writing within fourteen days after the hearing date. Appeals of the decision of the review board are made to the Dean of Students or her/his designee.

Tax Identification Number TIN/EIN

(Also known as Employer Identification Number) To receive monetary awards from All-Campus Leadership Awards, participate in Spring Fling, or obtain an off-campus bank account you will need a tax identification number. Recognized

student organizations at the University of Arizona cannot use the University's tax identification number. You may apply for a tax identification number using the SS-4 forms available in SUMC 404.

For further information you may call 1-800-829-3676 or refer to Publication 557, which can be found at www.irs.ustreas.gov.

How To Become a Tax Exempt (non-profit) Organization

If you would like to register your organization as non-profit with Internal Revenue Services you must complete a 501 (C)(4) tax form. This form can be obtained from the IRS website at www.irs.ustreas.gov.

Officers may be personally responsible for any IRS or other sanctions arising from improper activities relating to possible 501 (C)(4) status.

Use of Non-University Funds

Non-University funds are those raised or provided by you or third parties. Non-University funds may be used for the Garage, Facilities Management, Audio-Visual, and the Arizona Student Unions. The president and treasurer (or two students leading your organization) are required to sign the "Responsibility Agreement for Expenditures" on the Recognition Application. Those signatures allow your organization to pay these departments directly using a check or cash. Once recognized, a list of the students who signed for responsibility in each organization will be forwarded to the four departments. The departments will have your President and Treasurer names on file when you go to request goods or services. The following guidelines apply for using non-University funds when arranging and paying for services:

1. The Treasurer or President is the only authorized person who may deal with these four departments. He/she is the only one authorized to order goods or services from the Departments. By signing the financial liability statement on the recognition application, the President and Treasurer become the authorized agents of the student organization.
2. Your organization can order the same goods and services from these Departments that on-campus units can. The Department shall determine when payment will be made.
3. Your student organization will pay the appropriate Department directly with a check/cash from your off-campus bank account; your organization must work with the Department to determine when payment will be due.
4. If a Department has a problem with your student organization's payment, a representative of the Center for Student Involvement & Leadership will act as an intermediary to resolve the situation between your organization and the department.
5. As Treasurer and/or President you may be personally responsible for your organization's debts to Departments.

If you have any questions about the Guidelines for using Non-University funds please contact Center for Student Involvement & Leadership, 621-8046.

Forms & Resources

Art Approval Form.....	47
Associated Students of the University of Arizona (ASUA) ..	49
Event Planning Form.....	50
Central Room Reservations	51-53
Change of Information Form	55
Effective Meetings	57
Group Development	58
Guidelines For Bulk Mailing	59
Guidelines For Raffles.....	61-62
Hazing Education.....	63
Mailing Labels Request	65
Motivating Members.....	67
Parliamentary Procedure	68
Risk Management.....	69
Sample Student Organization Constitution	70-71
Student Union Room Reservation Form	73
Vehicle Rental Rates	75
Vehicle Request Form.....	76
Notes	77-78



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REQ. # UA Dept. Only

Office of Trademarks & Licensing
Department of Intercollegiate Athletics
The University of Arizona
(520) 621-3547
FAX: (520) 626-LOGO (5646)
www.arizonaathletics.edu/artapproval

Date: _____

Art Approval Form

Contact Name: _____ Phone: _____

Organization/Department: _____ Fax: _____

Product: _____ Quantity: _____

Company Imprinting Merchandise: _____
(Must be a Licensed Vendor)

How will these be distributed (resale, members only, department only, etc.) : _____

APPROVED ____ DISAPPROVED ____
ROYALTY PAYMENT REQUIRED FOR THIS JOB;
YES: _____ NO: _____
This area to be completed by Office of Trademarks & Licensing

Comments: _____

Signature of Trademarks & Licensing

Date



The Associated Students of the University of Arizona
Last year, ASUA budgeted \$85,000 for ASUA Club Funding. This year ...
\$144,000 is in ASUA Club Funding budget ...
This is the largest ASUA Club Funding budget EVER!

ASUA Club Funding:

ASUA recognized student clubs and organizations are eligible for ASUA Club Funding.

All University of Arizona students are represented by the Associated Students of the University of Arizona, and, therefore, ASUA will recognize any student club or organization that completes the ASUA recognition process.

ASUA recognized student clubs and organizations may request ASUA Club Funding for:

- Up to \$5,000 for on-campus events per on-campus event
- Up to \$2,500 for competitive events per competitive event
- Up to \$500 for travel per trip (\$250 per person for up to two people)
- Up to \$500 per academic year for capital or disposable equipment

ASUA Club Funding Criteria:

- Does your request advance the interests of the past present and future students of the University of Arizona?
- Does your request improve the value of a University of Arizona education?
- Does your request advance student involvement as a part of the University of Arizona?
- Has the requesting organization (and/or does the current request) put a good quality and high quantity of effort into improving the reputation and state of the University of Arizona?
- Has the requesting organization (and/or does the requesting organization plan to) put a good quality and high quantity of effort into their own fundraising activities?

ASUA Club Funding is overseen by ASUA Executive Vice President David Reece. Contact the ASUA Club Resource Center by phone at (520)621-6694. Contact David Reece by email at reece@email.arizona.edu.

Student Union Memorial Center, Event Planning Office, Student Union Room 348
Phone: (520) 621-1989 Fax: (520) 621-2545
www.union.arizona.edu

This request must be completed and approved by the Student Union Memorial Center Event Planning office a minimum of 10 business days prior to event. (Please type or print legibly).

Department or Organization _____
Contact Person(s) _____ Phone _____ Fax _____
Address _____ City/State _____ Zip _____
Billing Address _____ City/State _____ Zip _____
Dept. Acct. Number _____ Reservation No. _____
Description of Event: _____
Date (s) Requested _____ Time Order is to be setup _____ am/pm
Location/Building _____ Room No. _____ Est. No. of People _____
Catering:
Menu No. for Meals _____ (your guarantee must be submitted by 10am three
(3) business days prior to event)

Refreshments: please describe.

Linens: Table cloths (white only) How many? _____
Table drapes (choose red, white or blue) Please circle color & how many _____
Napkin color _____ (Please indicate your color preference & how many)

China or plastic Service: For china inside the Student Union there is no charge. Outside the Student Union refreshment china is an additional \$1.00 per person & china for meals is an additional \$2.00 per person.
Standard delivery orders are served on plasticware unless otherwise requested by the client.
Time Catering Equipment may be picked up: _____ am/pm (After event is over)

For McClelland Hall use only: If this event is taking place at McClelland Hall, Student Union can provide tables and chairs for meals catered by Redington Catering. Refreshment tables are \$7.00 each, round tables and chairs for meals are \$2.50 per person.
Please indicate number of tables needed from Student Union Event Services : 6 foot _____ 8 foot _____
rounds/chairs _____ (For meals, please indicate how many people will be attending)

Functions within the Student Union include tables and chairs. For all other locations, please contact Dave Parker with Facilities Management at (520) 621-4701 to arrange for tables and chairs for your event. If your catering order is being delivered during times outside regular business hours, you may contact the delivery crew at the Student Union Information desk at 621-7755.

This order form may only be used if submitting your order at least (10) business days prior to your event. Please contact an Event Coordinator in the Event Planning office if you have any questions regarding your order. (revised 8/16/06 bk)

**Central Room Reservation Application
(On Campus Organization)
Policy Governing Use of University Classrooms for Non-teaching Activities**

Revised Summer 2006

The University of Arizona in some cases may make classroom facilities available for non-teaching activities, provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with The University of Arizona classes.

A. The following policies govern the use of classroom facilities for non-teaching activities:

1. All requests for room use must be made at least two weeks in advance through Room and Course Scheduling.
2. No smoking, alcoholic beverages, food, drink, or refreshments are allowed in centrally-scheduled classrooms.
3. No candles incense, or other flammable items may be burned in centrally scheduled classrooms.
4. Campus organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms.
5. Only the current president or treasurer may make room reservations for campus organizations.
6. Organizations' officers, as renters of university instructional spaces, are responsible for any damage to rooms or buildings as a result of their room usage. Campus organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly.
7. If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office.
8. Room reservations do not include the use of audiovisual equipment. All requests regarding the use of equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).
9. Recognition Process and Room Requests:
 - a. Campus organizations that are recognized in the Fall may only reserve rooms for events scheduled between the 3rd week of the Fall semester and last day of classes. No campus organizations may schedule events in centrally scheduled rooms during final exam periods.
 1. Campus organizations that take advantage of Early Bird Recognition may submit their room requests for the first 2 weeks of the following semester as soon as they are recognized. Room & Course Scheduling will be tentatively processing the events that occur within the first two weeks of classes, after 6 PM, only in Modern Languages and McClelland, to ensure that the scheduling needs of courses, course events, and department events are met. All room reservations for campus organizations using Early Bird Recognition will be canceled if members of the organization do not attend the mandatory meeting for campus organizations.
 - b. Campus organizations that are recognized in the Spring may reserve rooms for events between the 3rd week of the Spring semester and the last day of classes. No campus organizations may schedule events in centrally scheduled rooms during final exam periods.
 1. Room & Course Scheduling will be tentatively processing events that occur within the first two weeks of classes, after 6 PM, only in Modern Languages and McClelland, to ensure that the scheduling needs of courses, course events, and department events are met.
10. Special Circumstances Regarding the Use of Centrally-Scheduled Rooms
 - a. Campus organizations may not reserve centrally-scheduled rooms during final exam periods
 - b. Campus organizations may not reserve centrally-scheduled rooms during any time that the University is closed, including, but not limited to, winter shut-down.
 - c. Campus organizations may not reserve centrally-scheduled rooms prior to 7:00 a.m. or after 10:00 p.m. per UAPD and Custodial Services.
11. If the officers of the Campus Organization change at any time during the year, the organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all organization events in centrally-scheduled rooms.

12. All room reservations for on-campus organizations are subject to change if courses or departments require the classroom space.
13. Failure to comply with any of the above policies will result in revocation of future room reservation privileges.
14. Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the right to cancel or suspend campus organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the organization or if complaints are issued regarding the organization's room usage.

A. Policy regarding charges for room use:

Definition: A campus organization is one that has been recognized by the University of Arizona through the Center for Student Involvement and Leadership (621-6853). All other organizations are considered outside organizations. If an event is to be co-sponsored by a campus organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.

1. Campus organizations may reserve two classrooms (50 seats or less) or one auditorium per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.
2. Campus organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
3. Campus organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The campus organization must provide a letter of co-sponsorship signed by both the president and treasurer of the campus organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.
4. The fee must be paid to the Room and Course Scheduling Office at least three days prior to the day of the event. (Checks should be made out to the University of Arizona.) If an organization wishes to cancel an event they must submit the cancellation form via the Room and Course Scheduling website no later than 3 days prior to the beginning of the event, otherwise the organization is still responsible for paying the invoiced fees.

C. Procedures

1. Campus organizations should fill out the attached form and return it to Recognition Services for approval.
2. Prior to making any room reservations, the president or treasurer of the organization should bring his or her Catcard to Room & Course Scheduling in Modern Languages room 347. A photocopy of the Catcard will be kept on file. Room & Course Scheduling will assist Student Organizations Monday—Friday, 9:00 a.m.—4:00 p.m.
3. Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the organization has a current application and photocopies of the president's or treasurer's Catcard on file with Room & Course Scheduling.
4. Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked to present it to Campus Security.
5. Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.

The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of the Office of the Registrar will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Central Room Reservation Application
Classroom Reservations only
2006-2007
Modern Languages Room 347

Approved through:

Date: _____

Student Organization: _____

President*: _____ ID#: _____ Phone Number: _____

Address: _____ Email: _____

Treasurer*: _____ ID#: _____ Phone Number: _____

Address: _____ Email: _____

Faculty Advisor*: _____ ID#: _____ Phone Number: _____

Address: _____ Email: _____

*Please note that these names must be the officers on file with the Center for Student Involvement & Leadership, Student Organization Recognition Services. For more information, please call 621-6853.

I have read the policy on the reverse side of this form and agree to abide by all The University of Arizona rules and regulations. I understand that my group will be held liable to pay for any damages to the building or room.

President or Treasurer Signature: _____ Date: _____

*******For Office Use Only*******

Campus Approved: Yes _____ No _____

Status Checked: Yes _____ No _____

Term	Name and Phone Number	Date(s)	Time(s)	Building and Room

The University of Arizona
RECOGNIZED STUDENT ORGANIZATION
Change of Information Form

Office Use Only	
Database	_____
LEAD UA	_____
DM Letter	_____
Website	_____

* If you will also be reserving rooms, you must also fill out a "Room Reservation Form" in addition to this form.

Date: _____

Current Name of Student Organization: _____
(As stated on Recognition Application. Please do not use abbreviations.)

New Name of Student Organization: _____
(If applicable, all groups must also submit a constitution to reflect that name change)

New President (if applicable)

Name	Address	Zip	Phone	email address	Student ID#
------	---------	-----	-------	---------------	-------------

New Treasurer (If applicable)

Name	Address	Zip	Phone	email address	Student ID#
------	---------	-----	-------	---------------	-------------

New Advisor (If applicable)

Name	Title	Campus Address	Phone	E-mail
------	-------	----------------	-------	--------

New Social Greek Letter Chapter Advisor (If applicable)

Name	Address	City	Zip	Phone	E-mail
------	---------	------	-----	-------	--------

Advisor Signature:

I have read the Advisor Responsibilities and Duties section of the Student Organization Handbook. I also affirm that I am a full time University of Arizona employee (full time employment is not a requirement for advising a Social Greek Letter Student Organization).

Organization Advisor Signature

Date

New Contact (If applicable)

Name	Phone	E-mail
------	-------	--------

New Presidents

You must read and sign the *Responsibility Agreement for Expenditures* and the *Family Education Rights and Privacy Act of 1974* on the back of this form.

New Treasurers

You must read and sign the *Responsibility Agreement for Expenditures* on the back of this form.

New Advisors

You must read and sign the *Family Education Rights and Privacy Act of 1974* on the back of this form.

Page 1 of 2

President, Treasure and Advisor Must All Sign **Club Name:** _____

Effective Meetings

Tips for Running an Effective Meeting

(Adapted from SOURCE – Student Organization Useful Resource for Co-curricular Experience, University of Nebraska, Student Involvement)

Before the Meeting:

- Determine the purpose of the meeting and the structure with which to conduct the meeting.
- Develop an agenda; this should include the purpose, topics, discussion facilitators and time estimates.
- Distribute the agenda and any other materials members may need in order to arrive prepared.
- Choose an appropriate meeting time and location; if at all possible, pick a time and location that stays the same from week to week.

During the Meeting:

- Start and end on time. Be sure to stick to the agenda.
- Encourage members to participate in discussion. That is the point of having a meeting, to get input from all members. If no input is wanted or needed, consider not having a meeting, instead distribute a memorandum or newsletter. Announcements should be a part of the meeting, not the entire meeting. Members will get bored with meetings if they are not involved.
- Keep the discussion focused on the topic at hand. Take accurate and detailed minutes of the meeting. As the leader or facilitator of the meeting, be sure to role model good listening skills, open mindedness, acceptance of differences and different opinions, and flexibility.
- Set a date, time, and location of the next meeting before and adjourning.

After the Meeting:

- Type up and distribute minutes of the meeting in a timely manner.
- Discuss any problems that occurred during the meeting with other officers or your advisor. Evaluate the meeting with other members. Suggestions can help you to improve your meetings.
- Follow-up on tasks, check in with members on tasks they are responsible for completing and see if they need help. Put any unfinished business on the next agenda.

Give recognition and appreciation to members for work well done.

FIVE STAGES OF GROUP DEVELOPMENT

(Adapted from <http://www.chimaeraconsulting.com/tuckman.htm>)

Bruce Tuckman described the four distinct stages that a group can experience as it comes together and starts to operate. This process can be subconscious although an understanding of the stages can help a group reach effectiveness more quickly and less painfully.

Forming:

Individual behavior is driven by a desire to be accepted by the others, avoiding controversy or conflict. Serious issues and feelings are avoided, and people focus on being busy with routines, such as team organization (who does what, when to meet, etc). Individuals are also gathering information and impressions - about each other and about the scope of the task and how to approach it. This is a comfortable stage to be in, but the avoidance or threat of conflict threat means that not much actually gets done.

Storming:

Individuals in the group can only remain nice to each other for so long. As important issues start to be addressed, some people's patience will break early, and minor confrontations will arise that are quickly dealt with or glossed over. These may relate to the work of the group itself or to roles and responsibilities within the group. Some will observe that it is good to be getting into the real issues while others may wish to remain in the comfort and security of "The Forming Stage." Depending on the culture of the organization and individuals, the conflict may be more or less suppressed, but it will be there, under the surface. To deal with the conflict, individuals will look for structural clarity and rules to prevent the conflict persisting.

Norming:

As "Storming" evolves, the "rules of engagement" for the group become established, and the scope of the group's tasks or responsibilities are clear and agreed upon. Having had their arguments, members now understand each other better, and can appreciate each other's skills and experience. Individuals listen to each other, appreciate and support each other, and are prepared to change pre-conceived views. They feel they are part of a cohesive, effective group. However, individuals have had to work hard to attain this stage, and may resist any pressure to change - especially from the outside - for fear that the group will break up or revert to the storming stage.

Performing:

Not all groups reach this stage, which is characterized by a state of interdependence and flexibility. Everyone knows each other well enough to be able to work together and trusts each other enough to allow for independent activity. Roles and responsibilities change according to need in an almost seamless way. Group identity, loyalty, and morale are all high, and everyone is equally task-orientated and people-orientated. This high degree of comfort means that all the energy of the group can be directed towards the task(s) in hand.

Adjourning:

This is about completion and disengagement, both from the tasks and the group members. Individuals will be proud of achievements and glad to have been part of such an enjoyable group. They need to recognize what they've done and consciously move on.

Tuckman's original work simply described the way he had observed groups evolve, whether they were conscious of it or not. But for us the real value is in recognizing where a group is in the process, and helping it to move to the Performing stage. In the real world, groups are often forming and changing, and each time that happens, they can move to a different Development Stage. A group might be happily Norming or Performing, but a new member might force them back into Storming. Seasoned leaders will be ready for this, and will help the group get back to Performing as quickly as possible.

Guidelines for Bulk Mailing

UA RECOGNIZED STUDENT ORGANIZATION Bulk Mail Procedures: Step by Step Instructions

BEFORE YOU MAKE COPIES OF YOUR MAILING, YOU MUST FOLLOW ALL GUIDELINES LISTED IN THE STUDENT ORGANIZATION POLICY AND FORM HANDBOOK!

CONTACT AND INFORMATION

1. **Center for Student Involvement & Leadership**
Student Union Memorial Center, Room 404
621-6853 uaorgs@email.arizona.edu

ORIGINAL COPY

2. You must bring a "proof/original copy" of your mailing to the Center for Student Involvement & Leadership (SUMC 404) **prior** to having it printed/copied. If your mailer is in a language other than English, you must provide us with an English version. This will help to insure that your mailing is correct and approved before you make copies.

MINIMUM NUMBER OF COPIES

3. You must have at least 200 pieces of the same information to be mailed. No handwritten notes. Mailing should not include any advertising from vendors/sponsors.

ADDRESSES

4. a) Addresses must be legible. They may be handwritten, although handwritten addresses take longer to reach their destination. For faster results, labels should be prepared. The label should be in all capital letters and there should be no punctuation used. Zip codes must contain all five numbers (e.g. 85710). Please check each piece before bringing the mail.

Example label:

JOHN D MEMBER
FINANCE COMMITTEE
E CACTUS STREET APT 248
TUCSON AZ 85755

- b) Return addresses **MUST** be on each piece and must be **EXACTLY** as follows:
THE UNIVERSITY OF ARIZONA
CENTER FOR STUDENT INVOLVEMENT & LEADERSHIP
YOUR CLUB NAME
THE UNIVERSITY OF ARIZONA
P O BOX 210017
TUCSON AZ 85721-0017

PERMIT

5. You may **PRE-PRINT** the Non-Profit stamp (See example below) or you may hand stamp when you arrive at Center for Student Involvement & Leadership.

NON-PROFIT ORG.
U.S. POSTAGE
PAID
TUCSON, ARIZONA

Guidelines for Bulk Mailing

...Continued

SEALING

6. Seal each envelope by using tape, adhesive tabs, or by licking the glue on the envelope itself. NO STAPLES! We will only accept envelopes or 8 " x 11 " folded sheets.

SORTING

7.
 - a) Separate all pieces by the 5 digit Zip Code.
Example: All 85603's are grouped together; all 85719's are grouped together. Do this until all zip codes within the mailing have been grouped.
 - b) Count all the pieces by the 5 digit Zip Code
Example: 85701 – 35 pieces 85702 – 40 pieces
8. Each Zip Code needs at least 10 pieces to make a batch. If you have nine or less of the same Zip Code then put those to the side in a "mixed zip code" pile. Within the "discard" pile, pieces should all be going to the same first three digits in a Zip Code. For example, all the Zip Codes starting with 857 should be grouped together. Please keep all 857 and 856 Zip Codes separate.

Mixed States

After you have sorted the 3 and 5 digit pieces, let the Office Manager in Student Union Memorial Center, Room 404, know and they will help you sort the rest of the mailing.

General Instructions

- Face all addresses in the same direction
- Secure packaged groupings with rubber bands. Rubber band the mailing using the following recommended methods
- One rubber band around the girth for package up to one inch in thickness.
- Two rubber bands (one around the length and one around the girth) for packages between one and four inches (always band LENGTHWISE FIRST, THEN AROUND THE GIRTH).
- Package size should be no more than four inches thick.

When mailing out a flyer or letter without an envelope for bulk mail: You need to fold the item so that the fold is at the bottom and the open ends face the top so mail machine can properly handle the mail. Tape the top center of the mail if there is a single sheet. With multiple sheets, tape the left and right side of the mail shut.

**Again, the folded portion of the mail should be at the bottom.

FINAL STAGES

- 1) Bring your mailing into the Center for Student Involvement & Leadership—Student Union Memorial Center, Rm 404.
- 2) You will affix labels and place mail into cardboard trays which the Center provides.
- 3) You will take the completed mailing to Printing and Graphic Services (West Stadium Room 102 (Gate 13) — Attention: Georgeanne Tesi) along with your check. OR You may choose to bring your mailing directly to the Cherrybell Post Office. **Make sure you bring three copies of your mailing with you! If you use the Post Office, you will need to have a letter of authorization from the Center for Student Involvement & Leadership. See Office Manager in SUMC 404.**

ASK QUESTIONS IF YOU ARE UNSURE ABOUT ANY PORTION OF THE PROCESS!!

Remember, failure to comply with bulk mail regulations could result in delay or payment of postage at a higher rate. The Postal Service seeks to treat your mail as expeditiously as possible! To do so, there must be a commitment to proper preparation.

STUDENT ORGANIZATION RAFFLE

HOW TO COMPLETE REQUIRED FORM
Center for Student Involvement & Leadership
Student Union Memorial Center, Room 404
621-6853
uaorgs@email.arizona.edu

FORM MUST BE APPROVED 2 WEEKS PRIOR TO RAFFLE

- **Please read the Raffle Policy** in the Student Organization Handbook. Student organizations conducting raffles **MUST HAVE AN APPROVED Raffle Form** on file in the Center for Student Involvement & Leadership, Student Union Memorial Center 404, **PRIOR** to selling tickets.
- **Describe your raffle** on the form. Include the prizes, price of the raffle tickets, where and when the tickets will be sold.
- **Attach a copy of your raffle ticket** and publicity flyer to your required form.
- **All publicity MUST clearly state** that the University neither endorses nor sponsors the activity. The organization must provide a disclaimer of any University sponsorship, or endorsement of the event, preferably on the raffle tickets.
- **Two weeks PRIOR** to the raffle bring the form to the Center for Student Involvement & Leadership. The form will be approved and you will receive a copy; the original goes in your club file.
- **No later than FIVE days after the raffle**, you **MUST** provide the Center for Student Involvement & Leadership and Student Organization Recognition Services with a list of all prize winners.
- **Funds collected** **MUST** be used to benefit the group's programming budget, service to the University community, and/or philanthropic endeavors.
- **No organization should make representations with regard to the taxable status** of money paid for the purchase of raffle tickets. Tell customers to check with their accountant.
- Only University students who are bona fide local members of the organization may participate directly or indirectly in the management, sales, or operation of the raffle.

Any questions concerning the Raffle Policy should be directed to Center for Student Involvement & Leadership at 621-8046.

Application to Conduct a Raffle

For approval take form to: Center for Student Involvement & Leadership
Student Union Memorial Center, Room 404

621-6853 uaorgs@email.arizona.edu

For Office Use	
Approval:	Date _____
	Initials _____

THIS FORM MUST BE APPROVED 2 WEEKS PRIOR TO THE RAFFLE DATE

Student Organization Name: _____

Name of Student Submitting Form: _____

Student Email Address: _____ Telephone: _____

Address and Zip: _____

1. Please describe your raffle. Include the prizes, and price of raffle tickets.
2. Date and place of raffle sales:
Date, place and, time of drawing:
3. Check all that apply: Funds collected are to be used to benefit:
_____ (a) the group's programming budget;
_____ (b) service to the University community; and/or
_____ (c) philanthropic endeavors.
4. How will the winner be notified and when will the prizes be awarded?
5. Required attachments to this form:
 - a) roster of all student organization members who will sell tickets or manage operation of the raffle
 - b) copy of publicity flyer
 - c) copy of raffle ticket
6. The signature of the student organization president and advisor are required indicating they have read the policies regarding raffles, (see Student Leader Organization Handbook) and will conduct the activity accordingly. The advisor's signature is required, as proof that the advisor is aware of the raffle, his/her signature does not imply the advisor's endorsement, sponsorship, or financial obligation.
7. You must provide the Center for Student Involvement & Leadership and Student Organization Recognition Services, with **a list of all prize winners no later than five days after the drawing.**

Student Organization President (print/ type)

Student Organization Advisor (print/ type)

Student Organization President Signature

date

Student Organization Advisor Signature

date

Revised: 2006

Hazing Education

So what's the definition of hazing?

"Hazing" means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution.
- The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation. It's not a defense to say the hazing victim consented. All UA students, staff, and teachers are required to take reasonable measures to prevent violations of the hazing policy and to report violations.

See if you can identify which of the following activities are hazing:

- Forced consumption of drugs or food.
- Forced consumption of large amounts of water, alcohol, milk.
- Push-ups, sit-ups or other calisthenics
- Signature books or paddle signatures
- Scavenger hunts with time limits, or for meaningless or irrelevant objects
- Cleaning organizational or other members' properties
- Running personal errands for members
- Paddling or physically striking in any way with physical contact.
- Purchasing items for group members
- Capturing or kidnapping members

If you identified all ten of the activities as hazing, YOU ARE CORRECT!

Warning Signs of Hazing in Your Organization:

- members justifying an activity by saying "it's tradition"
- the presence of alcohol
- secrecy
- peer pressure for everyone to participate
- singling out an individual or specific group
- miscellaneous forms of bad judgment

Conduct an organization "self test":

- Would we be ok with this being in our city or campus newspaper?
- Would we perform this activity in front of our parents or a University administrator?
- Does this activity involve criminal acts? (Including minors consuming alcohol)
- Would we be prepared to go to court to defend the merit of this activity?
- Have we had a close call?

Remember, hazing is a form of abuse!

"I know it's wrong, but I had no way to stop it."
What can you do?

Don't be a bystander; take a stand against hazing. ALL members have to be willing to speak up.

Seek advice:

- call an advisor
- call the Hazing Hotline (626-HAZE)
- ask others who aren't involved in the activity
- talk to parents or someone you trust
- call 911 if there is an immediate threat

Or, call the Center for Student Involvement & Leadership ahead of the event to get advice on planned activities.

Resources:

Center for Student Involvement & Leadership: 621-8046

UA Hazing Website: www.union.arizona.edu/csil/haze

Dean of Student's Office: 621-0759

Hazing Hotline: 626-HAZE (4293)

University of Arizona Police Department: 621-UAPD (8273)

www.stophazing.org

Campus Recreation Center: 621-8710

Alternatives to Hazing & Planning Purposeful Activities

- Organize new and old members to complete a community service project together
- Participate in a ropes course to build intragroup unity
- Attend or participate in an athletic event as an organization
- Encourage everyone to join another campus or community organization
- Assign new members to committees
- Develop a peer mentor program
- Invite speakers to talk about campus, business, or community aspects of life
- Plan social exchanges with other organizations
- Organize movie nights
- Pass the Gavel – allow each member time to reflect on what the organization means to him/her
- Designate study hours for all members
- Attend a presentation on study skills or test taking tips
- Invite older members and/or alumni to reflect on traditions or the group's founding
- Offer workshops of resume writing, dressing for success, and interview skills
- Conduct fund-raisers for the community
- Organize new members to interview initiated members
- Plan meal exchanges
- Hold new member retreats
- Teach the history of the organization

Adapted from: www.stophazing.org

Mailing Labels Request Form

UA Recognized Student Organizations Including Greek Life

Center for Student Involvement & Leadership
Student Union Memorial Center (SUMC) Room 404
621-6853
uaorgs@email.arizona.ed

Name of Organization: _____ Date: _____

Name of Person Requesting: _____ Position: _____

Phone: _____ E-mail address: _____

Type of labels requested: (check one)

- ☐ Pre-enrollment students ☐ Enrolled students ☐ Residence Hall lists*
 ☐ Freshmen
 ☐ Transfers
 ☐ Other: _____

*requires organization to provide blank labels for printing and fee for information

Parameters: (check all that apply)

- ☐ Men ☐ Women ☐ In-state ☐ Out-of-state ☐ 17-18 years of age
☐ 18-19 years of age ☐ 19+ ☐ Other: _____

Choose one: ☐ Zip-code order (for bulk mail) ☐ Alphabetical order

Please be aware of the following standing policies regarding label requests and use of UA student information provided to UA student organizations:

- No advertisements (other than a “one-line sponsorship”) may be displayed in any mailings by any commercial vendors if using mailing labels provided by UA.
- Labels requested from any UA information system cannot leave the Center for Student Involvement & Leadership SUMC 404, until labels are affixed to letters.
- All copies of labels must be destroyed by Center for Student Involvement & Leadership upon completion of mailing.
- If student organizations have used campus *Printing and Publications* for their information preparation, the Center will coordinate with that office directly for mailing label information.

- Mailing labels and the information provided in mailing labels may not be provided, given to, or shared with any commercial vendor or outside entity-the use of UA labels is restricted solely to those organizations who have been given labels and provided the necessary documentation to complete a mailing to students.
- All mailers must be approved for content by UA Student Organization Recognition Services in Center for Student Involvement & Leadership, SUMC 404 OR if you are a part of Greek Life by the Greek Life Staff, SUMC 404. Do not copy, label, or prepare any mailings until you confirm with us that your mailer has been approved! The mailer you submit must be in its final form-including all flyers, photos, etc. You must also provide an English version if your mailers are in another language. No mailings to students are permitted without this approval.

If you have questions about this policy, please ask the Student Coordinator of Clubs and Organizations at 621-6853.

As the authorized representative of my organization, I have read the above regulations, understand them, and agree to abide by them.

Name

Position

Date

For Office Use Only:

Date Request Received: _____ Request: () Approved () Denied-Why:

Date Mailer Materials Approved: _____

Date Labels Distributed: _____

To Whom: _____ Position: _____ Phone: _____

Simple Ways to Thank, Recognize, and Motivate your Members.

**(Adapted from "Thanking, Recognizing, and Motivating Your Members"
Indiana University, Greek Life Advisor's Manual, 2001)**

- Say "Thank You." Thank yous can mean a lot, both publically and privately, when they are sincere.
- Celebrate after a success.
- Let a member know that you've noticed their hard work.
- Announce when a member has something to celebrate, like a birthday, a job offer, admission to grad school, etc.
- Create a message board where members can leave each other messages of praise.
- Create a scrapbook to record fun and successful events.
- Put a note of encouragement or thanks where a member will least expect it, like on their car or in their bookbag.
- Give a member a bag of their favorite candy or another treat.
- Decorate a member's door for a special occasion.
- Offer to help someone out when they seem to be overloaded.

Parliamentary Procedure

Parliamentary Procedure at a Glance (adapted from: <http://www.health.state.mn.us/communityeng/groups/parliament.pdf>)

(The motions or points below are listed in established order of preference. When one is pending, you may not introduce another that is listed below it, but you may introduce another that is above it.)

Motion	You Say	Requires A Second	Debatable	Amendable	Vote Required
To Adjourn	I move that we adjourn.	Yes	No	No	Majority
To Recess	I move that we recess until ...	Yes	No	No	Majority
To Complain About Room Temp, etc.	Point of Privelege.	No	No	No	No vote
To Postpone Debate, Consideration, or Vote	I move that this ...	Yes	No	No	Majority
To End Debate	I move the question	Yes	No	No	2/3
To Limit or Extend Limits of Debate	I move to limit debate ... I move to extend debate by ...	Yes	No	Yes	2/3
To Postpone Consideration	I move we postpone this until ...	Yes	Yes	Yes	Majority
To Refer to a Matter to Another Person/Group	I move that this matter be referred to ...	Yes	Yes	Yes	Majority
To Amend a Motion	I move we amend by ...	Yes	Yes	Yes	Majority
To Introduce Business	I move that ...	Yes	Yes	Yes	Majority
To Object to Procedure	Point of Order. (ask question).	No	No	No	Decision by chair
To Request Information	Point of Privelege.	No	No	No	No vote
To Ask for Exact Count And a Close Vote	I call for a division of ...	No	No	No	
To Suspend Rules	I move we suspend the rules and ...	Yes	No	No	2/3
To Vote On a Ruling by The Chair	I appeal the ruling of the chair.	Yes	No	No	Majority

A hasty or ill-advised action can be corrected through the motion to reconsider. This motion can be made only by the one who voted on the prevailing side and must be made on the same day or next succeeding day after the original vote was taken (not counting a day on which no business meeting is held during a session).

Reconsider A Previous Action	I move to reconsider the vote on ...	Yes	Yes	No	Majority
------------------------------	--------------------------------------	-----	-----	----	----------

Hosting a Party?

(adapted from FIPG Risk Management Manual)

1. HOST A CLOSED PARTY
2. FOCUS ON THE THEME OF THE PARTY, NOT ALCOHOL
3. SERVE FOOD
4. APPOINT PARTY MONITORS
5. APPOINT DESIGNATED DRIVERS
6. DO NOT USE ORGANIZATION/CLUB FUNDS TO PURCHASE ALCOHOL
7. DO NOT SELL ALCOHOL
8. MAKE IT A "BRING YOUR OWN BEVERAGE" EVENT
9. HAVE IDS CHECKED AT THE DOOR
10. SERVE NON-ALCOHOLIC BEVERAGES
11. SET STARTING AND ENDING TIMES
12. DO NOT PERMIT DRINKING GAMES

EVENTS WITHOUT ALCOHOL

Here are some suggestions of events your organization could sponsor without alcohol.

- Going to a play, movie, musical, concert, and/or sports event.
- Going to a park, Sightseeing tour, Hiking trip
- Cookout/BBQ, and/or Progressive Dinner
- Comedy Night, and/or Kareoke
- Bowling, Miniature Golf, Laser Tag
- Faculty Mixer
- Community Service

The list could go on and on, just use your imagination!

For tips contact CSIL at 621-8046.

SAMPLE FORM STUDENT ORGANIZATION CONSTITUTION

This sample constitution is provided by the Center for Student Involvement & Leadership to assist your student organization in creating a constitution which meets the standards for official UA recognition. The starred articles must be included. Article III, VI, VII, IX, & X must use the exact language included on this sample. You may add parameters to Article III after stating points 1 & 2. **This sample must be retyped.**

***Date of Adoption and/or Revision**

***ARTICLE I - Name**

The name of this organization shall be: _____

The organization is a student organization at The University of Arizona.

***ARTICLE II - Objectives**

The objectives of the organization shall be:

- a. To promote interest in _____
- b. To provide fellowship among students and faculty.
- c. To represent student needs and wants in regard to _____
- d. To provide a forum for the presentation of innovative ideas to the benefit of the University community.

***ARTICLE III - Membership**

must be included exactly as found here; additional membership information optional

1. Any student at The University of Arizona is eligible to be an active member and may hold office.
2. Non-students may act as associate members, but may not vote or hold office.

ARTICLE IV - Officers

1. Election of Officers.
 - a. The officers of this organization are president, vice president, records officer, and treasurer.
 - b. Officers will be elected by written ballot, with each active member casting a vote. A majority of votes will constitute a victory.
 - c. Election of officers will take place during the 3rd week of the fall semester.
 - d. Officers will assume office for the period of one year.
2. Recall of Officers.
 - a. Officers are subject to recall for misconduct in office.
 - b. Recall procedures will be initiated at the request of five active members.
 - c. A hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.
 - d. A majority of those active members voting in a recall at the end of the hearing is necessary to remove any office.

**SAMPLE FORM
STUDENT ORGANIZATION CONSTITUTION**

ARTICLE V - Voting

1. This constitution and by-laws may be amended by a 2/3 majority vote of those voting, a quorum being present.
2. Voting on amendments must be conducted after a minimum notice of 2 weeks.

***ARTICLE VI - Not-for-Profit Statement**

must be included and stated exactly as found here

This is a not-for-profit organization.

***ARTICLE VII - Statement of Non-Discrimination**

must be included and stated exactly as found here (first paragraph only)

This organization shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability or handicap, race, religion, sexual orientation, Vietnam Era veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities or opportunities to hold office.

(As exempted by Federal Law, Greek Social organizations may omit gender and/or religious interpretation.)

***ARTICLE VIII - Financial Obligations**

A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

***ARTICLE IX - Statement of Non-Hazing**

must be included exactly as found here

This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

***ARTICLE X - Statement of Compliance with Campus Regulations**

must be included exactly as found here

This organization shall comply with all University and campus policies and regulations and local, state, and federal laws

SAMPLE FORM

***BY-LAWS**

A required part of the Student Organization Constitution

*Date of Last Revision

I. Cabinet

A. President

1. Coordinates all activities of the organization.
2. Liaison to University community.
3. Official representative of organization.
4. Calls regular and special meetings.
5. Presides at meetings.
6. Prepares agenda for meetings.

B. Vice President

1. Assumes duties of president, when necessary.
2. Assists president in coordinating activities.

C. Records Officer

1. Maintains accurate and current information of the organization and membership.
2. Assists president and vice-president to coordinate organization activities.
3. Keeps accurate minutes of each meeting and forwards copies to other officers.
4. Keeps attendance records for meetings.

D. Treasurer

1. Liaison to ASUA for the purpose of organizational funding.
2. Maintains accurate and current account of all organizational funds.
3. Responsible for dispensing of funds in accordance with goals and programs established by organization.

II. Meetings.

Meetings will be open to all organization active and associate members, faculty, and the Center for Student Involvement & Leadership representatives. A notice of at least 2 weeks will be given prior to all meetings. The meetings are to be organized and controlled by officers and active members.

This form must be retyped. The starred* articles and a unique and individual set of Bylaws must be included in all constitutions.

Room Reservation Request Form



Event Planning Office • Student Union Memorial Center
P.O. Box 210017 • Tucson, AZ 85712-0017
ph. 520.621.1414 • fax 520.621-2545

Please print

Organization: _____

Name of Applicant: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Advisor: _____ Phone: _____ Fax: _____

Address: _____ Email: _____

Billing Address/Dept. Acct.#: _____

Title of Event: _____

Date of Event: _____ Number of Attendees: _____
(for multiple events, please complete the section below)

Time of Event (please include set-up time): _____ To: _____

Type of Event (i.e.: meeting, luncheon, etc): _____

Room Preference: 1st choice _____ 2nd choice _____

Set-up Requirements: _____

Multiple Events

RECURRING/MULTIPLE RESERVATIONS

Please specify the dates for each month of the semester you wish to reserve a room (ie, JAN: 7, 14, 21, 28)

☐ **SPRING**
year

JAN: _____
FEB: _____
MAR: _____
APR: _____
MAY: _____
JUN: _____

☐ **FALL**
year

JUL: _____
AUG: _____
SEP: _____
OCT: _____
NOV: _____
DEC: _____

Recognized student organizations are allowed two pre-set rooms per week at no charge, with a two hour limit per meeting. Any groups using rooms more than twice per week or with a special set-up will incur a room charge.

Reservations are not approved unless the Reservation Conditions (on the back of this form) have been read, understood and signed by the individual reserving the room (the lessee) and approved by a representative of the Arizona Student Unions Event Scheduling Office (lessor).

Signature

Date: _____

I have read and understand the "Reservation Conditions" on the back of this form

www.union.arizona.edu/rooms

Room Reservation Conditions

1. Reservation requests should be submitted at least 2 weeks in advance to allow adequate time to schedule the facility/room(s).
2. Food or beverages other than those provided by the Arizona Student Unions are not permitted.
3. Permission to serve alcoholic beverages requires permit approval ten (10) working days prior to the scheduled event. The permit approval form is available at the Event Planning office.
4. Arizona Student Unions staff (i.e. Operations Managers) have access to all facilities/rooms at any and all times.
5. All properties are to be accounted for and left in the condition they were received. Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Event Planning office.
6. The Arizona Student Unions are not responsible for personal items, either lost or left in the room(s). Items left in the Arizona Student Unions' facilities may incur an additional charge for labor or storage.
7. Lighting, wiring, scenery or furniture are not to be changed except by special permission from the Arizona Student Unions. If special permission is granted, such lighting, wiring, scenery, or furniture must be replaced as directed at the expense of the party requesting the change. Any materials affixed to painted walls and/or wood surfaces is prohibited. Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation.
8. Nothing may be hung, pasted, or affixed in any manner to the facility walls, doors, windows, or floors. Cork boards and easels will be provided at no charge for any signs or banners requested to be displayed. Candles, incense or other flammable items may not be burned in any of the Arizona Student Unions facilities.
9. The program for speakers, room set-ups, room decorations and equipment needs must be submitted for approval at the time the reservation is requested.
10. Any advertising for the promotion of the program, such as newspaper releases, posters, tickets, and handbills, must indicate the sponsoring agent. Any advertising or promotion of the event must also be discussed with the Event Planning office beforehand.
11. The Arizona Student Unions reserves the right to refund deposits paid in advance for the rental of any facilities or to cancel an event should the Arizona Student Unions decide the usage is not in the best interests of the Arizona Student Unions. The Unions may cancel the use of the facility on the date of the event or beforehand by notifying reserving group in the following manner: by telephone, messenger, letter addressed to requesting group, email or inserting one advertisement in a daily Tucson newspaper—at any time prior to any such performance or event.
12. If liability insurance is required, liability insurance shall be provided by the requesting organization and evidence of same (satisfactory to the Arizona Student Unions) filed with the Event planning office Student at the time of signing this agreement. The insurance shall be provided in the minimum limits of 1,000,000 combined single limit for Liability and Property Liability coverage
13. To the extent permitted by the law, the requesting group agrees to save and hold harmless the Arizona Student Unions from any damages which may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators, or agents of the requesting group. Please confer with an Event Coordinator for more information about insurance and to see if insurance is required for your specific event.
14. EXTRA SERVICE: Requesting organizations shall pay a sum to the Arizona Student Unions on demand for additional equipment, setup, labor, etc. incurred and requested (above the amount of facility rental) if required by the Arizona Student Unions.
15. All fees are due and payable within 30 days of the event unless otherwise arranged for with the Event Planning office. After 30 days, outstanding balances are past due and subject to interest charges.



www.union.arizona.edu/rooms

Vehicle Rental Rates

The rates below apply to the vehicles available through the University Garage

Rate are online at: www.fm.arizona.edu/motorpool/rates.htm

Internal Rates for Organizations using ASUA or department fund numbers

Motor Pool Rates	Daily Rate	Mileage Rate
Carry-all 2WD* (OC2)	\$62.61	\$0.24
Carry-all 4WD* (OC4)	\$61.32	\$0.21
Pickup 2WD (OPF)	\$30.90	\$0.25
Pickup 4WD (OP4)	\$38.22	\$0.19
Stakebed Truck* (OST)	\$33.65	\$0.52
Full-size Sedan (OSF)	\$55.94	\$0.16
Mid-size Sedan (OSM)	\$29.95	\$0.12
Cargo Van* (OVC)	\$30.05	\$0.24
Mini Van (OVM)	\$49.69	\$0.16
Passenger Van* (OVP)	\$40.52	\$0.23
Materials Rates	Rate	Basis
Fuel Cost Recovery	\$0.050	Per Gallon
Parts Cost Recovery	8.0%	Of Parts Cost (includes tax & freight)

External Rates (organizations using checks/cash)

Motor Pool Rates	Daily Rate	Mileage Rate
Carry-all 2WD* (OC2)	\$66.61	\$0.26
Carry-all 4WD* (OC4)	\$65.23	\$0.22
Pickup 2WD (OPF)	\$32.87	\$0.27
Pickup 4WD (OP4)	\$40.66	\$0.20
Stakebed Truck* (OST)	\$35.80	\$0.56
Full-size Sedan (OSF)	\$59.51	\$0.17
Mid-size Sedan (OSM)	\$31.87	\$0.13
Cargo Van* (OVC)	\$31.97	\$0.25
Mini Van (OVM)	\$52.87	\$0.17
Passenger Van* (OVP)	\$43.10	\$0.24

**indicates High Occupancy Vehicle*

VEHICLE REQUEST INFORMATION FORM

**** Once you have completed this form, please turn it in to Bonnie Arriaga SUMC Rppm 404 ****

Requestor's name (Must be President or Treasurer) _____

Requestor's Title _____

Requestor's Phone Number _____

Club/Organization _____

Type of Vehicle and How Many: _____

Destination (Please be specific) _____

Approximate Total Mileage _____

Date/ Time Returning _____

Number of Students _____

Number of Non Students* _____ * Attach a list of all non-student passengers

Purpose of Trip (if attending a conference, you must attach a copy of the conference flyer)

Account # or Direct Pay _____

Advisor's Name _____

Number of Drivers _____

Have all drivers complete HOV training? YES _____ / NO _____ (must be completed before reservations can be confirmed)

(Attach a copy of the driver's license(s) and HOV cards from all drivers)

***** For Office Use Only *****

Confirmation #

Date Received:

Revised: 2006

Notes

