



REGISTERED STUDENT ORGANIZATIONS COUNCIL

# STUDENT ORGANIZATIONS

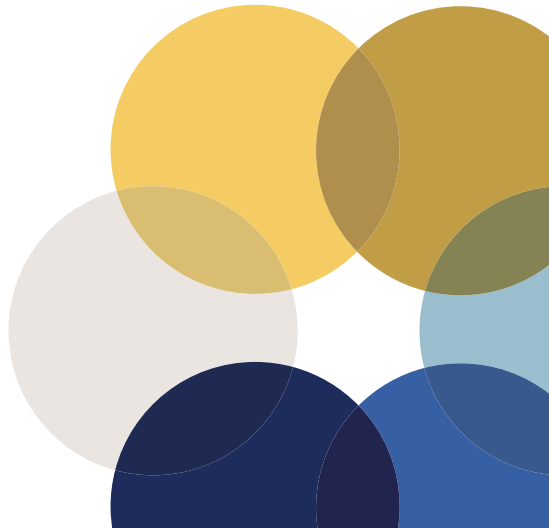
## HANDBOOK & MANUALS



REGISTERED STUDENT ORGANIZATIONS COUNCIL

# STUDENT HANDBOOK

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Dear Organization Leaders,

On behalf of the Registered Student Organizations Council (RSOC), we welcome you to the new academic year!

We are delighted to have you here and we congratulate you on achieving what may prove to be the most demanding and rewarding experience of your collegiate career: becoming a student leader in your organization.

You have been elected by members of your organization into positions that are critical to fulfilling its mission. You play an instrumental and active role within your organization. You represent the great honor and commitment required to steer the future of your organization. The executive board is responsible for every event and activity associated with the organization and it is the president that members will look up to in helping them carry out the organization's mission.

It is imperative that the executive board have open communication with the organization's members and other officers as well as RSOC and your advisors to ensure success. One way to guarantee that communication is successful is to become knowledgeable of RSOC policies and stay informed on where to go for answers. RSOC's manual provides you with information to help answer your questions. This manual will also serve as a guide, pointing you to the proper sources for help. On the following pages, you will find information regarding campus contacts, important forms, RSOC points and funding information and other information pertinent to our organizations.

As always, the Registered Student Organizations Council Executive Board, the Student Organization Resource Center (SORC) and the Department of Campus Life are here to assist you as your organization sets on its journey to success. We hope that you will find this manual beneficial in supporting your daily responsibilities as an organization leader. You are an integral part of the Registered Student Organizations Council and we are eager to assist your organization with achieving its goals.. Please do not hesitate to contact us if you have any questions or concerns.

We thank you for your dedication to your organization and we wish you the best in your endeavors to lead your organization to excellence.

Sincerely,

**RSOC EXECUTIVE BOARD AND ADVISORS**

- Priority Registration: **OPENS JULY 10 - 21**
- Fall Registration: **OPENS AUGUST 14 - 25**
- Student Training: **SEPTEMBER 12**
- Advisor Training: **SEPTEMBER 15**
- MMC Organization Fair: **SEPTEMBER 26**
- BBC Organization Fair: **SEPTEMBER 28**
- Fall Commencement Book Name Submission: **OCTOBER 13**
- 1st General Body Meeting: **OCTOBER 24 @ MMC**
- Mandatory Points Submission: **DECEMBER 15**
- New Organization Registration: **JANUARY 2 - 12**
- Spring New Organization Training: **JANUARY 19**
- Spring MMC Organization Fair: **JANUARY 23**
- Spring BBC Organization Fair: **JANUARY 25**
- 2nd General Body Meeting: **FEBRUARY 15 @ BBC**
- Spring Commencement Book Name Submission Deadline: **MARCH 4**
- Special Allocations Request Form Deadline: **MARCH 29**
- 3rd General Body Meeting: **APRIL 2 @ EC**
- Purchase Request Deadline: **APRIL 19** \*Advisor must change stage by this date



STUDENT ORG HANDBOOK

# POLICIES & RESOURCES





REGISTERED STUDENT ORGANIZATIONS COUNCIL

# POLICIES & RESOURCES

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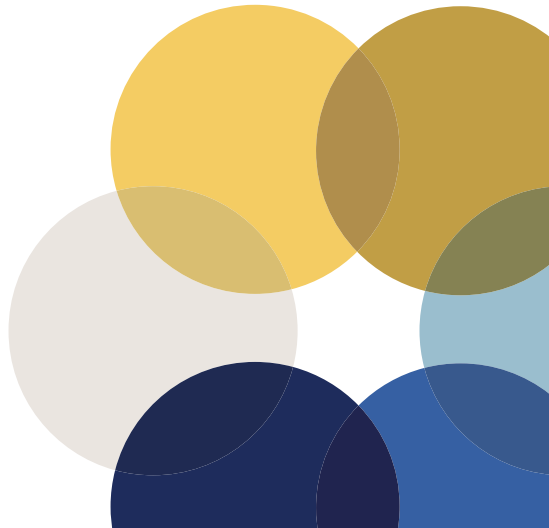
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## INFORMATION FOR REGISTERED STUDENT ORGANIZATIONS

The Registered Student Organizations Council Handbook is an important resource for Registered Student Organizations (RSOs) as they form, become established on campus, and make a meaningful impact on life at FIU. We hope that this will be a valuable tool throughout the life of your organization. While the Student Organization Handbook contains information on most aspects of organization operation, there are other campus resources that may provide more detail on specific issues:

### FIU DEPARTMENT OF CAMPUS LIFE POLICIES

Florida International University encourages its students to be active members in clubs and organizations as a way of complimenting the knowledge they gain in the classroom. Participation in clubs and organizations provides a variety of opportunities for students to network, develop leadership skills, and to pursue social, recreational, and career interests. The most up to date Campus Life Policies can be viewed online here. The Campus Life website includes information on:

- Role of the Department of Campus Life
- Student Organization Requirements, Rights & Responsibilities
- Official Recognition
- Funds and Expenditures

Key Principles for Recognized Student Organizations:

- Registration of student organizations by the University shall not imply support for any student organization's purpose, philosophy or activities
- The University will not assume legal liabilities for any student organization's activities per Florida Administrative Code
- A recognized student organization is defined as a group of currently enrolled FIU students who unite to promote a common interest
- Student organizations are student-initiated and student-run
- Recognized student organizations are not official entities of the University
- Students may not sign contracts on behalf of the University. All contracts for recognized student organizations must be created by the Department of Campus Life

Operational Expectations for Recognized Student Organizations:

- All activities and functions of the RSO must abide by all Campus Life policies, University policies, including, but not limited to those outlined in the Student Code of Conduct, as well as local state and federal laws.



- RSOs that are held accountable to an international/national organization policy must also abide by those inter/national policies that are consistent with University policies.
- All RSOs must have an FIU faculty or staff advisor who is considered a full time university employee in order to be considered for active registration.
- Florida International University monitors and controls all uses of its name and logos. For RSOs that want to use FIU in their name, the phrase must be stated to indicate location rather than ownership. For example, the correct form would be “Movie Club at Florida International University” NOT “FIU’s Movie Club.”
- RSOs cannot use the University’s tax identification number. They may apply for a tax identification number from the federal government themselves.
- RSO funds cannot be used for personal gain by any members or officers. Appreciation gifts can be purchased and cannot exceed \$35 each, but monetary bonuses/awards are prohibited.
- Only currently enrolled students can serve as officers or vote on organizational matters.
- RSOs must have a minimum of 10 members where at least 51% of the membership are actively enrolled and must be taking at least nine (9) credit hours if an undergrad, six (6) credit hours if a graduate student or three (3) credits if a doctorate student.

### **FIU STUDENT HANDBOOK:**

The student handbook outlines guidelines and expectations for all students, but also contains important information that outlines university policies that directly impact student organizations. The most current handbook can be viewed online [here](#) and contains information such as:

- Academic Calendar
- Housing and Residential Life
- Policies and Regulations
- Student Code of Conduct
- Alcoholic Beverage Policy
- Sexual Harassment Policy
- University Resources

## **PANTHER CONNECT:**

Panther Connect is FIU's online student involvement resource where students can connect the FIU students, Registered Student Organizations, agencies and bureaus, and University Offices and Departments. Once registered each organization is provided with their own online community (portal) to communicate with members and manage their events, calendars, files, dues, and much more.

## **RSOC PROVIDES PANTHERCONNECT TRAINING YEAR-ROUND FOR STUDENT ORGANIZATIONS WANTING TO LEARN HOW TO UTILIZE PANTHERCONNECT EFFECTIVELY IN THE STUDENT ORGANIZATIONS RESOURCE CENTER (SORC)**

The following forms are submitted through Panther Connect in the RSOC portal:

- Registration
- Point Forms
- Commencement Book Names
- Org Fair Registration
- Special Allocation Request

How to Join Panther Connect:

1. Go to [pantherconnect.fiu.edu](http://pantherconnect.fiu.edu)
2. Select Florida International University
3. Select Sign in with Campus ID
4. Continue to fill out additional fields and customize profile settings
5. Click the Save button (bottom left corner)
6. Congratulations, your personal account has been successfully created!

## **STUDENT ORGANIZATION RESOURCE CENTER (SORC):**

The SORC is a small yet very helpful resource to meet the needs of student organizations. The SORC is available to all registered student organizations under RSOC.

**\*\*FOR RSOC-SPECIFIC QUESTIONS, PLEASE CONTACT RSOC (NOT THE SORC)\*\***

Please feel free to visit the SORC, located in GC 2302 (next to Campus Life). The SORC's hours will be posted on the door of the SORC every week.

**PH: (305) 348-1069**

**SERVICES/SUPPLIES OF THE SORC OFFICE INCLUDE:**

- Panther Connect training: A 15-minute training that goes over the features on pantherconnect.fiu.edu and gives access to ALL RSOC forms
- Free printing (15-page allowance per day per organization)
- Button Makers
- Assortment of Colored paper
- Markers
- Paper cutter
- Laminator
- ...and much more!

## REGISTERED STUDENT ORGANIZATIONS COUNCIL OVERVIEW

The Registered Student Organizations Council (RSOC) is the council that oversees the registration, promotion, development, and distribution of funds for Student Organizations at Florida International University. RSOC embodies Academic, Arts, Business, Competition-based, Cultural, Engineering, Graduate Student Organizations, Health and Wellness, Honor Societies, Law, Medical, Philanthropic, Political, Project-based, Community Service, Social, Spiritual, and Faith-based student-led organizations.

The RSOC Executive Board officers will hold office hours in the RSOC Office MMC (GC 2302) and BBC (WUC 301) during the academic school year. The hours of operation for the RSOC Office are posted on the door of the SORC, @rsocfiu on Instagram story every Monday morning, in the Office Hours highlight, and on RSOC's Panther Connect portal. The RSOC office is closed during the summer months, as RSOC does not fully operate in the summer.

Please feel free to stop by our office during these hours, email **RSOCOUNCIL@FIU.EDU** or call **(305) 348-2138** for any assistance.

**\*\*RSOC WILL ONLY BE RESPONDING EMAILS AND CALLS DURING THEIR OFFICE HOURS**

### **OTHER INFORMATION:**

A letter and/or email from the advisor is needed when items are being purchased that are to be reusable on campus for club events. This is needed for items that are not consumable items and will be kept from semester to semester for future use. Any questions regarding which items need a property tagged should be directed to the A&S Business Office.

## **CREATIVE + MEDIA:**

FIU Creative + Media must approve all forms of on-campus advertising.

- RSOs may advertise approved on-campus events, meetings, or other University-related activities on campus bulletin boards.
- All posted flyers must be approved by the FIU Creative+Media

To obtain approval of flyers or posters, bring an original copy of the advertisement to Campus Life for a date-stamp. You may then make copies and post them in the appropriately designated places (see below).

Posting on exterior building walls, exterior columns, stairwells, elevators is not allowed. The university reserves the right to move any flyer/advertisement if university posting policy is not followed. Please review the University's Procedure Statement for more information.

Creative + Media comprises two areas: graphics, and marketing. They work in conjunction with various Campus Life agencies, bureaus and organizations in order to successfully publicize and advertise activities and events. They have several contacts and professional relationships with merchandise and media vendors and are able to get discounts and lower prices.

Services offered include:

- Graphic layout and design (ex: flyers, tablecloths, T-shirts, banners, promotional items)
- Publications no longer places promotional material orders.

**AS A REGISTERED STUDENT ORGANIZATION UNDER RSOC, CREATIVE + MEDIA'S DESIGNING SERVICES ARE RENDERED FREE. STUDENT ORGANIZATIONS WILL BE RESPONSIBLE FOR PAYMENT OF ANY ITEMS PURCHASED THROUGH CL PUBLICATIONS EITHER THROUGH RSOC FUNDS OR SEPARATE ORGANIZATION FUNDS.**

**IF THE ORGANIZATION WISHES TO USE FIU CREATIVE + MEDIA FOR DESIGNING AND/OR ORDERING MARKETING ITEMS, PLEASE COMPLETE THE ORDER FORM FOUND IN PUBLICATIONS.FIU.EDU**

It is important to note though that student organizations are not required to place orders through FIU Creative + Media. You may seek other vendors, however, be aware of all advertising materials, giveaways, etc. (inclusive of shirts, bags, flyers) that are funded through RSOC must have the design approved by Creative +

Media. Furthermore, please keep in mind the following:

- Organizations must submit a **PURCHASE REQUEST** and receive approval **PRIOR** to any items being ordered with RSOC club funds.
- Flyers must state “Funded by RSOC” & “Open to all FIU Students”.
- T-Shirts must say Sponsored by RSOC or Florida International University.
- The Panther or the FIU official logo can no longer be used for flyers and shirts.

### **\*\*EXTERNAL RELATIONS WILL BE PROVIDING ALTERNATIVE FIU FONTS FOR STUDENT ORGANIZATIONS THROUGH FIU CREATIVE + MEDIA\*\***

To submit a Purchase request for marketing designs, you need to submit the quote given by the Creative + Media team or screenshot of Publications website and attach it to the form on Panther Connect.

### **STUDENT ORGANIZATION LOGOS**

RSO Executive Board Members may request an official student organization logo from the FIU Creative+Media Office, create their own logo, or continue use of existing logos to identify their organization. Logos for RSOs must meet the following standards:

- a. Cannot include or incorporate trademarks licensed by Florida International University
- b. Can include symbols that represent their parent organization, as long as they meet the parent organization’s standards

### **UNIVERSITY LOGO, TRADEMARK, AND LICENSING**

Florida International University monitors and controls all uses of its name and logos. For RSOs that want to use FIU in their name, the phrase must be stated to indicate location rather than ownership. For example, the correct form would be “Movie Club at Florida International University” NOT “FIU’s Movie Club.

### **FIU EMAIL**

All registered organizations under the Registered Student Organizations Councils are able to request a free [fdu.edu](mailto:fdu.edu) email account. Please have your Organization’s President send an email to Kaila Jospitre ([kjospitr@fiu.edu](mailto:kjospitr@fiu.edu)) with your organizations full name, the desired email address you would like to create, and a list of names and Panther IDs for members, including the faculty advisor, that need access in the body of the email.

We strongly encourage organizations to go through the process of establishing their own email accounts, as it becomes a great asset and solidifies your organization as a RSOC recognized organization.

## CONTACT INFORMATION

**Office:** Graham Center, GC 2240 Office Phone: 305-348-2138

**Fax:** 305-348-3823

**Website:** [campuslife.fiu.edu](http://campuslife.fiu.edu)

Resource	Location	Phone Number	Email	Website
<b>Student Government</b>	GC 230 WUC 353	305-348-2121 305-919-5680	<a href="mailto:sgammc@fiu.edu">sgammc@fiu.edu</a> <a href="mailto:sgabbc@fiu.edu">sgabbc@fiu.edu</a>	<a href="http://Sga.fiu.edu">Sga.fiu.edu</a>
<b>Activities &amp; Business Services Office</b>	GC 2200	305-348-3077	<a href="mailto:asbo@fiu.edu">asbo@fiu.edu</a>	<a href="http://Asbo.fiu.edu">Asbo.fiu.edu</a>
<b>PantherNOW</b>	GC 210 WUC 124	305-348-2709 305-919-47225	<a href="mailto:beacon@fiu.edu">beacon@fiu.edu</a>	<a href="http://www.fiusm.com">www.fiusm.com</a>
<b>Center for Leadership &amp; Service</b>	GC 242 WUC 141	305-348-6995 305-919-5771	<a href="mailto:cls@fiu.edu">cls@fiu.edu</a>	<a href="http://Leadserve.fiu.edu">Leadserve.fiu.edu</a>
<b>Graham Center (GC) Event Planning Office</b>	GC 1215	305-348-2297	<a href="mailto:gcevents@fiu.edu">gcevents@fiu.edu</a>	<a href="http://Guc.fiu.edu">Guc.fiu.edu</a>
<b>Black Student Union</b>	GC 2303	305-348-3475	<a href="mailto:bsu@fiu.edu">bsu@fiu.edu</a>	<a href="http://Bsu.fiu.edu">Bsu.fiu.edu</a>
<b>Student Programming Council</b>	GC 2304	305-348-3068	<a href="mailto:spc@fiu.edu">spc@fiu.edu</a>	<a href="http://Spc.fiu.edu">Spc.fiu.edu</a>
<b>Homecoming Council</b>	GC 2214	305-348-0917	<a href="mailto:hc@fiu.edu">hc@fiu.edu</a>	<a href="http://Hc.fiu.edu">Hc.fiu.edu</a>
<b>Alumni Association</b>	MARC 210	1-800-ALUM	<a href="mailto:alumni@fiu.edu">alumni@fiu.edu</a>	<a href="http://Alumni.fiu.edu">Alumni.fiu.edu</a>
<b>Center for Academic Success</b>	GL 120 AC1 - 160	305-348-2241 305-919-5927	N/A	<a href="http://Cfas.fiu.edu">Cfas.fiu.edu</a>
<b>Student Health Services</b>	SHC	305-348-8385 305-919-5620	N/A	<a href="http://Healthservices.fiu.edu">Healthservices.fiu.edu</a>
<b>Victim Empowerment Program</b>	SHC 270 WUC 320	305-348-2287 305-919-5305	<a href="mailto:advocacy@fiu.edu">advocacy@fiu.edu</a>	<a href="http://Vep.fiu.edu">Vep.fiu.edu</a>
<b>Counseling &amp; Psychological Services</b>	SHC 270 WUC 320	305-348-2277 305-919-5305	N/A	<a href="http://Caps.fiu.edu">Caps.fiu.edu</a>
<b>Women's Center</b>	GC 216 WUC 353	305-348-2436	<a href="mailto:women@fiu.edu">women@fiu.edu</a>	<a href="http://Women.fiu.edu">Women.fiu.edu</a>
<b>Student Conduct and Academic Integrity</b>	GC 311	305-348-3939	<a href="mailto:conduct@fiu.edu">conduct@fiu.edu</a>	<a href="http://Conduct.fiu.edu">Conduct.fiu.edu</a>
<b>Wellness &amp; Recreation Center</b>	WRC 101 WUC 160	305-348-2575 305-919-5678	<a href="mailto:wrc@fiu.edu">wrc@fiu.edu</a>	<a href="http://Recreation.fiu.edu">Recreation.fiu.edu</a>
<b>Disability Resource Center</b>	GC 190 WUC 131	305-348-3532 305-919-5211	<a href="mailto:drc@fiu.edu">drc@fiu.edu</a> <a href="mailto:Drcbbc@fiu.edu">Drcbbc@fiu.edu</a>	<a href="http://Drc.fiu.edu">Drc.fiu.edu</a>
<b>University Police</b>	PG 5 S011	305-348-2626	N/A	<a href="http://Police.fiu.edu">Police.fiu.edu</a>
<b>Environmental Health &amp; Safety</b>	CSC, Suite 146	305-348-2621	<a href="mailto:ehs@fiu.edu">ehs@fiu.edu</a>	<a href="http://Ehs.fiu.edu">Ehs.fiu.edu</a>
<b>Campus Life</b>	GC 2302 WUC 141	305-348-2138 305-919-5804	<a href="mailto:campuslife@fiu.edu">campuslife@fiu.edu</a>	<a href="http://Campuslife.fiu.edu">Campuslife.fiu.edu</a>
<b>Wolfe University Center</b>	WUC 325	305-919-5800	<a href="mailto:wuc@fiu.edu">wuc@fiu.edu</a>	<a href="http://Wuc.fiu.edu">Wuc.fiu.edu</a>
<b>WUC Special Events</b>	WUC 220	305-919-4719	N/A	<a href="http://Wuc.fiu.edu">Wuc.fiu.edu</a>
<b>Creative + Media</b>	GC 2243	305-348-6949	N/A	<a href="http://Publications.fiu.edu">Publications.fiu.edu</a>

STUDENT ORG HANDBOOK

# REGISTRATION MANUAL







REGISTERED STUDENT ORGANIZATIONS COUNCIL

# REGISTRATION MANUAL

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Hello fellow Panthers! This manual was created to provide you with all the information you need to re-register your student organization or to register a new student organization under the Registered Student Organizations Council (RSOC). As a Registered Student Organization (RSO) under RSOC, you will have the following benefits:

- Ability to reserve rooms on campus for the academic year (Fall and Spring/Summer)
- Access to an Organization Panther Connect Portal
- Access to resources available in the Student Organization Resource Center (SORC) located at MMC
- Access to university funding and extra funding through the RSOC Point System
- Access to promotional events for your organization each semester, including RSOC's Club Fair

## TYPES OF STUDENT ORGANIZATIONS

The Registered Student Organizations Council (RSOC) recognizes two types of student organizations. Each category has different components to complete, and failure to complete any/all the components will result in the inability to be recognized as a student organization with RSOC.

- **RETURNING STUDENT ORGANIZATIONS (RSO):** Organizations that were fully registered the previous academic year and renew their registration for the next academic year.
- **NEW STUDENT ORGANIZATIONS:** Organizations seeking recognition and registering with RSOC for the first time or have not been recognized for one (1) academic year
- **FROZEN STUDENT ORGANIZATIONS:** Organizations that are temporarily frozen due to the Registration process or Change of Information process. These organizations are unable to hold any events or submit any purchase requests in the meantime.
- **INACTIVE STUDENT ORGANIZATIONS:** Organizations that have not registered or been recognized by the Registered Student Organizations Council (RSOC) for at least two (2) consecutive academic years. In order to be recognized, these organizations must complete the registration process for New Student Organizations.
- **UNREGISTERED STUDENT GROUPS:** Unregistered student groups are groups that have not participated in the RSOC registration process. FIU acknowledges but does not support or endorse, unregistered student groups. FIU recognizes the right of students to associate to express commonly shared viewpoints. Some student groups may desire this level of classification because of the minimal number of requirements. Unregistered student

groups must still abide by the Student Code of Conduct and applicable laws.

**\*\*ANY ORGANIZATION CAN HAVE ITS STATUS REVOKED DUE TO CONDUCT ISSUES OR FAILURE TO COMPLY WITH POLICIES.\*\***

## WHICH SEMESTER DOES THE REGISTRATION HAPPEN?

Students have an opportunity to register during the summer and fall semesters. Student organizations that register in summer are following the **Priority Registration** process and will receive one Special Allocation point (please refer to Finance Manual to know more about Special Allocations). After completing the registration process, organizations can host events, complete purchase requests on PantherConnect, and request spaces on campus.

## RSOC REGISTRATION PROCESS FOR NEW STUDENT ORGANIZATIONS

In order to be recognized by the Registered Student Organizations Council (RSOC), New Student Organizations must complete the following steps:

### STEP 1:

Secure the following items before starting your registration in Panther Connect:

- Secure an advisor. The advisor must be a full-time faculty or staff member and must provide their Panther ID and FIU Email Address.
  - Have the advisor complete an Advisor Storage Letter (sample letter available under Documents in RSOC's Panther Connect)  
**NOTE: ADJUNCT FACULTY, GRADUATE ASSISTANTS, AND/OR PART-TIME EMPLOYEES ARE NOT ELIGIBLE TO SERVE AS AN ORGANIZATION'S ADVISOR**
- **USE THE CONSTITUTION TEMPLATE PROVIDED UNDER DOCUMENTS ON RSOC'S PANTHER CONNECT PORTAL TO DRAFT YOUR CONSTITUTION**
- **IDENTIFY A PRESIDENT, VICE PRESIDENT, AND TREASURER.**
  - All officers must take at least nine (9) credit hours if an undergrad, six (6) credit hours if a graduate student or three (3) credits if a doctorate student.
  - All officers must have a minimum 2.5 overall GPA, and be in good standing with the university.
  - Panther ID and FIU E-mail address must be provided for all positions.  
**NOTE: THE PRESIDENT, VICE PRESIDENT, AND TREASURER CANNOT BE THE SAME PERSON**
- **SECURE AT LEAST TEN (10) STUDENTS (CAN INCLUDE ORGANIZATION'S OFFICERS) WHO ARE CURRENTLY ENROLLED AND IN GOOD STANDING WITH THE UNIVERSITY.**
  - Any members not serving as officers must provide FIU Email.

**STEP 1 (CONTINUED)**

- **IF YOU ARE AFFILIATED WITH A NATIONAL ORGANIZATION, SECURE A LETTER OR DOCUMENTATION FROM YOUR NATIONAL ORGANIZATION STATING THAT YOUR ORGANIZATION HAS COMPLETED THE CHARTERING/ RECOGNITION PROCESS.**
  - A sample letter can be found under Documents on RSOC's Panther Connect Portal
- **A TENTATIVE LOGO FOR REVIEW AND APPROVAL BY THE STUDENT LIFE AND DEVELOPMENT CREATIVE+MEDIA TEAM (GUIDELINES AVAILABLE IN DOCUMENTS ON THE RSOC PAGE IN PANTHER CONNECT). IF YOU DO NOT HAVE A LOGO, YOU CAN REQUEST ONE FROM CREATIVE+MEDIA ONCE REGISTRATION IS FULLY APPROVED.**

**STEP 2:**

Once you have secured the items listed above:

- **SUBMIT THE NEW STUDENT ORGANIZATION REGISTRATION IN PANTHER CONNECT BY THE REGISTRATION DEADLINE.**
- **THE ADVISOR AND ALL REQUIRED OFFICERS MUST COMPLETE TRAINING FOR THE REGISTRATION TO BE FULLY APPROVED.**

## IS MY ORGANIZATION ELIGIBLE TO APPLY AS A RETURNING ORGANIZATION?

In order for an organization to qualify as a Returning Organization, it must meet the following requirements:

- RSO's must have been active within the last year.
- RSOs must have attended all RSOC General Body Meetings per semester.
  - All organizations' RSO Representatives must be present at all RSOC General Body Meetings
    - Organizations' RSO Representatives can only represent two (2) organizations per meeting
  - For funded organizations, there will be financial consequences for missing our RSOC General Body Meetings. Check the Finance Manual for more information.
  - Failure to attend all RSOC General Body meetings will result in the following consequences for both funded and non-funded organizations:
    - 1 unexcused absence
      - Written Warning
    - 2 unexcused absences
      - Removal of active status for the remainder of the academic year
- RSOs must hold elections/proceed through the executive board member process as outlined in the organization's constitution each year.
  - The organization's president must be elected by the organization's general body as required by RSOC
  - RSOs must submit descriptive and detailed minutes that accurately depict the Election meeting's content and activities enough so that an outside source can easily understand what occurred during the meeting during the annual registration process.

**\*\* RSOs WHO DO NOT ADHERE TO THIS POLICY WILL NOT BE ELIGIBLE FOR RSOC RECOGNITION \*\***

# RSOC REGISTRATION PROCESS FOR RETURNING STUDENT ORGANIZATIONS

In order to be recognized by the Registered Student Organizations Council (RSOC), Returning Student Organizations must complete the following:

## STEP 1:

- **RSOS MUST HAVE THEIR PANTHER CONNECT PAGE PROFILE UP TO DATE WITH AN UPDATED E-BOARD, ADVISOR CONTACT INFORMATION, AND ROSTER**
- **RSOS MUST HAVE AT MINIMUM THE FOLLOWING POSITIONS: PRESIDENT, VICE PRESIDENT, AND TREASURER**
  - All officers must take at least nine (9) credit hours if an undergrad, six (6) credit hours if a graduate student or three (3) credits if a doctorate student.
  - All officers must have a minimum 2.5 overall GPA, and be in good standing with the university.
  - Panther ID and FIU E-mail address must be provided for all positions.
  - Note: the president, vice president, and treasurer cannot be the same person
- **RSOS MUST HAVE AN ADVISOR WHO IS A FULL-TIME FACULTY OR STAFF MEMBER**
  - Have the advisor complete an updated Advisor Storage Letter (sample letter available under RSOC's Documents in Panther Connect)  
**NOTE: ADJUNCT FACULTY, GRADUATE ASSISTANTS, AND PART-TIME EMPLOYEES ARE NOT ELIGIBLE TO SERVE AS ORGANIZATION ADVISORS.**
- **IF APPLICABLE, RSOS MUST HAVE A LETTER FROM THE NATIONAL ORGANIZATION OF GOOD STANDING AND ACTIVE STATUS FOR THE CURRENT ACADEMIC YEAR.**
  - A sample letter can be found under Documents on RSOC's Panther Connect Portal
- **RSOS MUST HAVE A FUNCTIONAL ORGANIZATION CONSTITUTION AND/OR BYLAW.**
  - A constitution template is provided under Documents on the RSOC's Panther Connect page for reference.
- **RSOS MUST HAVE ELECTION RESULTS INCLUDING MEETING MINUTES AND/OR ANY ELECTRONIC VOTING RECORD. [WE ENCOURAGE THE USE OF PANTHER CONNECT ELECTIONS].**

## STEP 2:

Once you have secured the items listed above:

- **SUBMIT RETURNING ORGANIZATION REGISTRATION ON PANTHER CONNECT BY THE POSTED DEADLINE FOR THE FALL TO BE ELIGIBLE FOR RECOGNITION AND FUNDING BY RSOC.**

- All registrations need to be submitted online through Panther Connect.
- **THE ADVISOR AND ALL REQUIRED OFFICERS MUST COMPLETE TRAINING FOR THE REGISTRATION TO BE FULLY APPROVED.**

## **REGULATIONS ON ANY CHANGE IN STUDENT ORGANIZATION STATUS:**

RSOC must be notified within ten (10) business days of changes in the organization's name, constitution, officers, advisors, or affiliation with a national organization.

- For any changes in the organization, RSOC must be made aware of before making any changes via email or during office hours.

**ANY ORGANIZATION THAT DOES NOT MEET ANY OF THESE REQUIREMENTS AT THE TIME OF REGISTRATION WILL BE DENIED RECOGNITION BY RSOC. IF AT ANY POINT DURING THE ACADEMIC YEAR, THE ORGANIZATION FAILS TO MEET THE REQUIREMENTS, THE ORGANIZATION WILL BE FROZEN ON PANTHER CONNECT BY RSOC.**



STUDENT ORG HANDBOOK

# EVENT REGISTRATION & ROOM RESERVATION *MANUAL*





REGISTERED STUDENT ORGANIZATIONS COUNCIL

# EVENT REGISTRATION & ROOM RESERVATION MANUAL

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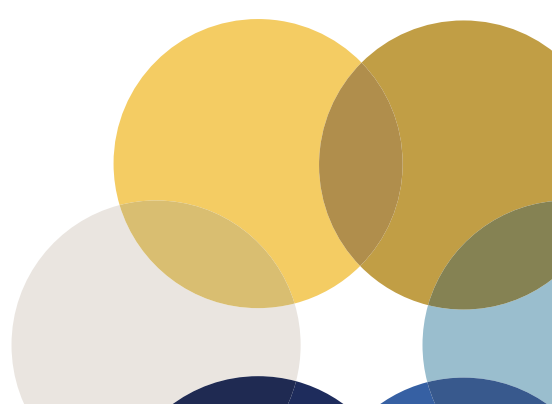
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Welcome to the Events Submission and Room Reservation Manual! In this section, you will learn how to register and host events, including how to submit an event request and reserve a room for your event.

### **DO YOU KNOW WHY HOSTING EVENTS AS A STUDENT ORGANIZATION IS IMPORTANT?**

Events are important because they provide the platform for students to learn, have fun, socialize, express themselves, and network with others. Events help to make the experience on-campus one remember a memorable one even after you have graduated. Here are some other reasons why events are important:

- Acquire new skills
- Leadership development
- Time management skills
- Build self-confidence
- Provides a well-rounded college experience

### **BELOW IS A LIST OF ACTIVITIES THAT ARE CONSIDERED AN EVENT:**

1. Events held outdoors
2. Events with alcohol (refer to the Finance Manual for purchasing guidelines)
3. Events in which food is served to the general public
4. Events in which large crowds are anticipated (Over 100 people)
5. Events that involve physical activity or in which a waiver is needed for events involving amplified sound (like DJs or bands)
6. Events that involve performers, speakers, or other acts
7. Events that involve one or more contracts or rentals
8. Fundraisers or events where money exchanges hands
9. Events that involve minors on campus
10. Events in which controversial and/or emotionally charged content may be involved
11. Events in which national, state or local appointed or elected officials or candidates will be present (not SGA or RSO officers)
12. Events in which media will be on campus
13. Events in which a motion picture is being shown
14. Events in which an Initiation ceremony is taking place
15. Events where a service provider is being utilized (Chartwells, AET, Physical Plant, UPD, off-campus caterer, etc.)
16. Table reservations with the following:
  - a. Fundraisers or events where money exchanges hands
  - b. Tabling that is part of a larger event (unless hosted by another organization, council, or department)
  - c. Any singing gram, flower distribution, art displays, animal display, or other types of activity

## CONTRACTS AND AGREEMENTS

Depending on the type of event you are planning, you may want to invite DJs/performers, or utilize sound companies, rental companies, and/or other services. It is important to understand that students CANNOT sign contracts or official university agreements. For information regarding legal documents, performance agreements, etc. please contact the Department of Campus Life.

### MMC CAMPUS LIFE

Room: GC 2240  
 Phone: (305) 348 - 2138  
 Email: camplife@fiu.edu

### BBC CAMPUS LIFE

Room: WUC 141  
 Phone: (305) 919 - 5804  
 Email: camplife@fiu.edu

## FUNDRAISING

**RSOCs funds cannot be used to purchase items for fundraisers. For more information regarding the use of funding, see the Finance Manual.**

**\*\*HOMEMADE FOOD ITEMS MAY NOT BE SOLD AS A FUNDRAISER\*\***

## AUCTIONS

The Campus Life Department is responsible for providing programs, services, and activities in an environment that contributes to students becoming socially responsible global citizens. Its goal is to provide quality campus life experiences that enhance the learning and development of all students. In reflecting on this goal, we have determined that date and service auctions are inappropriate activities for student organizations at FIU. Registered student organizations in the FIU community are not permitted to host fundraising or social events that include the auctioning or selling of:

- Unspecified labor-for either a specific period of time or an open-ended period of time
- Services that require a license (haircuts, manicures, massages, etc.)
- Other human beings (i.e. date auctions), or those that include any form of gambling.

**RACIAL AWARENESS:** Date auctions are historically reminiscent of slave auctions. Slave auctions are realistic events in this country's history and, while this may not be the intent of date auctions today, they still present human beings as property to be purchased. Regardless of the form of payment for a person or his/her services, an auction (often involving a bidding process) is a way to devalue and objectify the person being auctioned. Any activity promoting the purchase of a human being for services fails to promote the diverse, open, and accepting environment for which FIU stands.

**GENDER AWARENESS**

Being inclusive and respecting the rights of others are some of our campus community's core values. One of the underlying issues that oftentimes exist in date auctions is the idea of personal entitlement to another human being. This sense of entitlement is promoted by the purchase of another person's time and services. People of all genders may become the victims of date rapes, sexual assaults, and/or other inappropriate acts resulting from this assumption. Date auctions can create an unsafe environment within the FIU community by disadvantaging participants.

**PERSONAL SAFETY**

Date auctions involve one person spending time with another person with which they may not be familiar. This has the potential of resulting in hidden attractions or desires that may be inappropriate or pose harm to the person being auctioned. While these examples may be extreme cases, the possibilities are very real. Student organization leaders must consider these possibilities as well as other potential liability implications of date auctions.

**ALTERNATIVE ACTIVITIES**

Date auctions are typically used as fundraising activities to support charitable organizations. The Division of Student Affairs recognizes these efforts as positive intentions that engage students in civic responsibility. However, student organizations are encouraged to choose among the many other creative and imaginative fundraising activities and programs that promote an inclusive and safe environment. These include book fairs, silent auctions (donated items), car wash, requesting donations, ad sales for program or ad booklets, or ticket sales for an event, etc.

**COPYRIGHT LAW**

All colleges, universities, public schools, public libraries, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc. must properly license movies to show them publicly. This means that if a student organization shows a movie at their on-campus event without a license, FIU would be held responsible for it along with the organization's leaders, members, and potentially their advisor.

**MOVIES FOR EDUCATIONAL PURPOSES**

The Copyright Act (face to face teaching exemption) allows for the performance or display of video or film in a classroom where instruction takes place in the classroom with enrolled students physically present and the film is related to the curricular goals of the course

This section of the event manual will provide you with all the information you need about facilities and space reservations.

## **EVENT REGISTRATION POLICY**

Once an organization has re-registered with RSOC for the current academic year, they have the option to begin reserving space.

**ALL ON-CAMPUS EVENTS' SPACES MUST BE RESERVED THROUGH THE CENTRAL RESERVATION OFFICE WEBSITE, RESERVESPACE.FIU.EDU, AND THEN COORDINATED WITH YOUR ASSIGNED EVENT COORDINATOR. THERE ARE ONLY A FEW VENUES WHERE THIS IS NOT THE CASE.**

Reservation requests will only be accepted from up to three (3) E-board members per organization. Contact information (i.e. name, PID, event title, email, and phone number) must be provided in Panther Connect. The organization is responsible for updating the "EMS Space Scheduler" position in order to be granted access to request space with any of the units in the Central Reservations Office.

Note: RSO advisors should not be coded as EMS space schedulers.

## **FACILITIES MANAGEMENT**

If you expect to have more than 500 individuals attend your event, a minimum of four (4) weeks advance notice will be mandatory, due to a large number of University Events that the Facilities Management Department is being asked to provide support to, and in order to be able to respond in a professional manner to these requests. For smaller events a minimum of two (2) weeks advance notice is required.

For an updated list of the spaces managed through the Central Reservation Office please visit, [reservespace.fiu.edu](http://reservespace.fiu.edu). For all other spaces, our Department will make the necessary arrangements to service the different requests. Facilities will not be able to respond to requests for assistance where appropriate advance notice has not been provided.

**ENVIRONMENTAL HEALTH & SAFETY REQUIREMENTS**

When planning an event there are always risks involved. Make sure that your organization is prepared for hidden troubles. Ensure that you have considered the following items regarding safety at your event:

- Have you identified and evaluated the hazards and loss histories associated with the project/activity?
- Have you developed written procedures that serve to eliminate, mitigate, or control the hazards you identified?
- Have you been appropriately trained to safely manage the project or activity?
- Have you assured that all employees, graduate assistants, students, and others involved or impacted by this project or activity are provided initial and periodic notification and training?
- Have you determined the need to secure specific insurances, waivers, or releases for your project or activity?
- Have you determined the need to secure permits or licenses for planned activities related to your project?
- Have you prepared an Emergency Action Plan?

If your event is being held in one of the units managed through the Central Reservation Office (e.g. Graham Center, Wolfe University Center, etc.), notify your Event Coordinator when there are risks involved so they may assist you in their Risk Review process.

**EQUIPMENT**

For some events, you may need tables, chairs, stages, etc. Here you will find all the information you need for equipment.

The Graham Center - Event Planning Office and the Wolfe University Center - Event Planning Office can help with equipment for reservations/events hosted within their respective units.

**GC EVENT PLANNING OFFICE**

Phone: (305) 348-2297  
Email: [gcevents@fiu.edu](mailto:gcevents@fiu.edu)  
Room: GC 1210

**WUC SPECIAL EVENTS**

Phone: (305) 919-4719  
Email: [wucevents@fiu.edu](mailto:wucevents@fiu.edu)  
Room: WUC 141

If your event is being held in one of the units managed through the Central Reservation Office (e.g. Graham Center, Wolfe University Center, MARC, College Of Business, etc.), notify your Event Coordinator so they may assist you with submitting a Facilities event request. Contact the Facilities Management for equipment outside of the Central Reservation Office purview.



## **MEDIA EQUIPMENT SERVICES (AV/PHOTO, ETC.)**

If your event is being held in one of the units managed through the Central Reservation Office (e.g. Graham Center, Wolfe University Center, MARC, College Of Business, etc.), notify your Event Coordinator so they may assist you with your event request. For Media Equipment Services outside of the Central Reservation Office purview, contact IT Media Technology Support's Media Equipment Services at (305) 348 - 2815.

## **OTHER EVENT VENUES TO CONSIDER (EACH MANAGED INDEPENDENTLY)**

- Panther Club and Stadium Club Suites (Contact: SGA)
- Field House (Contact: SGA)
- WPAC
- Engineering Center
- MARC Pavilion
- Frost Art Museum
- COB Special Events Room

All individual student organizations recognized and registered in Panther Connect with an “active” status are entitled to ten (10) room rentals utilizing the rental subsidy per campus. No student organization may utilize rental subsidy for individual chapter events and/or for events in which a fee is required to participate or attend. This does not include philanthropic events in which a suggested donation is advertised for entry, but not required. Student events need to be open to all students and must be comprised of mostly FIU students in order for SGA Room Rental Agreement to cover.

The room rental subsidy will cover the room and fees associated with a basic room rental package for indoor spaces which includes a projector, laptop, adapters, power strips/extension cords (up to 10), podium with microphone, preprogrammed lighting, and navy pipe and drape behind the stage in the GC Middle Ballroom or WUC Grand Ballroom. This agreement does not cover costs associated with powering tables during fairs. If streaming services are necessary, the room rental subsidy will cover the \$200 flat fee for one-way streaming service in rooms with built-in audio/visual equipment, including cameras. Zoom webinar services are \$100/hr; Zoom Meeting services are free of charge; personnel fees for both services are dependent on scope and venue as determined by the Event Coordinator and the Audio Visual (AV) Administrators. This agreement will not cover personnel fees, rates beyond a two- hour timeframe nor AV rates for rooms that do not have built-in audio/visual equipment or cameras. This agreement will not cover Media Technology Services (MTS) fees for AV services outside of what GC and WUC can offer.

The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by GC which include the GC Lawns, Betty Chapman Plaza, and Library Breezeway. Tables and chairs for outdoor spaces managed by GC will be provided by GC staff unless the quantity needed is beyond GC inventory. The room rental subsidy will also cover the rental fee for WUC outdoor spaces which include the Panther Plaza and WUC Loggia. Tables and chairs for outdoor spaces managed by WUC will be provided by WUC staff unless the quantity needed is beyond WUC inventory. Facilities Management will provide tables and chairs beyond GC and WUC inventory. The room rental subsidy will cover the rental fee for tables and chairs in outdoor spaces managed by Central Reservation Office (CRO) which include MARC and Frost Lawn, PC Steps, PC Fountain, SASC Plaza, SASC Terrace, SASC Courtyard, and DM Amphitheatre. Tables and chairs for outdoor spaces managed by CRO will be provided by University-Wide service provider.

Note: The Graham Center staff will determine the use of GC 140 and GC 150 based on the size of the organization, availability of the room, and purpose of reservation. Reservations made in GC 140 and GC 150 will not count against the allocated number of events for each organization.

- **CANCELLATIONS AND NO-SHOWS:** Cancellation fees, no-show fees, excessive clean-up fees, Facilities Management fees associated with plants, garbage cans, grounds workers, etc. or any associated fees for damages assessed based on terms and conditions may apply and will not be covered by this agreement. These charges will need to be covered by the organization, agency, bureau, council, club, or department funds accordingly. The customer under the reservation will be notified if fees are assessed within five (5) business days.
- **EVENTS FOR WHICH A PURCHASE REQUEST WILL BE USED** to pay for services, the reservation request form must be submitted (30) days prior to the event date; otherwise, the Purchase Request will not be approved for the services requested.
- **REQUESTS FOR ACADEMIC SPACE** may begin the Monday after the first week of the semester. Please allow additional processing time during this week. Throughout the semester, rooms in academic buildings may be requested through the “academic space request form” located on the GC website, [grahamcenter.fiu.edu](http://grahamcenter.fiu.edu), at least (10) days prior to your event. The Office of Class Management will not accept student requests directly.
- **SPECIAL EVENTS** (e.g. visiting dignitaries, controversial forums or movies, VIP lectures, etc.) requiring FIU PD, coordination with the Department of Parking & Transportation or other university departments must be approved in GC 1210 at least (2) weeks prior to the event.
- **TO PROMOTE YOUR EVENT IN THE GRAHAM CENTER**, forward your requests to [gc@fiu.edu](mailto:gc@fiu.edu) or contact the GC IT Department at 305-348-0024 for additional information. Place requests to promote at least two weeks prior to your event date. Become knowledgeable on other requirements, formats, and policies for submitting content.

## CREATING AN EVENT REQUEST IN PANTHER CONNECT

In order for your organization to host an event on campus, you must submit an event request through Panther Connect and have it approved by RSOC.

### BEFORE SUBMITTING AN EVENT FORM PLEASE NOTE THE FOLLOWING:

- If you are having an event which does not involve a purchase request, the event request must be submitted at least 10 business days prior.
- If the event does involve a purchase request, the event request must be submitted at least 30 business days prior.
- Ensure that you have a flyer to submit alongside your event request; per RSO policy, the flyer and event request must include the language “Open to All Students. In addition, the flyer should include the text “Funded by RSO” if the organization receives funding from RSOC
- The flyer must meet the appropriate dimensions of 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.

**NOTE: ANY EVENT THAT IS MORE THAN A STANDARD GENERAL BODY MEETING, E-BOARD MEETING, OR REGULAR TABLING EVENTS (E.G. MEETINGS THAT INCLUDE A GUEST SPEAKER, MEMBERSHIP DRIVE, ETC...) MUST ALSO BE APPROVED THROUGH AN EVENT REQUEST.**

### STEPS TO CREATE AN EVENT: (SEE HOW-TO EVENTS GUIDE FOR REFERENCE)

1. Log in to Panther Connect using your FIU credentials
2. Click on the “Manage Organization” button on your organization Panther Connect portal
3. On the 3-bar tab menu at the top left corner, choose “Events”
4. Click on the blue “Create Event” button at the top right corner
5. Fill out the required information for your event
6. When prompted on Create Event, select “Event”

All activities such as meetings, fundraisers, tabling, lectures, workshops, guest speakers, movie screenings, etc., must be submitted in Panther Connect in order to be added to the list of events and advertised through PantherConnect.

- If you are hosting a **REGULAR GENERAL BODY MEETING OR TABLING EVENTS**, choose the option for **“MEETING.”**
- If you are hosting **ANY OTHER TYPE OF EVENT**, choose the option for **“EVENT.”**

**NOTE: IF YOUR GENERAL BODY MEETING WILL INVOLVE A GUEST SPEAKER OR ANY OF THE FOLLOWING ACTIVITIES LISTED ABOVE, THEN IT IS CONSIDERED AN EVENT. TABLING EVENTS BEING USED FOR RSOC POINTS MUST ALSO BE REGISTERED AS EVENTS (SEE FINANCE MANUAL FOR MORE INFORMATION ON POINTS).**

Note: Your organization’s advisor must provide the “thumbs up” for approval on the event submission. Any submissions that do not have your advisor’s approval or correct wording on the flyer will be declined within 5 business days.

Registered Student Organizations can use their funds towards travel. If your organization plans on traveling to attend a conference (whether they intend on using their funds), they must complete a **Travel Request Form**.

This form is for use by Registered Student Organizations under the following conditions:

- One or more members of the RSO will be traveling domestically independent of and unrelated to the organization.
- One or more members of the RSO will be traveling domestically or internationally under the auspices of the organization.
- Members of the organization are requesting funds for travel be paid for, in part or in whole, by the organization's available fund allocation.
- Three or more students must be traveling together.

This form must be submitted at least 45 days in advance of the travel date. This allows us to review and approve in a timely manner that will also allow you to take advantage of "early bird" registration discounts and other cost saving measures whether you are seeking funding or not. To use RSO Funds for travel, at least 3 members of the organization must be travelling together.

See below for the steps on how to complete the steps for Travel:

1. Submit a Travel Request Form through RSOC's PantherConnect Portal.
2. Once the form has been approved, complete a Travel Authorization:
  - a. If traveling with a group, we encourage the Travel Authorization to be completed under the Advisor.
3. Once the Travel Authorization has been approved:
  - a. If using RSO Funds towards travel, submit a PDF copy of the APPROVED Purchase Request and attach the Travel Request form to the Purchase Request.
  - b. If not using RSO Funds to travel, all steps have been completed.
4. If using RSO Funds to travel and the Purchase Request has been approved:
  - a. The Primary Student (as indicated on the Travel Request Form) must meet with the A&S Business Office to make any purchases.

STUDENT ORG HANDBOOK

# FINANCE MANUAL



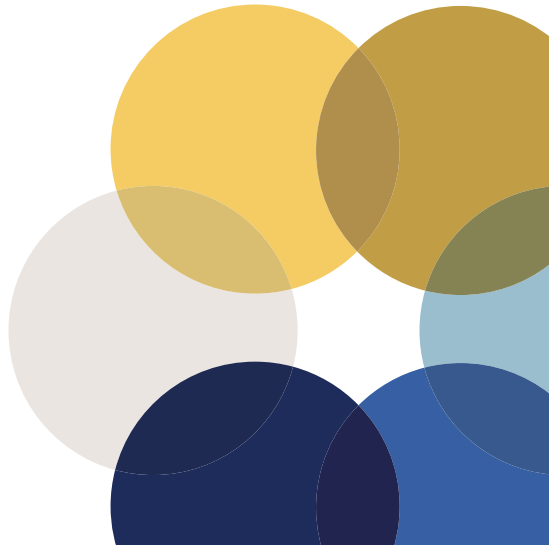


REGISTERED STUDENT ORGANIZATIONS COUNCIL

# FINANCE

## MANUAL

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Hello Panthers!

This manual is meant to provide information about acquiring RSOC funds, how to purchase things with RSOC funds, and any restrictions related to the use of RSOC funds according to University policies. We know that with being a student organization, it can be hard to have enough funds for your events, food, travel, and even marketing expenses. Receiving RSOC funding can take some of the stress of fundraising for every little thing off your mind so you can focus on planning your events, being involved on-campus, and having fun! That doesn't mean you can't or shouldn't fundraise – you may even still need to do so for more expensive things or for certain items you cannot purchase with RSOC funds – it's just that you don't have to do so for everything. (That said, you **CANNOT** use RSOC funds to buy items for fundraising should you choose to do so). By the way, if you want to know how to register as a Funded Student Organization, please refer to the Registration Manual. It should be noted that in order to use your RSOC funds, there are two main forms that need to be completed: the Purchase Request form and the Special Allocations Form. The use of the form depends on what kinds of funds you're using, which will be further discussed.

### **WHAT ARE THESE FUNDS AND WHERE DO THEY COME FROM?**

Each semester, students pay an "Activities & Service Fee" that is given to the Student Government Association (SGA) to allocate to different groups. RSOC applies for funding from SGA and allocates those funds to registered student organizations (RSOs). Funding for student organizations is based on the funding given to RSOC and on student-organizations meeting their recognition requirements. Funding amounts are set for new and returning organizations. Funding is intended to supplement the costs for student organizations. It is not meant to cover 100% of the costs required to manage an organization.

**ARE THERE ANY REQUIREMENTS/FORMS/ETC FOR FUNDING?**

While RSOs do not have to submit for Annual Front-End Budget Funding to receive funding, there are some requirements. All RSOC Registered Student Organizations seeking funding are required to comply with applicable deadlines determined by the Activities & Services Business Office (ASBO), RSOC, and Campus Life to be considered for funding for that fiscal year. RSOC maintains all information and records regarding the points system. ASBO provides support for RSOC's Registered Student Organizations in all paperwork processing which includes purchases for events/items and travel. All of ASBO's policies and procedures must be complied with in order for registered student organizations to use their RSOC funding. Organizations must submit a Purchase Request form on Panther Connect to access the funds and receive approval **PRIOR** to spending any money. Money spent by the organization without submitting a Purchase Request and receiving approval prior to the purchase is not eligible for reimbursement.

Apart from any funds that you fundraise for your student organization, you may qualify for 2 types of funding from RSOC:

- **BASIC FUNDING:** Basic Funding is awarded to all RSOC-funded RSOs that have fulfilled all RSOC registration and funding requirements for the academic year to cover 3 general operating and event expenses. This funding is allocated at the beginning of the Fall semester and at the beginning of the Spring semester. When an organization is awarded basic funding, those funds are placed into the organization's account for use.
  - Returning Organizations receive \$1200 for the Fall and Spring semesters total.
  - New Student Organizations receive \$1000 for the Fall and Spring semesters total.
- **SPECIAL ALLOCATION FUNDING:** Special Allocation funding is designed to supplement the cost of an event or program that fulfills the organization's mission and purpose and is based on points earned by participating in the RSOC point system. The accumulation of 6 points gives a funded organization the opportunity to request additional funding. This funding is allocated on a semester-by-semester basis and does not carry over each semester. Special Allocations funding is given on a first-come first serve basis, therefore organizations are not guaranteed the total amount of funds they are eligible to apply for.

### **HOW DO I KNOW HOW MUCH MONEY MY STUDENT ORGANIZATION HAS CURRENTLY?**

You can check your student organization's account balance on your PantherConnect Portal! Simply:

1. Log-in to PantherConnect
2. Click on your organization's portal
3. Click "Manage My Organization" at the top right corner of your page
4. Click on the 3-bar tab on the top left corner of the page
5. Click the "Finance" button
6. You should be seeing your previous purchase requests now, but there are two tabs "Purchase Requests" and "Accounts." Click the "accounts" tab.
7. Now you can see your current account balance!

**\*PLEASE NOTE THAT YOU WILL ONLY BE ABLE TO SEE YOUR BASIC FUNDING AND ANY SPECIAL ALLOCATIONS THAT WERE TRANSFERRED INTO YOUR ACCOUNT VIA A FUNDING REQUEST FORM (MORE ON THAT LATER). YOU WILL NOT BE ABLE TO SEE THE AMOUNT OF SPECIAL ALLOCATIONS YOU ACTUALLY QUALIFY FOR BECAUSE THOSE FUNDS ARE NOT GUARANTEED OR IN YOUR ACCOUNT YET.\***

Now that you know about what kinds of funding are available and how to check your account balance, let's see how to get it and use it!

## **REQUIREMENTS FOR SPECIAL ALLOCATIONS ELIGIBILITY:**

- Be registered as a funded student organization (learn more in the Registration Manual)
- Attend the RSOC General Body Meetings (GBMs) (learn more in the RSOC Policies and Resources Manual)
- Complete 6 Points (see below)

## **WHAT IF I/MY RSOC REPRESENTATIVE CANNOT MAKE IT TO A GBM ON A SPECIFIED DATE?**

- If your RSOC Representative cannot make it to a specific GBM and knows about this in advance, be sure to fill out the GBM Excusal Form on the RSOC PantherConnect Portal or let us know if another member will be attending the meeting in their place.
- If there is a last-minute emergency which did not allow your RSOC Representative to attend the GBM when they previously expected to attend, also fill out the GBM Excusal Form in order to potentially qualify to make up the missed GBM on a later date. If the absence is deemed to be "excused" through the form, then this absence will not affect your funding qualifications for the next semester.

## **WHAT HAPPENS IF I DON'T COMPLETE ALL OF THE REQUIRED POINTS?**

You will not qualify for "active" status if you do not complete the mandatory points regardless of your organization being funded or non-funded by RSOC.

## **DUES/MEMBERSHIP FEES**

If your organization charges national dues that are sent to the National Headquarters, then you are eligible to receive funding under RSOC. If your organization charges local dues, you are not eligible to receive funding under RSOC as the local dues should be supplementing the cost of funding.

So, what are these famous “RSOC Points”? Why do they even matter? Well, the RSOC Points System is a way for RSOC to fairly allocate special allocation funding by assessing how active our funded student organizations are within the campus community based on one scale. They are obviously important for funding purposes, but they are also incredible opportunities for student orgs to do events and programming that they otherwise would not have thought to create or attend. The point categories were selected so that students can experience a wide range of campus activities through their involvement with student orgs and become well-rounded student leaders.

There are 2 categories of points: Mandatory and Special Allocations

- Mandatory Points:** These 3 points that must be completed in order to retain active status as an organization. If any of these points are not completed, your organization will not remain active for the following semester. You cannot complete an extra “not mandatory” point to substitute any mandatory points. All organizations (funded or non-funded) are expected to complete Mandatory Points.
- Special Allocations Points:** If you want to qualify for Special Allocations, you must complete an additional 3 points aside from the mandatory points. You can choose any 3 out of the 4 categories to complete in addition to the mandatory points. Special Allocations are only available to funded organizations.

Here are the mandatory points for both funded and non-funded organizations:

POINT NAME	DESCRIPTION	EXAMPLES/DISCLAIMERS	WHAT DO I NEED TO SUBMIT
Signature Event	Signature Events are events hosted by your organization which embody the purpose and mission of your organization. Tabling events do not qualify as Signature Events.	A cultural Organization hosting an event that educates FIU's community about the culture's traditions; A medical organization hosting a CPR training session; A film club hosting a movie night and discussing the film's impact on society; A political organization hosting a debate about current political issues; An academic club hosting an induction ceremony to recognize membership accomplishments and achievements; A law organization hosting a mock trial; An academic organization hosting a networking event with faculty within their specific academic field to help members succeed in the field, etc.	<ul style="list-style-type: none"> <li>✓ 1 sign-in sheet (min. 3 members)</li> <li>✓ 1 picture (min. 3 members)</li> <li>✓ 1 event flyer**</li> </ul>
Collaboration	Organizations that team up with another organization, council or department to host an event can receive 1 point for working together and promoting inter-club relations	Collaborations can be anything you want as long as there is an equitable division of costs and planning and no university rules or state/federal laws are broken. <b>Please note</b> that you can receive 2 points for one event if the event is a Collaboration combined with a Signature Event, Conference, or Lecture. You will need to file both categories separately.	<ul style="list-style-type: none"> <li>✓ 1 sign-in sheet (min. 10 members)</li> <li>✓ 1 picture (min. 10 members)</li> <li>✓ 1 event flyer**</li> </ul>
Community Service	Complete a <b>community service</b> (defined: services volunteered by individuals or an organization to benefit a community or its institutions), or <b>philanthropy</b> (defined: an active effort to promote human welfare) project by partnering with a community agency, or	<b>Community Service:</b> Feeding the homeless through a community agency; Participating in a day of service on campus or in the community; Refurbishing a neighborhood in an underprivileged area; Helping set up for philanthropic events, galas, walk-a-thons, or other special events; Clearing up a beach through an environmental agency, etc. <b>Philanthropy:</b> Raising money for some specific cause; Collecting donations (monetary and/or in-kind) for a non-profit group's distribution/use; Creating and spreading awareness about an issue or cause (i.e., HIV/AIDS, domestic violence, etc) through an event that encompasses the latter, etc.	<ul style="list-style-type: none"> <li>✓ At least 3 members must participate</li> <li>✓ 1 picture</li> <li>✓ 1 event flyer**</li> </ul>

Here are the points needed to qualify for Special Allocations, you can pick any 3 out of the 5:

POINT NAME	DESCRIPTION	EXAMPLES/DISCLAIMERS	WHAT DO I NEED TO SUBMIT
FIU Spirit	Organizations should support at least 2 FIU events that create affinity to the institution. These events cannot be hosted by your own or other student organizations.	Athletic games, club fairs hosted by RSOC, Homecoming, Student Programming Council (SPC) events, Student Alumni Association (SAA) events, Black Student Union (BSU), Student Government Association (SGA) events, FIU Fine Arts sponsored events, etc.	<ul style="list-style-type: none"> <li>✓ 1 picture (min. 3 members)</li> <li>✓ 1 event flyer**</li> </ul> <p>You need this information for both events! Submit your form by the points deadline</p>
Conference/ Lecture	Host or attend special lectures held by verifiable organizations and FIU departments. A Lecture is defined as a presentation made by a professional/ faculty member/expert on a topic for educational purposes. <b>OR</b> Host or attend conferences held by verifiable organizations and FIU departments. Conferences are defined as one-day or multi-day events centered around a theme. A Conference can be hosted on or off-campus and may be sponsored by a university department.	<p>A meeting with a guest speaker, a lecture hosted by any FIU department on a specific topic, etc.</p> <p>The Women Who Lead Conference hosted by the Women's Center at FIU, CYBER Conference hosted by the Department of Modern Languages, etc.</p> <p><b>Please note</b> that info sessions or student-led workshops do not qualify as lectures</p>	<ul style="list-style-type: none"> <li>✓ 1 sign-in sheet (min. 10 members)*</li> <li>✓ 1 picture (min. 10 members)</li> <li>✓ 1 event flyer**</li> </ul>
Leadership Development	Events focused on <b>Leadership Development</b> (promotes the leadership growth of members or the organization), and/or <b>Professional Development</b> (events are events or training that promote the professional development of your organization's members). Can either be hosted or can attend a verified Department event.	<p><b>Leadership Development:</b> Campus Life Leadership Development Series, the leadership seminars hosted by Multicultural Programs and Services (MPAS), or the Tuesday Roundtable workshops hosted by Global Learning</p> <p><b>Professional Development:</b> activities held by the Career Services Office or other professional development experiences that may be specific to your type of organization (Ex. Career Fair, Business Etiquette Dinner, Resume/Elevator pitch workshops, etc.)</p> <p><b>Please note:</b> when hosting this kind of event, the organization must collaborate with a relevant third party or FIU Department (ex. Career and Talent Development). These collaborations do not count for the collaboration point</p>	<ul style="list-style-type: none"> <li>✓/At least 3 members must participate</li> <li>✓ 1 picture</li> <li>✓ 1 event flyer**</li> </ul>
Social	Event must be by the organization requesting the point. Event is to promote networking with other students, provide an enjoyable atmosphere, and encourage them to meet with organization officers in an exciting manner.	Welcome back events, holiday festivities, end-of-the-semester events, pizza parties, movie nights, board game nights, etc. <b>Please note</b> that an organization's general meetings do not count as socials, and you cannot get a point by attending another organization's social event.	<ul style="list-style-type: none"> <li>✓/At least 3 members must participate</li> <li>✓ 1 picture</li> <li>✓ 1 event flyer**</li> </ul>
Priority Registration	Organization registered during the priority registration deadline during the summer semester.	N/A	N/A

\* Sign-in sheet should have students' names and Panther IDs at minimum. This information will be needed when submitting the points form. If an event you attend does not have a sign-in sheet, please submit a second picture of the event in question.

\*\* Event Flyers for RSOC-funded events should say "Open to All FIU Students" and "Funded by RSOC" when there is an associated Purchase Request submitted for the event. If there is no Purchase Request associated with your event (aka if the event did not use RSOC funds), then it must only say "Open to All FIU Students." If it is a collaboration, the flyer should contain the logos of all collaborating parties. If the Event/Event Flyer is not yours, it does not need to say "Open to All FIU Students" or "Funded by RSOC", so simply use the flyer that the event organizers used to market the event. DO NOT create your own flyer for an event that your organization did not host.

## HOW DO I SUBMIT A POINTS FORM?

Check out our PantherConnect site for further instructions! The Points submission form will be active throughout the semester. Lookout for deadlines on PantherConnect.

Due to different local, state, and federal laws as well as many University-specific policies and contracts, there are some restrictions as to how student organizations can use their funds. We've decided to outline them as they appear in the SGA Financial Code and previous iterations of the RSOC Handbooks.

### **SGA FINANCIAL CODE**

No A&S Fee funds allocated to any Student Government funded organizations are to be expended on any of the following:

1. Any fund-raising entities, except for Student Government approved events
2. Per Diem expenses for any club or organization.
3. Monetary prizes.
  - a. Exceptions may be made on a case-by-case basis for the above by the Executive Board of Student Government
4. Support for or in behalf of any political campaign.
  - a. Political campaigns shall be defined as any person or party running for any position in: Student Government elections or any campus election; local \ elections; state elections and / or national elections.
5. Alcoholic beverages or product with alcohol content and any related items or services such as bar tending, both on and off campus.
6. Tobacco, firearms, and any form of illegal drugs or contraband.
7. Subsidizing membership dues of any organization.
  - a. FIU required memberships (i.e. the BMI License) and SGA required memberships (i.e. FSA, USSA) shall be exempt from this clause.
8. Personal gifts and personal use items.
9. Decorative items for offices.
10. Subsidizing in whole or in part of any private corporation.
11. Tips and/or gratuities.
12. Food may not be purchased for executive board meetings, or any meeting or event with an expected attendance of fewer than ten (10) students.
13. Items or services that go directly to community programs instead of the FIU community. This includes contributions and donations to community programs.
14. Gift cards, raffle tickets and material prizes.
15. Rental of or expenditures towards functions hosted in private residences.
16. Any SGA funded entity may apply for the funding of publications. All publications must be stored in the University library or in the Department of Campus Life.
17. Any A&S Fee funded events that will be open to the community must give admission priority to the students of Florida International University.
18. The Governing Organization for Student Organizations constitution and point systems must be approved by the SGA Senate
19. Student organizations cannot charge membership fees unless national dues are charged (i.e. Honor Society).
20. Organizations receiving A&S Fee funds shall provide a monthly reconciliation report detailing the use of the monies allocated to them to be submitted to the SGA Comptroller within 2 weeks of the end of each month.

**OTHER UNIVERSITY RESTRICTIONS**

Some requests which student organizations are limited or can't use funds for:

1. No individual travel or conference requests
2. No luxury items (jackets, sweatshirts, etc.)
3. No national organization paraphernalia (pins, stoles, graduation items, etc.)
4. No flowers/centerpieces, event has to be an official University function.
5. No candles, only battery operated (If not must have Environment Safety present)
6. No electronics that must be plugged in
7. No gasoline or local travel (taxi, car/vehicle rental, etc.)
8. For non-local travel only one form of transportation will be allowed
9. When requesting funds for hotel accommodations, the hotel must be the same hotel where the conference is being hosted, or a hotel recommended by the conference
10. No purchasing raw foods to be cooked by students

Due to university guidelines and contracts, other limiting factors include the following:

1. Only Pepsi products/drinks will be approved
2. Office supplies must be purchased from Office Max
3. Car rentals must be done through Enterprise/National  
Publix orders for MMC organizations must be purchased from the Publix located at 9951 W Flagler Street

**\* PREFERRED VENDORS FOR CATERING CAN BE FOUND AT [HTTPS://SHOP.FIU.EDU/PREFERRED-CATERERS/](https://shop.fiu.edu/preferred-caterers/) OR BY ASKING THE STAFF AT ASBO OR EMAILING THEM AT [ASBO@FIU.EDU](mailto:ASBO@FIU.EDU) [MMC] OR BY EMAILING KADEEM SAMUELS AT [KSAMUELS@FIU.EDU](mailto:KSAMUELS@FIU.EDU) [BBC]**



**WHAT IS A SPECIAL ALLOCATION REQUEST? IS IT THE SAME AS THE SPECIAL ALLOCATIONS REQUEST FORM?**

A Special Allocation Request is designed to request Special Allocations funds from RSOC. Remember that simply because your organization qualifies for Special Allocations, it does not mean that you will necessarily have a chance to use all of the special allocations for which you qualify.

**WHEN SHOULD I BE SUBMITTING MY SPECIAL ALLOCATION REQUEST?**

If you qualify for Special Allocations funding and wish to use some of those funds, your Special Allocation Request needs to be submitted at least 30 business days prior to the date of the event for which the allocation is being requested. If you are requesting funds for travel, you must submit your Special Allocation request 45 business days in advance of the first day of planned travel alongside the Travel Request Form (see Events Manual for more info on travel).

**SPECIAL ALLOCATION POINTS WILL BE SUBMITTED PRIOR TO THE (DEADLINE FOUND AT THE BEGINNING OF THE MANUAL) VIA THE SPECIAL POINTS SUBMISSION FORM UNDER RSO'S FORMS IN PANTHER-CONNECT.**

Once Special Allocations points are approved, then your organization can fill out a Purchase Request to use the Special Allocations. On the Purchase Request, indicate that the request is for use from the organization's Special Allocations.

**SO, I FINISHED SUBMITTING THE SPECIAL ALLOCATION REQUEST. WHAT COMES NEXT?**

Your special allocations request will be reviewed and approved by RSOC Advisor and Leadership.. The RSOC E-board does not vote on each request based on its individual merit but based upon the SGA Finance Code.

The student activity and service fees shall be expended for lawful purposes to benefit the student body in general. Seeking the optimum use of SGA funds, the following criteria shall be considered by the Finance Committee when determining the appropriateness and priority of allocations:

- Whether or not this is a type of organization or activity that can be supported by the SGA funds under current financial policies.
- The number of students being served by the group's program.
- The general values and scope of services provided to the student population.

**\*REQUESTS RECEIVED LESS THAN THE REQUIRED THREE (3) WEEKS FROM THE DATE OF THE EVENT OR 45 BUSINESS DAYS FOR TRAVEL OR AFTER SPECIAL ALLOCATION FUNDS ARE DEPLETED WILL AUTOMATICALLY BE DENIED\***

## WHAT IS A PURCHASE REQUEST?

Now, here are some things to keep in mind about this form:

- All Purchase Request must be changed to the Campus Life Advisor Stage on the Purchase Request Form 15 business days prior to the date of the event/meeting. This is done by the student organization's advisor. Please make sure to plan in a timely manner to ensure that your request is processed in time!
- A separate purchase request must be completed for each vendor your organization is planning to purchase from (so, different requests for Amazon and Publix even if they're for the same event).
- If an organization is completing multiple purchase request for the same event, please name the purchase request with same name and add a number (ex: Happy Parade 1, Happy Parade 2)
- If an organization is requesting funds for a collaboration event, please include the participating organization with which you will be collaborating

Please review the A&S Business Office Finance Code and RSOC Funding Restrictions before submitting a Purchase request.

**\*ONLY PRESIDENTS AND TREASURERS OF STUDENT ORGANIZATIONS ARE ABLE TO SUBMIT THE PURCHASE REQUEST FORM\***

## PURCHASE REQUEST APPROVED

- Once you receive an email from the Campus Life advisor that the Purchase Request is approved, please visit the A&S Business Office in GC 2200 or call 305.348.3077 to continue with the purchases as needed.
- Reimbursements are not allowed by the Controller's office\*\*
- The receipt/invoice from the vendor must be submitted to the A&S Business Office within 5 to 7 days.
- If a receipt/invoice cannot be obtained within 5 to 7 days after the event/meeting, please inform the A&S Business Office.
- Organizations must submit the names and Panther IDs (sign in sheet) of students who attend events where food was given as well as as for giveaways such as: polos, trophies, or plaques

**\*ALL ITEMS WILL BE PURCHASED BY THE A&S BUSINESS OFFICE ONLY VIA PROCARD, REQUISITION, CONTRACT, OR SMART BILLING. THIS IS NEEDED SO THAT THE UNIVERSITY'S PAYMENT PROCESS CAN BE COMPLETED. IF THIS STEP IS NOT COMPLETED THE VENDOR WILL NOT BE PAID. IF THIS REQUIREMENT IS NOT MET, THE ORGANIZATION'S ACCOUNT WILL BE PLACED ON HOLD UNTIL THE RECEIPTS ARE TURNED IN TO THE A&S BUSINESS**

**\*A PURCHASE REQUEST MUST BE SUBMITTED AND APPROVED PRIOR TO AN EXPENDITURE. NO REFUNDS/REIMBURSEMENTS WILL BE GIVEN\***

**\* PLEASE NOTE: FOR EVENTS IN WHICH A PURCHASE REQUEST WILL BE USED TO PAY FOR SERVICES, THE RESERVATION REQUEST FORM MUST BE SUBMITTED (30) DAYS PRIOR TO EVENT DATE; OTHERWISE THE PURCHASE REQUEST WILL NOT BE APPROVED FOR THE SERVICES REQUESTED. \***

**FUNDED AND NON FUNDED VIRTUAL ORGANIZATIONS POLICIES**

In addition to satisfying the mandatory points, if applicable the Special Allocation points, virtual student organizations are subject to the following guidelines.

1. The event formats that can be funded are as follows:
  - Virtual Experience (Ex. Game Shows, Escape Rooms, Virtual Conference Registration)
    - Programming that requires a technology purchase but no contracts.
  - Virtual Speaker/Small Performance (Ex. Speaker, Panel, Dance Instructor)
    - Programming Initiatives that require contracts
2. The non-event requests that can be funded are as follows:
  - Simple technology requests (Ex. Website domain, Website subscription)
  - Virtual tools to support virtual involvement
  - Monthly recurring payments will not be accepted
3. Recognized RSOC organizations must submit their purchase request at least within 15 business days to be reviewed.
4. RSOC will fund events requiring speakers or performers. We will not fund speaker or performer gifts.
5. All events funded by RSOC must be open to all FIU students
6. Price quotes are required with every purchase request.
7. All events require the completion of an event evaluation. If this form is not completed, you will not be eligible to receive future funding from RSOC.



# RSO

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