University of Idaho

Student Organization Handbook

University of Idaho
Department of
Student Involvement

Elevating Your Experience

ASUI-clubs@uidaho.edu | (208) 885-4099 | Idaho Student Union 302

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Welcome!

The **Department of Student Involvement** believes that student organizations and clubs are what makes a college campus vibrant and active. These organizations build connections, create community, are laboratories of leadership, and are often what alumni look back on as their best times.

The student and professional staff here at the Department of Student Involvement strive to enhance your lives by providing opportunities to affect positive change in your communities. The work you do is so important to our mission that we strive to make your experience on campus one of self-discovery with a lot of FUN along the way.

This handbook was created with care and concern to support you, our student organizations, with navigating the wide-world of University of Idaho administrative processes. It is designed to be a reference guide for the many questions regarding policy and procedure organizations encounter in the daily activities of managing events, travel, and general club operations.

As always we are here to help (virtually or face-to-face), please know that there is someone who can assist in navigation of your club.

Go Vandals! Get Involved!

The Student Involvement Team

Idaho Commons 302 | getinvovled@uidaho.edu | www.uidaho.edu/getinvovled | 208-885-4099

Responsible Leadership:

Leadership is more than a position or a title, it is action and example. The leader sees leadership as responsibility rather than rank or privilege. Leadership demands humility, accountability, and a high sense of responsibility and integrity.

As a student in a leadership position it is your responsibility to read this document, familiarizing yourself with policies that may affect your organization, its members and operations.

Section 1: Recognition of Student Organizations

A. What Recognition Means:

There are two paths for undergraduate student organizations to become recognized by the University of Idaho. The first is registering on VandalSync to become a Recognized Student Organizations (RSO) and the second is registering as an ASUI Affiliated Student Organization (ASO). The former is the bare minimum status to be considered a student organization on this campus. The latter status is most commonly sought after and is associated as a typical university student club. It comes with more perks and support than RSO status, but also with more responsibilities and requirements to remain in good standing. Continue reviewing the next two subsections to learn more about the distinction between RSO and ASO student organizations.

Recognized Student Organization (RSO)

The University of Idaho recognizes all types of student-run organizations through a registration process with the Department of Student Involvement (DSI). The aim is to allow students an opportunity to exercise their right to freely associate for a common purpose.

Registration with the Department of Student Involvement (DSI) is facilitated through the VandalSync organization management and promotion tool. To remain in good standing or active status, all RSOs are responsible for updating their information on Vandal Sync annually and/or any time their club information has changed. DSI employs student and professional staff to support student with the registration and renewal process as well as answer questions about policy implementation.

RSOs receive General Liability coverage through the State of Idaho, meaning risk planning with our Risk Management office may be required. General Liability does NOT provide coverage for the club participants (individuals).

Student organization: *a self-governing and student-run group of students who come together for a common purpose.*

Goals of the recognition process:

- Establish a relationship between the Department of Student Involvement and student leaders, and their advisors.
- Have a centralized location where interested students who are looking for involvement opportunities can access information.

Examples of RSOs:

- Undergraduate student clubs or organizations

- Graduate student clubs or organizations
- Sport Club Federation organizations

ASUI Affiliated Student Organizations (ASO)

All student-led organizations register with the Department of Student Involvement (DSI) on VandalSync to become recognized by the University. Undergraduate student organizations who seek, and qualify for, additional benefits and perks through the Associated Students University of Idaho (ASUI) student government request to be registered as an ASO. Only undergraduate and non-sport club federation student organizations are eligible to seek ASUI affiliation (or ASO status). By default ASOs are recognized by the University and are affiliated with ASUI. DSI employs student and professional staff to provide additional support, resources, and training to ASOs.

ASUI outlines recognition through the ASUI Funding Board bylaws. ASUI student government is a representative body of undergraduate students who initiate and coordinate activities, promote and represent student interests, provide expression of the student opinion, develop understanding, enact policies, and award funds, among other duties. These representatives are elected and/or appointed by the student body and ASUI leadership.

Annual Benefits of ASUI Affiliation:

- Eligible to apply for a maximum of $2,000 in reimbursed funds from ASUI
- Event planning and promotion resources, advising, and support
- Meeting space reservations in DSI main space (Commons 302)
- Access to office materials
- Computer usage
- 100 free black & white printing; 200 free color prints
- Free color paper and cardstock
- 3 free banner and/or large poster prints
- Storage space for supplies
- Physical mailbox
- Free requested leadership on-demand training
- Discounted advertising with campus Student Media outlets
- Priority registration for Palousafest and Get Involved Fairs
- Awards and scholarships
- Promotion items and supplies

These benefits will come with added responsibility for the ASO to update information during Fall Annual Renewal and/or any time club information changes as well as attend additional mandatory training sessions.

Examples of ASOs:

- Undergraduate student clubs or organizations
- Multi-cultural Greek fraternities and sororities

University Recognition and/or ASUI Affiliation status does NOT:

- Confer tax exempt status
- Endorse the viewpoints of the student organization

- Confer the ability or acknowledgement of conducting business on behalf of or officially representing the University

B. ASUI Funding Board Bylaws Concerning Recognition

Excerpt from ASUI's Funding Board Bylaws:

"Article VI – ORGANIZATIONS

Section A - Registration

To qualify as an affiliated organization, groups must file a completed request for registration form by signing up as a new organization on VandalSync and adhere to the requirements listed below (Article VI, Section B).

Section B - Requirements

To qualify as an ASUI affiliated club or organization, groups must comply with the following requirements:

1. All organizations must have a mission statement to define their purpose.
2. All organizations must have a constitution and/or bylaws to dedicate how they will be ran.
3. All organizations must have an advisor. This person must be a benefits eligible University of Idaho staff, faculty, or administration member.
4. All organizations must provide contact information for at least **FOUR** members and the advisor. Information must include address, e-mail, and phone number for each contact. The advisor's contact information must include the name, University Department, and Campus Zip Code.
5. An organization may **not** use "University of Idaho" at the beginning of the organization name or "of the University of Idaho" at the end of organization name, unless you receive direct funding from a University Department. Organizations may use "At the University of Idaho" or "U.I. Chapter" at the end of organization name.
6. The majority of the membership of this organization shall consist of regularly enrolled undergraduate and graduate students of the University of Idaho. Only those members who are currently registered University of Idaho students have voting privileges.
7. Membership in this organization is open to all University of Idaho students meeting the above criteria, irrespective of race, color, gender, class, national origin, sex, sexual orientation, gender identity/expression, age, disability, religion, or status as a Vietnam era veteran as outlined in the faculty/staff handbook in Chapter 3: 3200. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

Section C – Denial

Organizations may be denied for the following reasons:

1. The request for recognition form was not properly completed or was incomplete.
2. The request is not in line with the mission statement of the student organization.
3. The project/event/activity is already a University of Idaho project/event/activity.
4. The proposed organization has a statement of purpose or goal that is in violation of federal law, state law, local law or the ASUI Rules and Regulations.

Section D - Appeals

Any group denied recognition by the board may appeal to the ASUI Senate.

Section E – Non-profit status

The Board does not grant any organization non-profit status."

C. Graduate and Professional Student Organizations

Excerpt from ASUI's Funding Board Bylaws:

Article XII – Graduate/Professional Student Organizations

Section A - Benefits

In keeping with the mandate of the ASUI Constitution to represent only undergraduate students, Graduate and Professional student organizations will be granted limited benefits through ASUI. They will be allowed to register as a Recognized Student Organization (RSO) with the following privileges:

1. They may obtain a mailbox in the ASUI office
2. They may receive emails from the Department of Student Involvement regarding information pertaining to student organizations
3. They may be listed on the VandalSync as a registered student organization.
4. They may reserve rooms at no cost in the Idaho Commons and Pitman center (room set-up & equipment fees may apply)
5. Opportunities to participate in fairs and festivals for student organizations (e.g. Palousafest)

D. Operating as "The University"

Department Sponsorship and Affiliation

Some student organizations are department sponsored or affiliated. These organizations may receive additional funding, advice, and support from the sponsoring department. In turn, these departments also have additional responsibility for the actions of the organization and may have additional policies.

Most student organizations do not conduct business on behalf of or officially represent the University. Therefore, policies exist to acknowledge the separation (naming, travel, etc.).

University recognition does not confer the tax-exempt status of UI upon RSOs and they are therefore, required to obtain tax-exempt status independently of UI and obey respective state and federal taxation laws and filing requirements.

E. How to Start a Student Organization

- New student organizations may form anytime during the academic year.
- Annual renewal is required for all RSOs and ASOs.

Steps to register as a Recognized Student Organization (RSO)

1. Review the list of recognized student organizations to verify the club you intend to start doesn't already exist
2. Have a minimum of two (2) members of the proposed organization
3. Create a mission/purpose statement and some goals
4. Confirm a board-appointed faculty or staff member to serve as an advisor
   - This advisor must email asui-clubs@uidaho.edu within 72 hours of registering on VandalSync
5. Log into Vandalsync.orgsync.com with your Vandal NET ID and Password
6. Click on the "Organizations" tab
7. Click the green "Register New Organization" button and complete the form

8. Click on the "Recognized Student Organization" portal icon on left menu
9. Wait for approval by a Student Involvement staff member
10. Possible step: Meet with Risk Management Office to develop risk management plan

Steps to register as an ASUI Affiliated Student Organization (ASO)

1. Review the list of student organizations to verify the club you intend to start doesn't already exist
2. Have a minimum of four (4) members of the proposed organization
3. Confirm a board-appointed faculty or staff member to serve as an advisor
   - This advisor must email asui-clubs@uidaho.edu within 72 hours of registering on VandalSync
4. Review the requirements to becoming an ASUI Affiliated Organization as defined by the ASUI Funding Board Bylaws (Section IB).
5. Create a mission/purpose statement and goals.
6. Create a constitution incorporating required elements (a sample can be found in VandalSync under the ASO portal, in the **files**.
7. Log into www.VandalSync.orgsync.com with your Vandal NET ID and password
8. Select “organizations” tab from the top menu.
9. Click the green “Register New Organization” button
10. Select “ASUI Affiliated Student Organizations” umbrella
11. Fill out the form
12. Possible step: Meet with Risk Management Office to develop risk management plan
13. Meet with a Student Involvement staff member for new organization orientation
14. Wait for approval in VandalSync

F. ASO Constitution Requirements

All ASOs are required to have a constitution or bylaws specific to the University of Idaho (not national or another institution/organization). Constitutions must include:

- The full name of the organization
- The stated purpose and/or mission of the organization
- A nondiscrimination clause: *This organization shall not discriminate in its membership on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a military member or Vietnam era veteran*
- An outline of all officer positions and their responsibilities
- A provision for election and removal of officers
- A provision for selection and removal of advisor
- A provision for decision-making voting processes
- A provision for amending the constitution

**Find our constitution template on VandalSync. Go to files Affiliated Student Organization portal >Student Org. Resources*

G. Non-discrimination Policy

We're big on inclusion here at the University of Idaho. The Department of Student Involvement is a community of individuals who value diversity and inclusion. All who desire to be involved with us and our programs are welcome, regardless of race, color, religion, national origin, sex, sexual orientation, gender identity/expression, age, disability or status as a veteran. This policy applies to all programs, services, and facilities, and includes, but is not limited to, applications, admissions, access to programs and services, and employment.

We welcome people from all backgrounds to participate as staff, interns, participants, volunteers, and supporters. We recognize that the responsibility for an inclusive environment lies with all of us. Should you require accommodation, services or information for any of our events and programs, please don't hesitate to contact us.

Organizations are welcome to exist in many forms, however, to be recognized each organization MUST include a non-discrimination policy in its constitution. Failure to do so and/or an incident ensuing will result in loss of affiliation.

H. **ASO Responsibilities**

Below are the minimum requirements that all organizations must fulfill to remain a current club:

- Annual Renewal each September.
- Update and maintain VandalSync portal including officer and advisor information and correct contact information.
- Complete all mandatory trainings, such as the April Transitions Training.
- Maintain a membership of at least four members.
- If required, complete risk planning and set up safety and other guidelines for members. Other risk strategies may also be required (i.e., Waivers).
- Abide by the Student Code of Conduct: found in full at www.uidaho.edu/DOS/judicialaffairs/studentcodeofconduct
  Keep in mind these main points regarding the code of conduct:
  1. Hazing
  2. Alcohol and illegal drugs
  3. Violation of state and federal laws

I. **Annual Renewal of ALL ASOs**

A mandatory annual renewal process for all student organizations allows them to stay current and have access to all the privileges afforded to them by the Department of Student Involvement, and/or ASUI. The renewal must be submitted on VandalSync by September 30 each year by a current organization admin (DSI staff can assist if admin status needs updates). Failure to register by the deadline will automatically result in a change from "Current" to "Disabled" status.

Steps to complete renewal – **2 steps**

1. Have at least one officer, member, or advisor attend the mandatory Fall Renewal Training in September.

2. Log in at **www.VandalSync.orgsync.com** go to my Memberships to select the organization in which you want to renew. Select “settings” on the navigation toolbar >“organization settings” > green “update profile.”

J. Organizations' Status

More than 150 student groups at the UI register each year with the Department Student Involvement (DSI) to become ASUI Affiliated Student Organizations. All Student Organizations provide opportunities for learning outside the classroom; meeting other people with similar interests; developing life, work, and leadership skills; gaining a broader experience and a greater perspective; and engaging students as citizens of the campus community.

In some situations, it may be necessary for DSI to change recognition/registration status. The following are examples of situations by which an ASO/RSO might lose recognition:

- Continuous inactive status
- Discriminatory practices
- Hazing or any other violations of UI policies or procedures as determined by DSI staff
- Violations of local, state, or federal laws – notice will be given to DSI staff by Dean of Students' Office
- Violations of the U of I Student Code of Conduct.
- Failing to attend mandatory trainings or complete Annual Renewal.
- Changes to the constitution or governing documents that are in violation of ASO policies, UI policies and procedures, or local, state, or federal laws.

DSI acknowledges the following categories of recognition:

- **Pending:** A group that has submitted a Registration Request in VandalSync and is awaiting notice, and or has additional information to provide.
- **Good Standing/Active/Current:** A student organization maintaining a current status is fully registered with the DSI, and recognized by the institution. This status is contingent upon meeting all required recognition policies and procedures. Those who complete additional requirements are affiliated with ASUI. DSI enables your portal on VandalSync.
- **Inactive:** A student organization with this status has registered with the DSI, but has in some way failed to meet registration requirements, has lost its recognition, or has willingly decided to close its membership. As a result, DSI disables your portal on VandalSync.

If a student believes that an RSO or ASO member has violated a UI policy or has discriminated against another student or community member, the student should bring the concern to the attention of the Assistant Director of the Department of Student Involvement, who will assist the student in evaluating options to address the situation. Contact: 208-885-1020, getinvolved@uidaho.edu, or stop in at Idaho Commons 301B.

K. Advisors

An advisor is any benefits-eligible staff or faculty member of The University of Idaho who is willing to support your organization ~~in~~ as a volunteer or in some cases, position description outlined, by donation of their time, effort, and advice.

The role of the advisor is to:

- Guide the group in accordance with the organizations' mission/purpose and educational objectives of the University.
- Supervise the financial procedures followed by the organization in handling its funds.
- Be available for mediation if club conflicts arise.
- Help increase student and staff awareness of University facilities, events, and personnel.
- Be familiar with the policies and procedures listed in the University's Student Code of Conduct and ASUI Student Organization Handbook.
- Review and advise regarding any risk strategies needed by group. Consult with other university offices as appropriate (i.e., Office of General Counsel, Environmental Health and Safety, Risk Management).
- As an advisor to a student organization you are also deemed a Campus Security Authority "CSA". A CSA is any designated person, paid or unpaid, who has significant responsibility for student and campus activities. A CSA is someone whom a student may choose to go to with a problem. As a CSA, you are obligated by federal law to **report Clery Act crimes**. Per APM 95.14 B-4, CSAs are required to take a short 15-minute yearly training about their responsibility as a CSA. You will find the training on the Public Safety & Security page under Jeanne Clery Act then under Campus Security Authority. If you have any questions regarding your role as a CSA please contact Clery Compliance Coordinator Heidi Pederson at 5-2254 or hpederson@uidaho.edu.

Approaches to Advising: There are many different approaches to advising. The most important aspect of advising is to remember that the main role is just that - to advise. The following suggestions are meant to help the advisor work more effectively with the student organization:

- Help officers of the organization consider issues that relate to ideas being approached by the organization.
- If an idea is inappropriate or does not support the mission of the organization, the advisor should challenge the students to consider other alternatives. Review risk planning. Escalate high-risk activities to appropriate leadership and university offices (i.e., Office of General Counsel, Environmental Health Services, Risk Management).
- Hold informal meetings with students for open and worthwhile discussions.
- Encourage officers to take an occasional chance on some less-proven members in delegating authority.
- Periodically evaluate officers in their effectiveness providing constructive criticism.

What a Student Officer May Expect of an Advisor:

- Assistance in formulating long-range goals and in planning and initiating short-term projects.
- A resource person for alternative solutions to problems confronting the group.
- Assistance with University procedural matters.
- Suggestions of ways the group meetings can be improved.
- Representation of the group and its interests in staff and faculty meetings.
- Assistance in evaluating group projects, performances, and progress.
- Suggestions that will permit the officers to improve leadership skills.

L. Appeals

Student Organizations have the right to appeal any of the following decisions made by DSI or ASUI:

- Denial of recognition for a new student organization
- Status change
- Removal of advisor
- Denial of constitution revisions

Appeals Process

The Appeals Board and process is a collaboration between ASUI and DSI representatives:

- Organizations must file an appeal in writing no more than five (5) business days following DSI's formal decision. The organization's written appeal must be given to the Student Engagement Coordinator.

- Upon receiving an appeal, the Student Engagement Coordinator shall appoint an Appeals Board comprised of three student members (one from the ASUI Funding Board, one ASUI Senator and one member of a current status student organization) and shall advise the Appeals Board.

- The Appeals Board will review the organization's appeal and make a decision within ten (10) business days of receiving it. The Appeals Board will notify the organization in writing of its decision.

- If the organization wants to appeal the decision of the Appeals Board, it may do so in writing within ten (10) business days of receiving the Appeals Board's decision. The written appeal must be submitted to the Director of Student Involvement. The Director will make the final decision on the appeal within five (5) business days of receiving it. The organization will be notified in writing of the decision, which will serve as the ultimate and final decision of the appeals process.

Section 2: Benefits and Resources

For University Recognized Student Organizations:

A. Free/reduced rate facility use:

- Idaho Commons and Pitman Center Reservation Procedure: Reservations are accepted and processed using the online form found at ***www.uidaho.edu/icsu-rooms***. Reservations will be made on a first-come, first-served basis in the following order of preference:

  (1) ASOs, RSOs, and U of I living groups such as Residence Life and Greek Life chapters. Each group must be in "good standing" and have an active account on VandalSync.
  (2) University of Idaho Departments or affiliates.
  (3) Off-campus and commercial groups.

  - RSO's receive reservation priority (for one week) starting May 1 for fall dates and November 1 for spring dates.
- Reduced prices for gym spaces (PEB, Mem Gym, Kibbie) by emailing Kelly McGahan, kmcgahan@uidaho.edu.
- Additional reservable spaces on campus can be found here: https://www.uidaho.edu/infrastructure/facilities/les/facility-and-space-reservations/frequently-reserved-spaces

B. VandalSync online platform:

Our campus engagement tool that connects Vandals to organizations, service opportunities, programs, and departments in a private online community. Simple to log in, with your U of I Net ID and password at *www.vandalsync.orgsync.com*. Also serves as an organization management tool allowing leaders and members to take care of business!

C. Leadership Development:

On-demand workshops and facilitations for your large or small group. A minimum of 10 students per session. You can request a leadership session on-demand on VandalSync at https://orgsync.com/31963/forms/324373 or email getinvolved@uidaho.edu.

Additional benefits for ASUI Affiliated Student Organizations:

D. Funding reimbursement:

Each ASUI Affiliated Organization is eligible for up to $2,000 annually of reimbursed funds. (more in Section 4)

E. Fall/Spring Get Involved Fair:

Free table and promotion of your club at the fall and spring involvement fair. This is a great way to showcase your club if you are looking for new members.

F. Priority registration for Palousafest:

This is the premier fall event on campus where we welcome new students and welcome back returning students. Expected attendance is between 3,000-5,000 students and community members. The event includes a street fair, inflatables, interactive activities and a concert. Priority ASO registration begins early May.

G. Event planning & promotion:

Navigate event planning simply with the DSI Event Planning Manual. Printed versions in Idaho Commons 302. Virtual version uploaded in VandalSync forms.

H. Free marketing and promotion in the Idaho Commons:

ASOs are able to request free promotions in the Idaho Commons such as flat screen digital displays, table tents, banner space, tabling. They can be requested on the Idaho Commons and Pitman Center's website: https://www.uidaho.edu/student-affairs/idaho-commons-pitman-center/advertising.

I. Reserving DSI meeting spaces:

8 person conference room, big round table, movable spaces, TV for presentations and more in the Idaho Commons 302. Contact the DSI Administrative Coordinator for reservations or visit our office in the Commons 302.

J. Computer usage:

PC and Mac computers are available for club use in the DSI main space, Commons 302. MAC computers have the Adobe Creative Suite and film- making software.

K. Office materials:

ASOs are encouraged to use our craft cabinet with paints, stencils, scissors, chalk, ribbon, and much more. We also offer butcher paper, Texas paint, cutting boards, and a crafting table. ASOs may use our color paper and cardstock for printing.

L. Free prints:

- Three free large prints (either posters or banners)Two posters (24x36 inches) + one banner (24x72 inches) per year. Must bring your own design (PDF format) to Idaho Commons 302
- 100 color copies with assigned print code (recover code by reaching out to DSI staff)
- 200 black/white copies on colored paper – self serve

M. Free storage space:

ASOs may request a storage tote to keep various items (tabling, costumes, paperwork). The request form is located in the forms tab in VandalSync. Storage is located in the TLC. Access must be requested between M-F 8 a.m. to 5 p.m. by contacting DSI staff.

N. Physical mailbox:

Located in the Idaho Commons 302. Club/organizations can request a mailbox through the form on VandalSync. Mailboxes must be renewed each year. Contents will be shredded on the last Friday of the academic year.

O. Awards/Scholarships:

Early in the spring semester individuals and groups can apply or nominate others for the awards. Many of which included a scholarship. Organizational Service Award ($200), Organization Advisor Award, Outstanding Program ($200). More information at www.uidaho.edu/getinvolved.

P. Professional and student staff assistance:

The Department of Student Involvement employs two undergraduate student coordinators and one professional staff member who are dedicated to your success. Reaching out to them for ideas, assistance and how to navigate our University.

Q. Reduced advertising prices through Student Media:

Contact arg-advertising@uidaho.edu or 208-885-5780 and tell them you're an RSO to advertise in the Argonaut, BLOT magazine, or become an underwriter for KUOI-FM.

R. Items to reserve:

Popcorn machine, prize wheel, giant Jenga, giant checkers, mini corn hole game, attendance tracking clickers, giant floor pianos, and more. Contact asui-orgs@uidaho.edu.

S. VandalSync FAQs

Question 1. What is VandalSync?

A. VandalSync is an online student engagement tool that provides opportunities for students to connect and engage student leaders, organizations, faculty and staff. It is a service provided by OrgSync purchased by the Department of Student Involvement that assists member-based organizations in streamlining processes, sharing information, and tracking involvement.

Question 2. How is VandalSync useful for student organizations?

A. We could talk about the features all day - but here are just a few of the many resources that we think are helpful.

- Recruit members by creating a welcoming and interactive VandalSync portal
- Maintain an accurate membership roster
- Store files, documents, photos and videos electronically
- Communicate with your members and other groups through messages, emails, news posts and texting
- Create events that track RSVPs and attendees
- Promote your events to the larger campus community
- Paperless forms – applications, surveys, registration, sign ups.
- Create an easy-to-use website that automatically transfers information from your VandalSync page straight to the web
- Keep track of who has paid their membership fees
- Plan for events with to-dos lists that assign members to tasks
- Track your organization's budget

Question 3. How do I login?

A. Navigate to *www.vandalsync.orgsync.com* and login with your University of Idaho Net ID and password. Those who do not have a Net ID and password are able to browse the list of organizations and find contact information only.

Section 3 – General Policies and Student Rules

A. Student Code of Conduct (find in full at www.uidaho.edu/dos)

A. Mutual Responsibility:

By enrolling at the University of Idaho, students voluntarily accept responsibility for compliance with all university policies as well as local ordinances, state laws, and federal laws. Each student shall be responsible for his/her conduct at all times from the time the university grants admission through the actual awarding of a degree. This includes the period before classes begin or after classes end, and periods between terms of actual enrollment. Conduct that is not discovered until after a degree is awarded is also included. *[rev. 1-14, 7-14]*

The university's part is to carry out its commitment to higher education, to fulfill its responsibilities in pursuit of the academic goals and objectives of all members of the university community, and to meet its obligation to provide an atmosphere in which students will have an opportunity to be heard in matters affecting their welfare. The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. Students shall have the rights and responsibilities outlined in this policy and in FSH 2200, 2300, and 2400. *[rev. 1-14, 7-14]*

B. **Statement of Student Values:**

(Passed by ASUI Senate in April 2014). The Statement of Student Values is a step toward formally conveying our common University of Idaho educational and community goals. The Statement articulates the community we aspire to be, expresses our shared values, unites us as Vandals, and encourages collaboration with faculty, staff and the administration.

We come together as Vandals, a diverse community embracing individuality and striving for equity. We hold each other accountable to conduct ourselves with integrity and honesty, to foster excellence in education both in and outside the classroom, and to treat each other with respect. *[add. 7-14]*

C. **Jurisdiction:**

Disciplinary action may be taken for (1) any violation of local ordinances, state or federal law; (2) on-campus conduct that violates the Student Code of Conduct; and (3) off-campus conduct that violates the Student Code of Conduct and that adversely affects the university community or the pursuit of the university's educational mission, process, or function, as determined by the Dean of Students. Students may be subject to civil and criminal penalties in addition to any university sanctions for the same violation. University proceedings may occur before, during, or after any civil or criminal actions are concluded and are not subject to challenge based on the action or inaction of any non-university authorities. *[add. 1-14, ren. 7-14]*

Student Code of Conduct Article II: Proscribed Conduct (excerpts specifically regarding RSO's, including but not limited to):

A-3: Threat of harm or Actual harm to a Parson's Physical or Mental Health or Safety

a. Physical Violence
b. Persistent or severe verbal abuse, threats, intimidation, harassment, coercion, bullying, derogatory comments, vandalism, or other conduct that threatens or endangers the mental of physical health or safety of any person or causes reasonable apprehension of such harm.
c. Hazing which includes, but is not limited to, any action or participation in any activity that (i) causes or intends to cause physical or mental discomfort or distress, (ii) may demean any person, regardless of location, intent or consent of participants, or (iii) destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are also violations of this rule.
d. Sexual misconduct, which is a broad term encompassing any non-consensual contact of a sexual nature.
e. Sexual Harassment
f. Gender-based and sexual orientation harassment
g. Stalking

A-4: Disruption, obstruction, or interference with Normal University Activities

a. Disrupting or obstructing normal University activities
b. Failure to comply with directions of University, law enforcement, fire department or other government officials
c. Obstruction of the free flow of pedestrian or vehicular traffic on campus

d. Disorderly conduct
e. Failure to cooperate with DOS's investigation

A-7 Use and Misuse of Substances

a. Smoking in violation of APM35.28
b. Using, possessing, manufacturing, cultivating, selling, or distributing any state or federally controlled drug, substance, or paraphernalia, including, but not limited to, marijuana, heroin, narcotics, or other controlled substances, in violation of any applicable law or University policy. Inhaling or ingesting any substance (e.g., nitrous oxide, glue, paint, etc.) that is intended to alter a student's mental state without a prescription is also prohibited.
c. Consuming, possessing, manufacturing, or distributing alcoholic beverages in violation of any applicable law or University policy (see APM 80.01 for alcohol permit requirements). Alcoholic beverages may not, in any circumstance, be consumed or possessed by, or distributed to, any person under twenty-one (21) years of age. Except at permitted events pursuant to APM 80.01, alcoholic beverages may not be possessed or consumed by any student under any circumstances on campus in areas open to the general public, which areas include, but are not limited to, lounges, student union buildings, recreation rooms, conference rooms, athletic facilities, and other public areas of University-owned buildings or grounds.

B. Statement of Student Rights (find in full in the Faculty Staff Handbook 2200 or at www.uidaho.edu/dos)

SECTION I--FREEDOM OF ASSOCIATION.

1. Students shall be free to organize and join associations to promote their common interests.

2. UI may require student associations to submit a list of officers and objectives, but they shall not otherwise be required to disclose their membership.

SECTION II--FREEDOM OF INQUIRY AND EXPRESSION. [See also 6220.]

1. Students and student associations shall be free to examine and discuss all questions of interest to them and to express their opinions publicly or privately, subject only to civil and criminal law.

2. Students shall be free to support causes by any lawful means.

3. Student associations shall be free to invite and to hear any person at their meetings.

4. All official student communications media shall have the right to establish and maintain internal control of operations and content, free from prior censorship. Only for proper and stated causes will editors and managers be subject to removal, and then only by procedures prescribed at a prior date.

SECTION III--STUDENT CONDUCT. (see also FSH 2100, 2300 and 2400)

1. Student conduct regulations shall be approved by the faculty and shall be codified and published under the title "Student Code of Conduct" (FSH 2300).

2. Violations of any rules imposed by University Housing are also violations of the Student Code of Conduct.

3. No disciplinary regulation shall discriminate against any student in violation of FSH 3200, 3210, 3215, 3220.

4. "Disciplinary action" is defined as any sanction imposed for misconduct pursuant to FSH 2400.

a. Disciplinary action shall not be taken against any student until it has been determined that a code violation has occurred, except when action is necessary to stop a violation or when the situation merits an interim suspension. Procedures for review of code violations are described in FSH 2400.

b. Disciplinary actions shall be commenced only for alleged violations of regulations that have been properly enacted and that are in force at the time of the violation.

5. Except where new material information is discovered, no student shall be brought up on alleged violations of the Student Code of Conduct a second time for the same alleged incident where a previous review/hearing was fully exhausted for the same alleged incident.

6. Any party to a disciplinary action shall have the right to appeal the decision using the appeal processes detailed in FSH 2400.

7. Review/hearing bodies must include adequate notice to the parties and sufficient opportunity for the parties to prepare their arguments.

C. University of Idaho's Diversity and Inclusion Statement

The University of Idaho acknowledges and supports the principle that everyone is a unique person who possesses diverse qualities and traits, and who interacts with diverse others within a larger inclusive civil society. At its core, the University of Idaho embraces the complementary principles and behaviors of diversity and inclusion. We seek to protect and promote a respectful and civil learning environment for the discussion of the concepts and the development of practical skills associated with diversity and inclusion. As a place of learning and training, the University adheres to the standards of ethical and civil diversity and of inclusive discourse and action within our classrooms, offices, hallways, student organizations, and gathering places. The University community values people of diverse cultures, classes, races, ethnicities, sexes, gender identities, mental and/or physical abilities, citizenship, nationalities, sexual orientations, religious backgrounds, ages, epistemologies, academic disciplines, veteran status, life experiences, and identities. As a living document this list is intended to be additive as we become a more inclusive learning community. The University community welcomes and respects all people.

D. Informal Complaint Process

The informal complaint procedure seeks to achieve a resolution upon which both the complainant and the respondent(s) agree. An informal complaint may be oral or in writing, and should be brought to the attention of the **Director of Student Involvement**. Informal complaints will give the complainant an opportunity to discuss the matter with a neutral third-party to clarify whether a policy violation or discrimination may be occurring and to determine the complainant's options, including the pursuit of more formal action. In some cases, the complainant may ask the Director of Student Involvement or act as a mediator to talk to the other party to determine whether an informal resolution of the issue can be reached. If resolution by this process is reached, no further action will generally be taken, and the matter will be considered closed. However, there may be some allegations of a policy violation or discrimination that the University will investigate further despite a request for an informal resolution. In all cases, the Director of Student Involvement will keep a record of the complaint and its resolution.

E. Formal Complaint Process

A student can make a formal complaint without first using the informal complaint procedure. The formal complaint should be in writing and delivered to the **Director of Student Involvement.** The formal complaint should include: the offending party's name(s); the times, dates, places, and

circumstances surrounding the allegation of a policy violation or discrimination; and the name(s) of any witness(es) to the incident(s). A representative from DSI may, upon request, assist a complainant in preparing a formal complaint. After a review of the formal complaint, the Director of Student Involvement or designee will review relevant student files or records and consult with the complainant, the person(s) against whom the complaint is made, any witnesses, and, as appropriate, with other individuals in an attempt to resolve the matter and determine whether further investigation is warranted. The Director of Student Involvement may investigate further if deemed appropriate, or end a formal investigation at any time. Upon completion of the investigation, the Director of Student Involvement will determine if the complaint merits adjudication and will notify the complainant and respondent(s) in writing of the findings and recommendations. Even where a policy violation or discrimination is not found, the Dean of Students may determine that the conduct is inappropriate or otherwise violates the Student Code of Student. A complainant or respondent dissatisfied with the findings or recommendations may submit a rebuttal statement for inclusion in the investigative file. In cases warranting adjudication, the Dean of Students retains the right to determine who shall review the conduct. The proceedings will be conducted in accordance with the Student Code of Conduct.

F. Disciplinary process (as outlined in the student code of conduct)

a. Reporting Alleged Violations
b. Initial Investigation
c. Notice of Alleged Violation
d. Meeting with Dean of Students
e. Investigation & Determination

Sanctions may include:

a. Warning – a written communication from the Department of Student Involvement to the RSO officers and advisor to educate them of the violation or non-compliance.

b. Probation – a written statement, followed by a meeting between Student Involvement staff, organization officers and advisor indicating that the RSO's behavior is of such a nature as to jeopardize continued recognition/affiliation at the University and outlining steps to reconcile.

c. Educational program or Workshop – Student organizations will be responsible for creative and implementing an education workshop to prevent future occurrences. And or the student organization may be required to participate in a leadership development workshop.

d. Restitution/affiliation – a student organization that damages University property may be required to pay actual repair or replacement costs. Failure to pay may result in withholding access of benefits or resources and/or additional sanctions.

Loss of recognition– written statement outlining permanent and immediate separation from the University.

G. Raffle/Drawing Policies:

The University of Idaho holds no responsibility for raffles done by student organizations. Therefore, its name shall not appear on any raffle documents. A raffle indicates a financial transaction where income must be documented. If the ASO/RSO is considered a "non-profit organization", it must file tax returns for the amount money received. The ASO/RSO is

responsible for filing any tax returns noting revenue taken from raffles. If a financial transaction is not taking place, the term “drawing” should be used.

H. Film/Movie Policy (showing movies on campus)

The Federal Copyright Act (Title 17 of the U.S. Code) governs how copyright materials such as movies may be used. Neither the rental nor the purchase of a movie carries with it the right to show the move outside the home. Student organizations must secure a public performance license to show copyrighted movies on campus. Ownership of the movie and the right to use it publicly are two separate issues. The copyright holder retains exclusive public performance rights. This legal copyright compliance requirement applies to public libraries, schools, daycare facilities, parks, recreation departments, summer camps, churches, private clubs, prisons, lodges, businesses, etc.

This legal requirement applies: Regardless of whether an admission fee is charged, whether the institution or organization is commercial or non-profit, Whether a federal, state or local agency is involved. DVDs rented or purchased from retail stores are licensed for in-home viewing only.

The three companies from which student organizations can work with to purchase/receive the license and the film are:

- Swank Motion Pictures, Inc. Swank.com, 800-876-5577
- Criterion Pictures, criterionpicusa.com, 800-890-9494
- Motion Picture Licensing Corporation, mplc.com, 800-462-8855

In some cases, documentary films can be approved to show in an educational setting with no fee. In that case, the organization must contact the film producer to seek written approval.

I. Free Speech Areas:

Some areas on campus are designated as “free speech areas.” The campus can regulate time, place and manner, but not content in these locations. Student organizations may reserve the “Free Speech Wall” located on the ground floor of the TLC, through the www.uidaho.edu/icsu room reservations form to post information concerning causes and topics. The space outdoors on either side of the pillars of the Commons Plaza (outside of Einstein’s) has been identified as a “free speech zone” as well. You may see demonstrators there occasionally. Space reservations for that spot can be done through www.uidaho.edu/facilities/les/reservations.

Events that may be considered higher risk may also want to designate “free speech” areas for demonstrators and or protestors. That can be facilitated with UI Risk Management office by contacting Risk@uidaho.edu.

J. Catering, Food and Alcohol

1) Vandals Dining by Sodexo is the University’s signature provider for on campus dining and catering. Vandals Dining reserves the first right of refusal for all catered events on campus over $100. Meaning, if an organization is planning for food that costs less than $100 they are able to contact another food provider to bring that to campus. For any order over $100 organizations must first contact Vandals Dining.

To order Vandals Dining catering use the online service at https://vandalscatering.catertrax.com/. Orders must be submitted 10 days in advance to avoid a rush order fee.

If you're wanting catering not through Vandals Dining, and it's over $100, a food provider agreement must be submitted to Auxiliary Services if a vendor is going to be brought to campus (i.e., an outside restaurant for catering). After obtaining permission from Vandals Dining, a Food Service Provider Agreement and Certificate of Insurance must be collected. Contact Krista Bateman, kbateman@uidaho.edu, 208-885-5500.

> *Example: ASUI wants to bring in a food truck from Spokane and they are not on the approved vendors list. Paperwork for approval is needed before making any agreements to host the food truck at an event.*

2) Food Sale/Bake Sale: UI Risk Management office and the DSI office does not recommend any student organization to sell baked goods or any other food item during an event or for a fundraiser. This is due to liability purposes. Food and bake sales are high risk and low profit. There are safer and more profitable fundraising opportunities on our campus. This recommendation is not a prohibition of the activity. If an organization decides to hold a bake sale or food sale they must first request permission from Sodexo at catering@uidaho.edu. They must also follow sanitation guidelines and health code regulations must be followed.

- Baked goods must be individually wrapped and labeled. Items such as pies and cakes must be covered with a lid or plastic wrap. Labels must include the following:
    - Common name of the food product (cookie, pie)
    - Ingredients
    - This statement must be in no less than 10 pt. font "This product is home produced"
    - Common allergens if included (milk, eggs, peanuts, tree nuts, soy, wheat, fish, shellfish)

3) Cultural food preparation. Vandals Dining assists organizations in preparation for cultural events where food is served. Organizations develop a menu, order ingredients, and can have access to a university kitchen to cook and prep food.

> **Contact:** Brian Day, brian.day@sodexo.com, 208-310-9172

4) Alcohol: The Idaho State Board of Education governs alcohol policies on the University of Idaho campus. Organizations hosting events or activities in which alcohol is to be served must have an approved alcohol application. This applications must be received by the AVP of Auxiliary Services at least 30 business days before an event.

Alcohol permit guidelines include:

- Providing food along and non-alcoholic beverages
- Required use of alcohol service provider who maintains appropriate permits and valid licenses and insurance.
- Occur in a controlled area for a single contiguous time period.

- Be consistent with the proper image and mission of the institution.
- Be for a purpose other than consuming alcohol and food.
- Require paid admission, a fee or written personal invitation.
- Controlled entrance and exit including use of wristbands.

For events occurring on the U of I campus, the university reserves the right to require the use of Vandals Dining. Events not utilizing Vandals dining will require the alcohol service provider to provide licensing, indemnity and insurance requirements.

Events taking place outside a public building on campus will require a privatization letter. Contact: Auxiliary services (208) 885-5550, alcohol-admin@uidaho.edu

www.uidaho.edu/finance/auxiliary-services/services

K. Trademark and Licensing (naming and logos)

RSO and ASO Naming:

RSO nor ASO are not a direct affiliation of the U of I and therefore may not use “University of Idaho” at the beginning of their organization’s name or “of the University of Idaho” at the end of their name unless funding is received directly from a U of I department. However, organizations may use “at the University of Idaho” or “UI chapter” at the end of the organization’s name if the organization is affiliated with a national or regional organization. “Vandal(s)” can only be used with the addition of “Club” at the end of the name.

Using U of I logos:

- The U of I logos are registered trademarks of the university. U of I trademarks include, but are not limited to, the words “Idaho” “University of Idaho,” “Idaho Vandals,” the initials “UI” and logos such as the block “I” Vandal, the Vandal script mark, Joe Vandal, and the official U of I seal. This policy applies to all U of I marks.

- All uses of U of I trademarks on products require prior approval from the Trademark and Licensing office, (UITL), even if the proposed uses do not involve the sale of a product (i.e. shirts, team bags, giveaways, items for fundraisers, gifts, etc.). Any product bearing U of I trademarks must be purchased from licensed manufacturers. Using an officially licensed company to manufacture a product ensures that the company has provided the correct product liability insurances and signed U of I’s code of conduct agreement.

- Use of a U of I mark with an organization implies association with U of I. Therefore only RSOs are allowed to use U of I trademarks in conjunction with their organization’s name, subject to the requirements above. RSO’s may not assign trademark usage rights, or otherwise grant permission, to any other internal or external entity for any purpose without prior review and approval by Trademark Licensing.

- For a list of licensees (places to buy U of I products) contact the University of Idaho Trademark and Licensing (UITL office at (208) 885-4007, or *http://www.uidaho.edu/ucm/trademark*.

L. Contracts with outside vendors

Student Organizations who bring outside talent, artists, or vendors to campus and plan to use University funds must obtain a service agreement (contract) through University Purchasing Services. Contracts should be submitted in VandalWeb by an advisor of the organization.

For registered student organizations contracting on their own behalf (i.e. U of I is not involved in the transaction) they need to make clear to the party with whom they are contracting that the University of Idaho is not a party to the transaction.

M. Personal Profiting

Recognized Student Organizations shall not accrue and/or provide financial benefit (in-kind or in monetary gain) to its membership, affiliate members, or advisors. Club officers and advisor are responsible for safeguarding funds from being utilized for personal gain and fraudulent activity by its members and advisors.

Example: a club who registers is eligible for campus space reservations for free. The club charge a membership fee or monthly fee that goes directly to the advisor or one of the chapter officers or affiliates for teaching a skill to members.

Section 4 – Funding

A. ASUI funding Board Application Process

- Steps to apply for funding for your student organization outlined below.
- The mission of the ASUI Funding Board is to provide services and programs to assist student organizations with the achievement of their goals and fulfillment of their missions, thereby cultivating effective leadership at the University of Idaho.
- Each year, every student organization is *eligible* to receive up to $2,000 of reimbursement money at the discretion of the Funding Board.

Step 1:Review the Bylaws

This step is found in VandalSync under your portal's "Forms" tab. It is an online form. It requires you to review the bylaws and take a quiz. Below is an excerpt of a the common reasons for reimbursement.

Disclaimer: Below are excerpts of the Bylaws. It is your job to read the Bylaws in their entirety

Article III – BOARD STRUCTURE

Section A - Funding Allocation Department

As standard practice, due to the fee make-up of the ASUI Funding Board, they will only fund undergraduate student organizations. However, the board maintains complete discretion to make flexible its own rules related to the funding of any organization. The board will assess appropriate funding based on a percentage

of undergraduate students to graduate students. The board will make efforts to enhance and reward undergraduate students through its process.

Article VII – GENERAL FUNDING & LARGE EVENT FUNDING HEARINGS

Section B – Organization Funding

1. All funds allocated by the ASUI Funding Board shall be at the discretion of the Board.
3. The Board may fund a maximum of $2000 to registered organizations in any given fiscal year. Funding requests to exceed the $2000 limit may be heard at the last fee allocation hearing of the budget cycle and will only be heard if funds are available.

4. All funding will be considered on a matching-funds basis.
    A. This will require proof of income to be verified with bank statements.
    B. Organizations must develop a total cost budget for the activity.
    C. All funding will be on a reimbursement basis**.**

6. The board shall not fund for the following activities:
    A. Purchase of food or beverages or other perishable items, unless purchased through the University of Idaho.
    B. Cash awards, prizes or gifts.
    C. Labor costs, unless purchased through the University of Idaho.
    D. A bingo event or raffle/drawing.
    E. Per Diem while traveling.
    F. Long-distance phone calls.
    G. Charitable contributions.
    H. State and Federal Income taxes.
    I. Organizational or departmental graduation parties, award ceremonies, and banquets.
    J. Transportation and or lodging for speakers, unless part of the contractual agreement.

7. All events/programs/services that receive funding must be open to all UI students.

8. The Board may fund for:
    A. Fundraising activities
    B. Travel to conferences
    C. Registration fees
    D. Speakers brought to the University of Idaho
    E. Educational programs
    F. Organizational operations such as:
        i. Publicity
            a. Such activities pertaining to clothing will be funded at ½ (0.50) the cost
        ii. Office supplies
        iii. Telephone for crisis hotlines
    G. Other activities consistent with the Funding Board Mission Statement

Article VIII – ALLOCATION/ FUNDING CRITERIA
Section B – Priority of Funding
The Board will give priority of funding in the following order:
1. On campus co-sponsored events open to campus and community.
2. On campus events open to campus and community.
3. Off campus events open to campus and community.
4. Travel events promoting the organization and the University of Idaho.
5. Travel in competition.
6. Travel developing leadership of organization.
7. Travel to conferences.

Article IX – FUNDING GUIDELINES

Section B – Travel

1. If student travel is involved in a funding request, the Board will apply the following criteria, as well as any additional considerations:
   A. Is the travel going to benefit the majority of the student body?
   B. Who will be traveling? Just members of the organization, or were all students offered the opportunity to go on the trip?
   C. How were the travel participants chosen?
   D. Is the travel experience able to be duplicated in the surrounding community, or is it an "once-in-a-lifetime" opportunity?
   E. Is the travel request for travel to a structured event (i.e. conference, competition, or workshop)?
   F. Can the travel participants demonstrate knowledge gained from the travel experience?
   G. Have the travel participants made an effort to share their experience with the campus community, or how will they?
   H. What is the percentage of students who are traveling, who will be returning to UI for at least one semester?
   I. Advisors, graduate students, and non-students, cannot receive funds for travel**.**

2. In funding travel expenses, official University figures for mileage and amounts will be used; if figures requested by the student organization are different, the figures resulting in the lowest cost to the Board will be used. The Board may allocate a maximum of:
   A. Transportation
      i. Mileage will be reimbursed for use of a personal car at the current University rate.
      ii. The actual cost of rental, insurance, and gas for a rented vehicle.
      iii.50% of the cost of airline tickets.

Step 2: Funding Training

This step is found in VandalSync under your portal's "Forms" tab. It is an online form. It consists a PowerPoint training followed by a quiz.

	A	B	C	D	E	F	G	H
1	**Event Name:**				**Date of Event:**		00/00/000	
2	**Club Name:**					** only fill in grey boxes		
3	**EXPENSES**							
4	***1) Please Enter Expenses Related to On Campus Events/ Club Supplies/ Other***							
5	**Item**	**Justification (Why?)**				***Estimated Expense***	***Actual Expense***	***ASUI Eligible***
6	1) (e.g. Food)	(e.g. Food provided by Sodexo for event)						
7	2)							
8	3)							
9	4)							
10	5)							
11	6)							
12	***2) Please Enter Expenses Related to Travel:***							
13	Personal Car:		Miles x $	0.58				$ -
14	Airfare:		x 50%					$ -
15	In-State Lodging:		Nights x		Rooms x $60			$ -
16	Out-of-State Lodging:		Nights x		Rooms x $80			$ -
17	Conference Registration:		Students		$/Person			$ -
18	Other Expenses:							
19	***TOTAL ESTIMATED EXPENSE***					$0.00		
20	***TOTAL ACTUAL EXPENSES***						$0.00	
21	***TOTAL ASUI ELIGIBLE***							$0.00
22	**REVENUE**							
23	***ITEM***		***DATE RECEIVED***		***AMOUNT***			
24	Departmental Funding					OtherSources of Revenue:		
25	1) (e.g. Sociology)					1) (e.g. Current Bank Amount)		
26	2)					2)		
27	Special Grants/Donations					3)		
28	1)					4)		
29	2)					5)		
30	Fundraising:					6)		
31	1) (e.g. Bake Sale)					Amount of Revenue Used To Cover Expenses:		
32	2)							
33								
34	**Total Expense Amount:**	**Amount:**			**Revenue Used:**	**Total ASUI Requested Amount:**		
35	$ -	$ -			$ -	$ -		

Step 3: Budget Sheet Preparation and Upload

This step is found in VandalSync under your portal's "Forms" tab. It is an online form.

Step 4: Prepare All Documents

This step is found in VandalSync under your portal's "Forms" tab. It is an online form.

Determine if your club will request refund in the form of a departmental transfer or a check made out in the club's name. If you request a departmental transfer, then have the index number to

If your club requests a check for reimbursement, you'll need to collect the following information:

1. Bank account: In order for ASUI to allocate your student organization money you'll need a place to put it. We recommend Latah Federal Credit Union in the Idaho Commons, but any bank for your student organization will do.
2. EIN: If you have a bank account you already have an employer identification number (EIN) just ask your bank for this, they should have it on file. If not, the step-by-step process is listed in this handbook on the next page.

3. Complete a W-9 Form: Remember that this is for your student organization not you personally. There are examples for both the state and federal W-9 forms in this handbook. Either will be accepted.

Step 5: Complete Application
This step is found in VandalSync under your portal's "Forms" tab. It is the last step of this application process. This form is where you describe your funding request and "make your case" or justify why ASUI should select your club to be reimbursed. Make sure you take time to write and complete this section well. The more detail the better!

B. Tax Information

- Undergraduate organizations are not permitted to use the University's EIN for any purposes.
- This handbook is for educational purposes only. Each situation is specific to each organization and this document should be considered a reference, not substituted for legal or tax advice. Consult a tax preparation professional.
- Most student organizations believe that because they are essentially a nonprofit and are made up of students that they are tax-exempt. This is not true.

Q: Is my student organization tax-exempt?

A: Possibly, it depends on how much money your student organization is taking in.

- If a student org. reports **less than $5,000** on their "gross receipt" regardless of the org's classification, they are automatically tax-exempt.
    - *A "gross receipt" is defined by the IRS as "the total amounts received from all sources during its annual accounting period (a year).*
- If a student organization receives **$5,000 or more** during a year it must file annually with the IRS. Visit www.irs.gov for more information. Contact a tax professional to assist.
- If an organization identifies as a 501(c) (3) they are also tax exempt.
    - The IRS publishes "Applying for 501(c)(3) Tax-Exempt Status," a guide that is available online at: www.irs.gov/pub/irs-pdf/p4220.pdf.
    - Filing for tax-exemption status can be tedious and expensive process. Organizations which are granted this status don't have to pay taxes but this does not exclude them from having to file tax paperwork annually. (Many local or national affiliations have federal tax-exempt status. Some of them may even have 501 (c) (3) status. Organizations with this type of affiliation should ask their parent organization if they are covered under the parent's tax-exempt status).

C. Recordkeeping

All organizations must maintain accurate and complete financial records and must keep them for at least six years. Failure to maintain these records may make it difficult to substantiate to tax authorities that the organization does not owe taxes, interests or penalties. Saving them in the organizations' VandalSync portal is a great option.

D. Obtaining an Employee Identification Number (EIN)

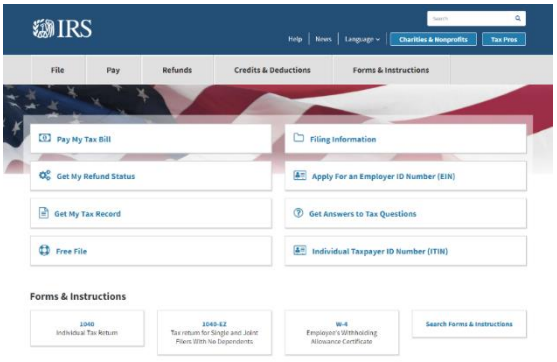
- Student organizations wishing to open a bank account must apply for an Employee Identification Number (EIN).

- In order to receive funding through the ASUI funding board your student organization will need both an EIN and a bank account.
- Undergraduate organizations are not permitted to use the University's EIN for any purposes.

EIN written directions:

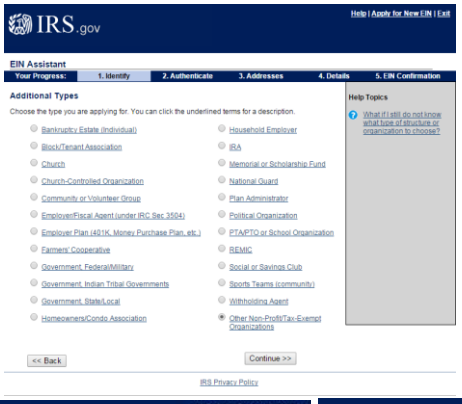
1. Go to the IRS' Apply for an Employer Identification Number (EIN) Online Web site: **irs.gov**
2. Click the APPLY ONLINE NOW link at the bottom of the page.
3. Select the View Additional Types, Including Tax-Exempt and Governmental Organizations option for the "What type of legal structure is applying for an EIN?" question.
4. Any of the following options may describe your type of organization: Political Organization, \Church Controlled Organization, Community or Volunteer Group, Social or Savings Club or Sports Teams (community).
5. Enter your first name, last name, and SSN.
6. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third-party on behalf of the organization.
7. Enter the address for your organization.
8. Enter the requested information about your organization. Repeat this step for the next screen requesting additional organizational information.
9. Select the "Other" option for the question "What does your business or organization do?"
10. Select the "Organization" option for the question regarding your business activity.
11. From the list of organizational activities select the activity that best describes what your organization does (most organizations select the social or civic option).
12. Select whether you would like to receive your EIN confirmation letter online or by mail.
13. Once you receive your organizations EIN, document and save this information.

EIN visual directions:

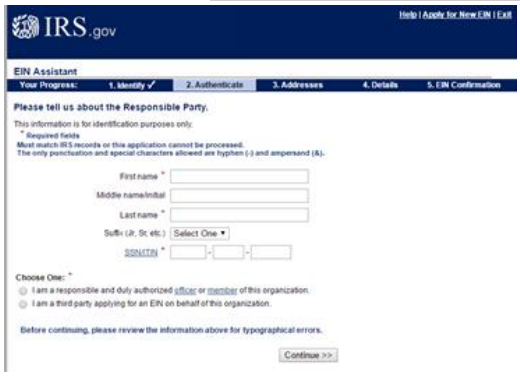


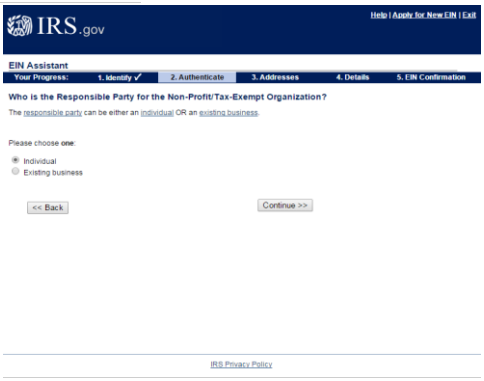
Step 1: Go to www.irs.gov. Click on "Apply for an EIN"
Step 2: read the application materials, select the blue "apply online now" button, then "begin application" button.

Step 3: select" View Additional Types..."

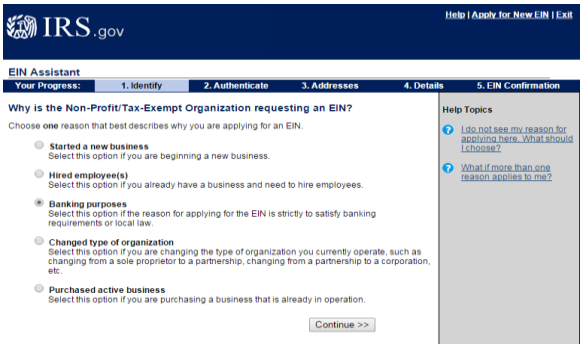


Step 4: University organizations typically selected one of the following: Bankruptcy Estate (Individual), Block/Tennant Association, Memorial or Scholarship, Political Organization, PTA/PTO or School Organization, Social or Savings Club. Select the option that most resembles the function of your club.





Step 5: you may be asked to fill out additional identity forms.



Step 6: Fill out the responsible party information, followed by addresses.

Step 7: Select for the EIN to be physically mailed and emailed to you.

E. Federal W-9 Form

Do not fill out for you personally, fill out for the registered student organization

Step 1: Fill out your student organization name here

Step 2: No need to fill out this line

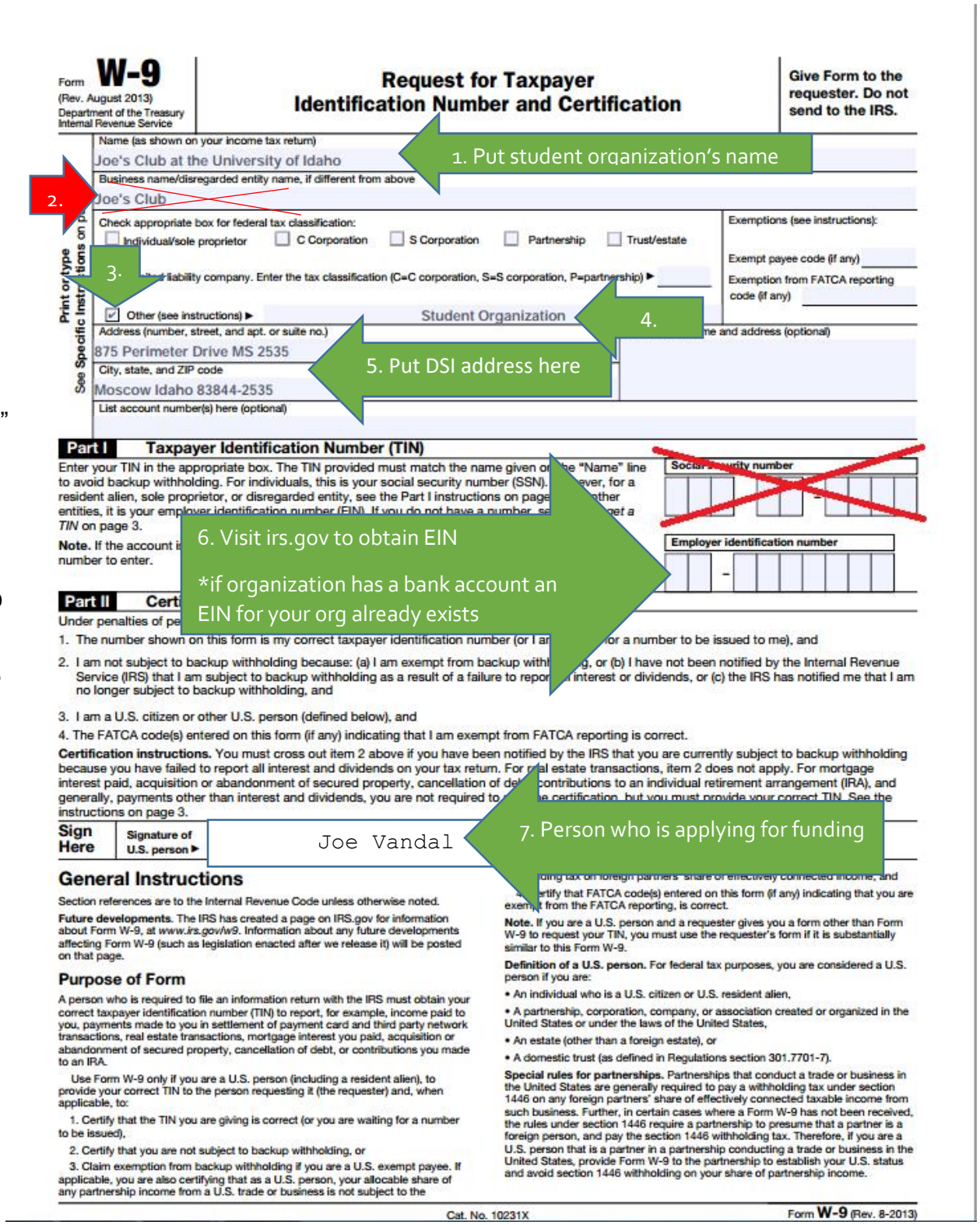
Step 3: Check the other option

Step 4: Fill in this space by writing "Student Organization"

Step 5: Put DSI address here * you can also put the advisors' contact

Step 6: Visit irs.gov to obtain an EIN number

Step 7: Sign and date this document



Form **W-9** (Rev. August 2013) Department of the Treasury Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return): Joe's Club at the University of Idaho

1. Put student organization's name

Business name/disregarded entity name, if different from above: Joe's Club

2.

Check appropriate box for federal tax classification: ☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

3.

☑ Other (see instructions) ▶ Student Organization

4.

Address (number, street, and apt. or suite no.): 875 Perimeter Drive MS 2535

5. Put DSI address here

City, state, and ZIP code: Moscow Idaho 83844-2535

List account number(s) here (optional)

Exemptions (see instructions): Exempt payee code (if any) ____ Exemption from FATCA reporting code (if any) ____

Part I Taxpayer Identification Number (TIN)

Social security number

Employer identification number

6. Visit irs.gov to obtain EIN

*if organization has a bank account an EIN for your org already exists

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below), and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Sign Here Signature of U.S. person ▶ Joe Vandal

7. Person who is applying for funding

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at *www.irs.gov/w9*. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

Cat. No. 10231X Form **W-9** (Rev. 8-2013)

F. State of Idaho W-9 Form

Do not fill out for you personally, but for the organization you are representing

Step 1: Fill out your student organization name here

Step 2: Visit irs.gov to obtain EIN * if your organization has a bank account an EIN for your org already exists

Step 3: Check the other box

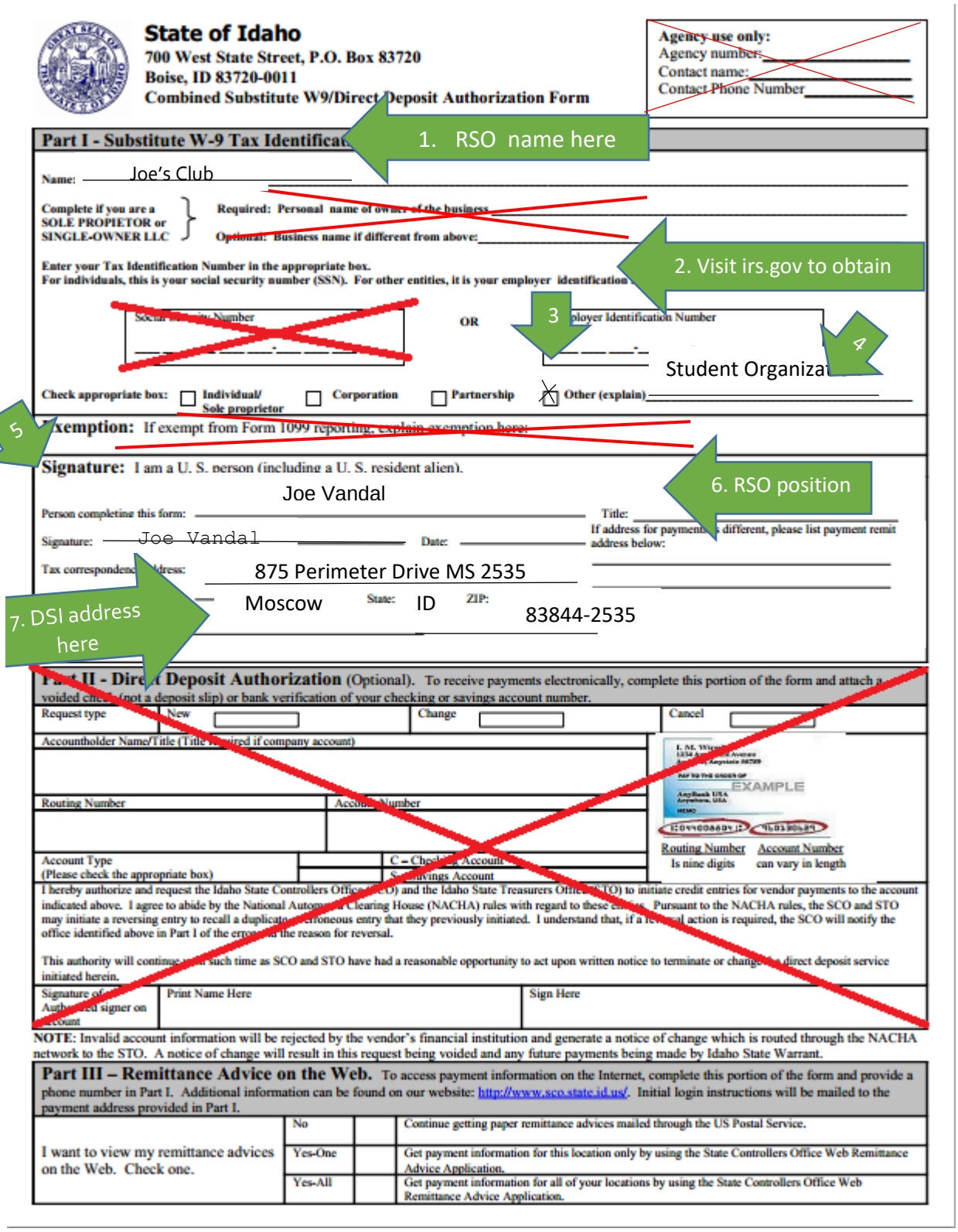
Step 4: Fill in this space by writing "Student Organization

Step 5: This information will be that of the person filling out the W-9

Step 6: Fill out the "title" space with your position in the organization

Step 7: Put our office address here * If your organization wishes to put your advisors address that is fine

*Part 2 of the form is the Direct Deposit Authorization. Your RSO has likely already completed the direct deposit form.



State of Idaho
700 West State Street, P.O. Box 83720
Boise, ID 83720-0011
Combined Substitute W9/Direct Deposit Authorization Form

Agency use only:
Agency number:
Contact name:
Contact Phone Number

1. RSO name here

Part I - Substitute W-9 Tax Identificat

Name: Joe's Club

Complete if you are a SOLE PROPIETOR or SINGLE-OWNER LLC — Required: Personal name of owner of the business; Optional: Business name if different from above:

2. Visit irs.gov to obtain

Enter your Tax Identification Number in the appropriate box.
For individuals, this is your social security number (SSN). For other entities, it is your employer identification

Social Security Number — OR — 3 Employer Identification Number

4 Student Organizat

Check appropriate box: ☐ Individual/ Sole proprietor ☐ Corporation ☐ Partnership ☒ Other (explain)

5 **Exemption:** If exempt from Form 1099 reporting, explain exemption here:

Signature: I am a U. S. person (including a U. S. resident alien).

6. RSO position

Person completing this form: Joe Vandal — Title:

Signature: Joe Vandal — Date:

If address for payments is different, please list payment remit address below:

Tax correspondence address: 875 Perimeter Drive MS 2535

7. DSI address here

Moscow State: ID ZIP: 83844-2535

Part II - Direct Deposit Authorization (Optional). To receive payments electronically, complete this portion of the form and attach a voided check (not a deposit slip) or bank verification of your checking or savings account number.

Request type: New ☐ Change ☐ Cancel ☐

Accountholder Name/Title (Title required if company account)

Routing Number — Account Number

EXAMPLE

Routing Number Is nine digits — Account Number can vary in length

Account Type (Please check the appropriate box): C – Checking Account; S – Savings Account

I hereby authorize and request the Idaho State Controllers Office (SCO) and the Idaho State Treasurers Office (STO) to initiate credit entries for vendor payments to the account indicated above. I agree to abide by the National Automated Clearing House (NACHA) rules with regard to these entries. Pursuant to the NACHA rules, the SCO and STO may initiate a reversing entry to recall a duplicate or erroneous entry that they previously initiated. I understand that, if a reversal action is required, the SCO will notify the office identified above in Part I of the error and the reason for reversal.

This authority will continue until such time as SCO and STO have had a reasonable opportunity to act upon written notice to terminate or change this direct deposit service initiated herein.

Signature of Authorized signer on account — Print Name Here — Sign Here

NOTE: Invalid account information will be rejected by the vendor's financial institution and generate a notice of change which is routed through the NACHA network to the STO. A notice of change will result in this request being voided and any future payments being made by Idaho State Warrant.

Part III – Remittance Advice on the Web. To access payment information on the Internet, complete this portion of the form and provide a phone number in Part I. Additional information can be found on our website: http://www.sco.state.id.us/. Initial login instructions will be mailed to the payment address provided in Part I.

I want to view my remittance advices on the Web. Check one.

No		Continue getting paper remittance advices mailed through the US Postal Service.
Yes-One		Get payment information for this location only by using the State Controllers Office Web Remittance Advice Application.
Yes-All		Get payment information for all of your locations by using the State Controllers Office Web Remittance Advice Application.

G. Fundraising Ideas and resources

a. On Campus

i. **Concessions** at athletic events, contact Vandals Dining Director of Operations Kevin Maines, Kevin.maines@sodexo.com.

ii. **Staffing large campus catered events**: Organization members can earn up to $10/hr. Contact Kevin Maines, Kevin.maines@sodexo.com.

iii. **Athletic event clean up**. $100-$400 per event. Contact KC Sheffler, sheffler@uidaho.edu.

iv. **U&I Give crowdfunding platform**, submit a project application at www.uidaho.edu/advancement/departments/annual-giving/uandigive.

v. **Concessions at ASUI Vandal Entertainment Films**, contact asui-VEntertainment@uidaho.edu.

vi. **Corporate and Foundation Relations** – submit a proposal at www.uidaho.edu/adancement/departmetns/corporate-relations/apply.

b. Off Campus

i. Applebees Flapjack Fundraiser – www.flapjackfunds.com

ii. Pizza Hut – earn 20% back if fundraiser flyer is used – www.pizzahutgivesback.com

iii. Panda Express- dine in or take-out and 20% of sales go back to organization – www.pandaexpress.com/fundraiser-landing.

iv. Krispy Kreme Doughnuts – www.krispykreme.com/fund

v. Walmart.com – grant applications accepted early February for special focused areas. – http://giving.walmart.com/apply-for-grants/

vi. Sponsorships by local businesses – draft a letter and inquire at local businesses

Section 5 – Risk, Liability, and Insurance

For detailed information about risk management and insurance, see this link: https://www.uidaho.edu/infrastructure/pss/risk-management/

Highlights are provided below, but your group is responsible for understanding and complying with this information. After reviewing the following information, feel free to consult with U of I Risk at risk@uidaho.edu.The good news is that basic understanding of risk and insurance is a transferrable skill.

A. Risk Assessment Procedures

1) **Regarding Organization purpose or mission.** During the registration and renewal process. Organizations will identify as low-moderate risk or high risk based on their mission/purpose and constitution. Those organizations identifying as high risk will be subject to additional training which may include an online training and or a face to face risk mitigation meeting.

2) **Regarding Organization activities.** Your group's activities should be "risk based." What does that mean? Your group should conduct a risk assessment of your planned activities. Determine whether your planned activities are **low, moderate or high risk**, and determine what the best risk strategies to control risk for both members and spectators of your group activities.

Student groups may proceed with LOW and MODERATE activities without consultation with U of I Risk Management or Environmental health and Safety offices. Plan appropriate "risk transfer" (i.e. Waivers) and "loss control" (i.e., safety practices). Remember that a generally "LOW RISK" group may plan or participate in a HIGH RISK event (i.e., remote camping). Student groups must always refer HIGH RISK activities to U of I Risk Management and Environmental Health and Safety.	
LOW RISK **to** **MODERATE RISK**	• Discussion or lecture, non-controversial • Events without high risk activities (for either members or spectators) • Meeting to plan group activities • Moot Court • Online activities, non-controversial (design, theme) • Physical activity, low (Arb walks) • Sedentary activity, such as box games or knitting • Tables or booths to recruit and inform, no demonstrations • Physical activity, moderate (i.e., taking photos in the Arb) • Sports, non-contact, no weapons (i.e. yoga, tai chi) • Theater productions, no stunts • Travel to easily accessible areas
FOR HIGH RISK ACTIVITIES, 60 days prior to activity, student groups must consult with U of I Risk and Environmental Health and Safety to discuss risk management of the activity.	
HIGH RISK	• Chemicals • Events with food and/or alcohol • Events, high risk (i.e., logging sports demos, fun runs, over 200 attendees) • Lab activities, or activities which should take place in a lab • Performance and students, high risk (knife juggling, fire dancers) • Physical activity strenuous • Speakers or performers, controversial • Sports, contract or extreme • Travel, back-country and remote • Travel, metro areas
HAZARDOUS PROHIBITED	• Volatile materials – University restricts or prohibits • Weapons – University restricts or prohibits • Minors, events /activities / programs that serve youth under age 18 – University restricts or prohibits to student groups

ANY ACTIVITIES INVOLVING CHILDREN (MINORS) ARE HIGH-RISK. Most travel, especially to metro areas or backcountry areas, is high-risk. A written risk assessment is not required. The risk assessment guideline is provided as a tool to help your group with risk planning.

After identifying low, moderate or high risk activities fill out a risk assessment guideline, see this link:

https://www.uidaho.edu/infrastructure/pss/risk-management/risk-planning

Within this risk assessment guideline are helpful features.

Activities	Brainstorm about the main activities of your group.
Risk mapping	Determine which activities are low, medium or high risk. Determine how great the impact will be. Be OBJECTIVE about your activities and the risks. Is it reasonable to the average person, without special knowledge or training? Did you identify the "red risks?" How would a jury feel about your risk assessment?
Risk control and transfer	Many RISK TRANSFERS are built in to university operations, but make sure these controls (i.e., contracts, finance, and insurance are properly applied to your group. DO NOT ASSUME, VERIFY. Based on your risk assessment, what controls must your group apply to bring risk to an acceptable level (low – moderate).
Evaluation	Be objective about how effective your controls are, and modify if necessary
University resources	Many university resources are available to your group, such as safety and risk consultations.
Compliance	Groups are responsible for KNOWING, UNDERSTANDING AND COMPLYING with university policies and procedures, local, state and federal laws, and other applicable regulations.
Loss analysis	Your group can review "close calls" from either your group or similar groups. What does this suggest about making your activities safer? Aim for "continuous improvement" of your risk controls.

After reviewing your activities on a "risk basis," your group must implement any modifications needed (i.e., developing group guidelines, requiring safety equipment). Particular risk strategies -- insurance, travel and Waivers -- are discussed below.

Note that any program, camp or event that serves youth/minors (under age 18) is considered high risk, and is subject to University of Idaho APM 05.12, Protection of Minors. Refer any program, camp or event involving minors to the U of I Risk department.

B. Insurance

The University of Idaho participates in the risk and insurance program of the State of Idaho. University of Idaho complies with the Idaho Tort Claim Act. State Risk extends General Liability coverage to sanctioned student groups (RSO or ASO). General Liability covers the university and does not provide personal liability to group members or officers. General Liability provides coverage for bodily injury and property damage to OTHERS (not the university, and not group members or officers). This is the ONLY type of coverage extended to groups. If your group is asked to provide a "Certificate of Insurance," please contact U of I Risk at risk@uidaho.edu. Allow at least one week for State of Idaho to provide a Certificate to eligible groups.

The University DOES NOT COVER members and officers of your group for injuries sustained by a member/officer. As students of the University, each member/officer is required to have their own Personal Medical Benefits. Members/officers are responsible for making sure their Personal Medical Benefits are adequate for the group's activities. Please note that some Personal Medical Benefit policies EXCLUDE HIGH RISK activities. To make members/officers aware of the risks, develop a Waiver (see below).

C. Travel/Auto Insurance

Auto insurance always follows the title of the vehicle.

Use of a personal vehicle for university business is NOT COVERED by University of Idaho. Even if a personal vehicle is used for group or university purposes, personal vehicles are NOT COVERED. Wording about the use of personal vehicles is included in the Waiver (see Waiver section below).

TITLE HELD BY	Auto claims paid by	Claims history
Individual Privately owned vehicle	Personal Auto Insurance	Claim "goes against" the individual's loss history
Corporation University owns vehicle (Motor pool, etc.)	State of Idaho, on behalf of University of Idaho	Claim "goes against" University's loss history
Individual rents vehicle for personal use	• Renter chooses "Collision Damage Waiver" CDW if renter wants rental company to pay claims • Renter rejects rental car company if Personal Auto Insurance will pay	• Claim "goes against" the rental car company loss history • Claim "goes against" the individual's loss history
University rents vehicle for business purpose through State of Idaho contracts	• Enterprise (if rented through State of Idaho contract with Enterprise) • State of Idaho, if rented with company OTHER THAN Enterprise - $500 deductible, paid by department	Claim "goes against" University's loss history

Claim examples
DISCLAIMER: Actual circumstances of each claim vary, and will affect coverage. Examples are provided for illustration purposes ONLY.

Group member/officer John is driving his personal vehicle (title held by John) to Staples to pick up supplies for his group meeting.. John rear-ends personal vehicle of Sally (title held by Sally). John also gets a neck injury when he strikes the Sally's vehicle. Who pays what?

- *John's Personal Auto Policy through Acme Insurance will pay for damages to Sally's vehicle.*
- *John will submit a Personal Medical Benefits claim for his injuries.*

Group member/officer John is driving a vehicle from the Motor Pool (title held by university) to Boise for a conference. John rear-ends personal vehicle of Sally (title held by Sally). John also gets a neck injury when he strikes the Sally's vehicle. Who pays what?

- *State of Idaho Claims will pay for damages to Sally's vehicle.*
- *John will submit a Personal Medical Benefits claim for his injuries.*

ASUI and the University of Idaho both have travel policies that discuss travel requirements, including travel authorizations. Refer to ASUI and U of I travel policies, as applicable.

Please note that any member/officer that uses a vehicle titled to the University is subject to APM 05.08, Vehicle Use and Coverage. A link to this policy is provided on the U of I Risk website listed at the top of this section.

The policy includes but is not limited to driver qualifications. Any driver of a U of I owned vehicle (including motor pool vehicles) must be 21 years old, have a good driving record, and take U of I driver training. Refer to U of I Risk website and policy for instructions.

D. Hold Harmless Agreements (Waivers)

Each group whose functions (mission/purpose) is considered in the High Risk to Hazardous categories must develop an Acknowledgement of Risk and Waiver of Liability ("Waiver") that must be signed by each member and officers of the club, prior to participation in club activities. The Waiver must be updated annually. The group must give Student Involvement the originals of the signed Waivers.

A Waiver is an important risk strategy that 1) lists risks arising from the group's activities and 2) asks the member to waive liability against the University.

Only U of I Risk may write a Waiver for your group. U of I Risk uses a very easy online system to generate your Waiver.

Go to Risk website at:
http://www.uidaho.edu/infrastructure/pss/risk-management
Under FORMS
Click on Online Waiver

E. Youth Serving and Protection of Minors

Any activity that involves youth/minors (under age 18) is a high risk activity, and is subject to University of Idaho APM 05.12, Protection of Minors. Student groups are required to refer any activity, program, camp or event involving minors to U of I Risk. Contact risk@uidaho.edu and schedule a consultation at least 60 days prior to start of a youth-serving activity.