



Center for Leadership,
Activities and Career Services

Registered Student Organization Handbook

The RSO handbook is provided
by the:

Center for Leadership,
Activities and Career Services

805 Campus Drive

University Center Suite 121

Big Rapids, MI 49307

Phone: 231-591-2685

www.ferris.edu/clacs

clacs@ferris.edu

Table of Contents

Introduction	3
RSO Operating Policies and Procedures	4
Definition of RSOs	5
RSO Categories	5
Privileges	6
Statuses	7
Membership	8
Registering and Renewing	10
Registering a New Organization	10
Registering a New Club Sport	11
Registering a New Fraternity or Sorority	11
Renewing an Organization	12
Inactivating an Organization	13
Reactivating an Organization	13
Organization Name Change	13
Bulldog Connect	14
Advisors	15
Advisor Role	15
Advisor Responsibilities	15
RSO Responsibilities to the Advisor	16
Conflict of Interest Policy	16
Responsible Employee	16
Clery Act	16
Events AND Travel	17
Event Definition	17
Travel Definition	18
Events and Travel Preparation	18
Events and Travel Safety	18
Event Entertainers, Speakers, and Vendors	19
Events with Food	20
Event and Speaker Contracts	20

Financial Management	22
Finance Best Practices	22
Employer Identification Numbers	23
Advertising	25
Campus Postings	25
Campus-Wide Email Announcements	25
Chalking	25
Painting the Rock	25
Yard Signs	25
Visual Identity and Brand Standards	27
Trademark Use	27
Design Review	29
Product Considerations	29
Royalty Waiver	29
More Information	29
Additional RSO Policies and Resources	31
Auxiliary Groups	31
Hazing	31
Community Service	31
Five-Star Recognition Program	32
Forms at a Glance	33
Campus Office and Resources	33
RSO Misconduct Policies and Procedures	36
Appendix	45
Appendix A Campus Posting Process	45
Appendix B Event Safety Plan Template	50
Appendix C Travel Safety Plan Template	52
Appendix D Adult Participant Waiver	53
Appendix E Minor Participant Waiver	55
Appendix F Travel Participant Waiver	57
Appendix G Third Party Vendor Checklist	59
Appendix H Events with Alcohol Policy	60
Appendix I Use of Grounds Policy	66
Appendix J Food License Chart	71

Introduction

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

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

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

Registration is a charter to exist and to function on campus as a student organization. Registration may be suspended or terminated according to the disciplinary procedures outlined in this Handbook.

Official recognition of a student organization does not by itself constitute any type of endorsement by the University of the organization's purpose, and it does not constitute any assumption of responsibility, liability, or sponsorship (fiscal or otherwise) by the University for the organization's activities.

CLACS is committed to helping student organizations thrive at Ferris State University. Services include leadership training, office resources, organizational consulting, community service opportunities, and advice on activity planning, funding, and co-curricular transcripts. Please contact the CLACS office at (231) 591-2685 or visit the CLACS office in the University Center Suite 121 Monday through Friday from 8 A.M. to 5 P.M. for assistance with your student organization needs.

Student Affairs Mission Statement

Our mission is to facilitate opportunities for students to access higher education and participate in student-centered learning through diverse experiences that support student engagement, retention, and graduation.

Center for Leadership, Activities and Career Services Mission Statement

Offering co-curricular opportunities for students to develop and articulate ethical, social, leadership, citizenship, and employability skills.

RSO Operating Policies and Procedures

Definition of a Registered Student Organization

RSOs at Ferris State University will be considered Self-Governed Student Organizations. An RSO is an independent entity or independent association of individual students. RSO leaders and members shall assume the responsibility for the organization's activities and conduct.

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

1. Primary membership consists of students currently enrolled at Ferris State University;
2. Established to contribute to students' personal development;
3. Approved by the CLACS Office.
4. RSO must have at least five currently enrolled students and a Ferris employee advisor.
 - i. Five required executive board positions which include a President, Vice-president, Secretary, Treasurer, and Community Service Chair (which is listed as Committee Chair in Bulldog Connect).
5. Has a constitution

RSO Categories

Upon completion of the registration process, all student organizations will be classified in one of the following categories. Depending on the scope and mission of the organization, a category will be given to the group for the purposes of communication, promotion, and funding.

- **Club Sports** - Focused on recreational sporting activities. Club sports must also register with University Recreation and the Club Sports Council.
- **College of Health Professions** – Focused on academic majors or career fields in a Health Profession.
- **College of Arts & Science** – Focused on academic majors or career fields in Arts & Sciences.
- **College of Business**– Focused on academic majors or career fields in Business.
- **College of Education and Human Services** – Focused on academic majors or career fields in Education and Human Services.
- **College of Engineering Technology** – Focused on academic majors or career fields in Engineering Technology.
- **College of Pharmacy** – Focused on academic major or career fields in Pharmacy.
- **Faith-Based** – Serves as a support network for students of a particular religious denomination or spiritual interest.
- **Fraternities & Sororities:** Undergraduate affiliated organizations of national/international fraternities or sororities, usually social and governed by four councils: Black Greek Council, Interfraternity Council, Multicultural Greek Council, or Panhellenic Council. Council approval and membership is required to be a part of this category. Membership is selective and national/international affiliation is required.

- **Hall & Student Government** – Serves as a representative body for students in a particular area of campus.
- **Honor Societies** – Seek to recognize students who excel academically. Membership in this group is often based on GPA.
- **Media & Entertainment** – Provides an opportunity for students to gain hands-on experience with media or provides the campus with a variety of student-sponsored entertainment events.
- **Michigan College of Optometry** – Focused on academic majors or career fields in Optometry.
- **Multicultural** – Promotes the history and traditions of a specific culture as well as provides support for members of the culture within the campus community.
- **Political** – Supports political parties, political issues, and/or candidates seeking public office.
- **Professional** – Organizations dedicated to advancing a student’s professional development and connection to a professional organization. National/international affiliation is required.
- **Social / Service** – Provides volunteer opportunities on and off campus. Some groups include a commitment to work for a particular cause with the local chapter of a nonprofit organization.
- **Special Interest** – Focuses on a specific interest or topic.
- **Statewide Student Organizations** – Organizations that are located and operate on one of the many statewide locations in Michigan. They do not operate on Big Rapids main campus.

Privileges for RSOs

Registered Student Organizations are eligible for the following privileges:

1. Access to reservation of University facilities and outdoor space for activities, practice, games, and meetings (upon request, pending availability and approval).
 - A. Some fees may apply. See facility’s website for rental information.
2. A campus mailbox located in the CLACS Office in the University Center for regular and campus mail/package delivery.
3. Participation in campus events such as Bulldog Bonanza and Homecoming.
4. A portal in Bulldog Connect for organization documentation, member communication, surveys, promotional opportunities, and to receive information from CLACS
5. Eligibility to sponsor and co-sponsor campus events.
6. Promotion in University presentations and publications, including the Student Organization Directories in Bulldog Connect.
7. Eligibility to advertise and promote sponsored events (according to University policies and procedures), including campus-wide email as approved by the RSO advisor.
8. Use of RSO resource room in the CLACS Office including button maker, paper cutters, leadership resources, and more.
9. Customized professional development opportunities provided by CLACS staff, such as workshops and custom trainings.
10. Organizations that have maintained registration for one calendar year or more are eligible for Finance Division of Student Government funding. (details can be found at: <https://www.fsusga.com/>)

RSO Statuses

Status labels are public and used to easily distinguish the organization's registration and conduct status.

- **Good Standing**
 - RSO must be *properly renewed* and complete any required trainings on time. RSO is eligible for all privileges.
- **New RSO Standing**
 - Newly registered RSOs will be in New RSO Standing for at least one calendar year. RSO must *properly renew* and complete all executive board member trainings on time through Bulldog Connect including required electronic approval by Campus Advisor. The RSO is eligible for all privileges, however, is not eligible to apply for funding through the Finance Division of Student Government.
- **Reactivating**
 - An RSO that previously went inactive and is now going through the process of reactivating and has not yet been approved. RSO is not eligible for privileges.
- **Probation**
 - Probation is the highest administrative sanction an RSO may receive while still being recognized by the University and is intended to convey to the RSO that their behavior has seriously impacted the community, and should further violations occur, their RSO may face suspension from the University. Further violation of University policies at any point during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the probation. This shall result in further action up to, and including, suspension from the University. See RSO Code of Conduct section.
- **Meetings Only**
 - RSO only receives the privilege of holding meetings. The RSO may not sponsor or co-sponsor any events, travel, or fundraisers.
- **Interim Action**
 - The Director of Student conduct may impose temporary interim action(s) ranging from specific loss of privileges to interim suspension, pending the outcome of a conduct conference. This action will remain in effect until the conduct process is complete. See RSO Code of Conduct section.
- **Suspension**
 - The University no longer considers the group to be a Registered Student Organization at Ferris State University. Suspension bars RSOs from participating in all aspects of University life for a specified period, measured in semesters. During the suspension period organizations are required to refrain from planning, participating, or otherwise engaging in organizational activities and return any University allocated funds to the originating funder.
 - When the term of the suspension has ended, the RSO may apply to return and will be required to complete the reactivation process in accordance with the RSO handbook.

- **Inactive**

- RSO is not functioning on Ferris State campus, chose to dissolve, determined by CLACS or Student Conduct. All privileges and Bulldog Connect access will be removed. RSO may reactivate per instructions listed in Reactivating an Inactive Organization.

Finance Division of Student Government Funding Status

- **Financial** – The RSO is eligible to apply for funding. The RSO has properly renewed with all trainings on time and is free of any Finance Division sanctions.
- **Non-Financial** - The RSO is NOT eligible to apply for funding. The RSO may not have properly renewed, may be in New RSO status, or have a Finance Division sanction.
- Refer to the Rules for Appropriations and Allocations of the Finance Division of Student Government.

Membership

1. Registered Student Organizations must maintain a membership of at least five (5) currently enrolled Ferris State University students to maintain full RSO privileges. This includes President, Vice-president, Secretary, Treasurer, and Community Service Chair
2. An organization with less than five members at the time of renewal deadline will be placed in inactive status until:
 - A. The organization formally dissolves
 - B. The organization provides proof of at least five members and updates their Bulldog Connect profile
 - C. The organization receives exception approval from CLACS . (The RSO should contact CLACS prior to the renewal deadline to discuss the membership situation and recruitment options).
 - D. If an organization is inactive for more than one calendar year, they must re-activate using the process provided in the reactivating an RSO section.
3. All Ferris State University RSOs must comply with Title IX of federal law regarding sex discrimination, and with the University’s policy of providing equal opportunity without regard to race, creed or religion, color, national origin, sex, age, marital status, height, weight, sexual orientation, veteran status, handicap, or other characteristics that cannot lawfully be the basis for educational opportunities.
 - A. Designated national fraternal organizations are exempt from Title IX by federal law and may lawfully maintain single-sex/single-gender status.
4. The RSO constitution must include procedures for election, appointment, and removal of members from office.
5. Name
 - A. Cannot use the name “Ferris” in the name of RSO
 - B. Cannot use the word “Team” unless the RSO was formally a varsity sport that changed to a Club Sport

6. Organizations with selective membership criteria must state this criterion in their constitution.
7. Membership selection practices may be reviewed by the University.
8. Membership Roster
 - A. RSO membership must be updated in Bulldog Connect each semester.
 - B. At University's request, RSO must supply a written **Membership Roster**.
 - C. The **Membership Roster** form must include a list of all students affiliated with the group through full membership status, and those students going through the organization's member orientation process.
9. Executive Board Officers
 - A. Officers of each RSO must be enrolled Ferris State University students
 - B. Officers must be different students, i.e. the President and the Treasurer cannot be the same person.

Examples of Responsibilities for the Five Required Officers

President - Conduct all meetings, oversee operation of the Executive Board, handle all risk management concerns, maintain communication with CLACS and other departments, and conduct all officer transitions.

Vice-President – Assume duties of the President when necessary, oversee any sub-committees, and coordinate Five Star portfolio.

Secretary – Record and distribute meeting minutes, maintain an accurate roster of membership, and maintain Bulldog Connect portal.

Treasurer – All financial responsibilities, maintain bank account balance, track all fundraising and other fund collections, train members on proper money handling procedures, and provide financial information upon request.

Community Service Chair (Listed as Committee Chair in Bulldog Connect- Coordinate Service Opportunities for the members of the RSO, assist members as in tracking and logging Involvement Hours in Bulldog Connect, and provide information on service opportunities.

Constitution

1. Registered Student Organizations must have a current copy of their constitution in Bulldog Connect under the files section of their portal.
2. The constitution must outline membership criteria, officer structure and duties, prohibition of hazing statement, equal opportunity statement, financial procedures and administrative concerns (meeting schedule, dues, officer selection and removal, etc.).
3. The constitution must have an approved-on date.
4. A sample constitution can be found in Bulldog Connect and on the CLACS website.

Registering and Renewing

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

Registering a New Organization (Fraternities and Sororities see next section)

- *It is recommended that you contact CLACS prior to beginning the process*
 1. Check Bulldog Connect to confirm the that the organization (or any similar ones) does not already exist.
 2. Write a basic description and mission statement for the potential RSO
 - A. Your organization name should give a clear indication of what the RSO plans to do
 - B. You cannot Use Ferris State University in the organizations' name
 3. Create a constitution (Templates are available in the CLACS portal in Bulldog Connect)
 4. Find Five student members and one faculty/staff advisor
 5. Contact CLACS
 - A. A representative from the Student Leadership and Activities Council will schedule a meeting to go over your materials, setup a profile in Bulldog Connect and to select a date to present to the Student Leadership & Activities Advisory Council (SLAAC).

Once the SLAAC process has started, the organization has the opportunity to hold two meetings through University Center Reservations before the organization is officially approved.

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

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

New Student Organization PROCESS CHART

Research	<p style="text-align: center;">Talk to fellow students about your RSO Idea. Is there Interest ?</p> <p style="text-align: center;">Speak with the faculty and staff about advisers and on campus resources.</p> <p style="text-align: center;">Research other RSOs on Bulldog Connect. Is your idea truly unique?</p>
File	<p style="text-align: center;">Gather at least 5 students (including you) and an adviser to start this RSO.</p> <p style="text-align: center;">Draft a constitution. Samples can be found on Bulldog Connect.</p> <p style="text-align: center;">Register a new organization on Bulldog Connect.</p>
Meet	<p style="text-align: center;">Once you've submitted a form, a CLACS representative will schedule a meeting with you.</p> <p style="text-align: center;">At this meeting, the CLACS rep will go over your application with you and discuss any necessary edits.</p> <p style="text-align: center;">From here, the CLACS rep will discuss the next steps in the SLAAC process and put you on the agenda for the next available SLAAC meeting.</p>
Prepare	<p style="text-align: center;">Prepare five minute presentation to explain your RSO to SLAAC.</p> <p style="text-align: center;">Q&A session and a vote for approval will follow.</p> <p style="text-align: center;">If approved, you will receive a letter of confirmation, a Bulldog Connect profile, and a mentor. If your RSO is not approved, a CLACS rep will instruct you on how you may be able to reapply.</p>

Registering a Club Sport

1. In addition to registration with CLACS, Club Sports must register with University Recreation to gain and maintain registration.
2. Club Sport organizations must also follow all Club Sport Council rules, attend council meetings, and document risk management and safety procedures.
3. Club Sports cannot request funding from the Finance Division, but rather request a budget with the Club Sports Council.
4. To be considered a Club Sport, an organization must answer yes to three or more of the below statements:
 - A. Is there competition involved (with other schools, groups, or individual)?
 - B. Is athleticism involved?
 - C. Is there travel involved to participate in the sport/activity?
 - D. Is there a season that this sport/activity normally takes place during?
 - E. Is there equipment involved/needed to participate?
 - F. Are there try-outs to join?
 - G. Are they considered a team?
 - H. Is there a national/sport affiliation?

Registering a New Fraternity or Sorority

Expansion is a commonly used term for establishing a new fraternity or sorority on a campus. Each council has their own expansion process. All fraternity and sorority organizations are required to affiliate with a fraternity/sorority governing council. Each organization must be affiliated with a national/international organization. The first step to establishing a new fraternity or sorority on campus is a meeting with the Greek Life Coordinator to ensure that council specific requirements are followed. All new fraternity or sorority organizations must:

1. Meet all the requirements of a new RSO.
2. Have a written letter of support to establish from a national/international organization.
3. Have a written letter of support from a Ferris State University fraternity/sorority governing council (Black Greek, Interfraternity, Multicultural Greek, or Panhellenic).
4. Have written approval from the Council Advisor and Greek Life Coordinator.

New Fraternity or Sorority Student Organization PROCESS CHART

Research	<p>Talk to fellow students - is there Interest ?</p> <p>Meet with Greek Life Coordinatr to discuss the idea</p> <p>Schedule a meeting with the appropriate Greek council advisor and president</p> <p>Speak with faculty and staff</p> <p>Obtain letter of support from Inter/national organization</p>
File	<p>Gather at least 5 members and 1 advisor</p> <p>Draft a constitution with help from international organization</p> <p>Register a new organization on Bulldog Connect</p>
Meet	<p>Once you have submitted an Bulldog Connect registration form, the Greek Life Coordinator will schedule a meeting with the appropriate Greek council advisor and president.</p> <p>New organization paperwork so far completed will be reviewed</p> <p>Review Greek council expansion process</p>
Prepare	<p>Paperwork will be edieted as necessary, may be multiple meetings and changes during this phase; Bulldog Connect registration form, constitution, and any other paperwork determined necessary.</p> <p>Obtain Greek Council approval</p> <p>When all above paperwork is finalized, a request for approval meeting will take place with Greek Life Coordinator. In which a final determination of approval/denial will take place.</p> <p>University approval will be contingent on meeting all inter/national requirements to charter on the Ferris State campus. This may take up to 2 years.</p>

Renewing an Organization

This must be done at the beginning of Fall and Spring Semesters

1. Log in to Bulldog Connect to update and review RSO info
 - A. If you are an Administrator in an RSO Portal, you will be notified of the deadline to complete the update
2. CLACS Approval
 - A. Once all updates are completed and submitted, the profile will be reviewed by a CLACS representative and approved.

Renewing an organization (submission and training) must be done both Fall and Spring Semesters before a specific deadline (generally two weeks after the first day of classes) as determined by CLACS.

Deadline is provided to RSOs via email to Bulldog Connect RSO portal administrators, RSO mailbox letter, and Bulldog Connect calendar.

If an RSO does not renew properly by the deadline date they will be placed on Meetings Only status until the renewal is completed. If a renewal is not completed by the deadline a second time in two consecutive semesters, the RSO will be placed on probation for the entire semester. A third violation will result in the RSO being moved to an Inactive status.

Inactivating a Registered Student Organization

There may come a time when it is necessary to inactivate a registered student organization. A written request (email is acceptable) must be submitted to CLACS and must include the following: date of inactivity, reason for inactivation, and acknowledgement from Advisor. All official organization documents, i.e. Employee Identification Number, constitution, participation waivers, should be turned into CLACS immediately. The organization may be reactivated at any time in the future by completing the reactivation process.

Reactivating an Inactive or Suspended Organization

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

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

If the organization is eligible for reactivation, CLACS staff will reactivate its Bulldog Connect portal with Reactivating as the status. An RSO member will update the RSO profile, submit new position officer information, and upload their new constitution. The organization will then present to SLAAC or the relevant Greek Council for reactivation recommendation.

All RSOs must be active for a minimum of twelve months before they are eligible to apply for Finance Division of Student Government funding.

RSO Name Change

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

1. New name must not already be in use by another organization.
2. RSO must contact CLACS immediately to notify of impending name change; CLACS must facilitate a Bulldog Connect name change.
3. RSO must formally vote on change and submit minutes recording results of vote to CLACS within two (2) weeks of requesting name change.

4. Should name change alter the organization in such a way that original mission and/or purpose has changed, the RSO must undergo SLAAC process to create new RSO. i.e. “Book Club” wants to change name to “Flower Club” and instead of reading books together will be planting flowers.
5. All RSO names must support the mission, vision, and values of the University.
6. Must not have Ferris, Ferris State, or FSU in the name

Bulldog Connect: Student Organization Management Software

Each Registered Student Organization will receive a portal in Bulldog Connect once they are formally registered. The RSO is responsible for keeping the portal up-to-date and checking for important updates.

Some of the responsibilities of the RSO include:

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

CLACS has Bulldog Connect staff members who will be able to help organizations with questions they may have about the software. A complete Bulldog Connect Guide is available in Bulldog Connect.

Advisors

Advisor Role

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

RSOs must maintain a campus advisor (more than one advisor is allowed) who is a University employee at Ferris State University. If an advisor unexpectedly leaves the organization, an interim advisor from the CLACS office *may* be offered while the organization finds a new advisor. ^[1]_[SEP]

Off-campus alumni or community members may also advise RSOs as an additional resource. An off-campus advisor may not represent him/herself as a University representative. An off-campus advisor may not endorse University forms and does not replace the function of the campus advisor.

The University accepts no responsibility or liability for the actions or involvement of the off-campus advisor. ^[1]_[SEP]

Assist officers in understanding their duties, administering programs and plans, organizing projects, and making appropriate transitions.

See that continuity of the organization is preserved through a constitution, minutes, files and traditions.

Encourage the use of parliamentary procedures, such as Robert's Rules of Order so that meetings are run in an orderly, efficient manner.

Encourage students to understand and apply democratic principles, including recognition of minority opinions and rights.

Meet, as needed, with the organization's members

Advise on-campus policies and procedures.

Be a facilitator both among officers and between officers and members.

Be familiar with national structure and services, if relevant.

Be generally available to assist the organization.

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

Advisor Responsibilities

1. The advisor is required to join the RSO portal in Bulldog Connect and approve some reservation forms on behalf of the organization and be aware of the organization's activities. The advisor's campus address, phone, and e-mail information are to be included each semester on the Bulldog Connect Profile.
2. Any campus-wide emails sent on behalf of an RSO must be approved by the advisor.
3. Advisors are required to approve all RSO events with risk through approval of an electronic form.
4. Organizations requesting funding may be required to have their advisor be present at planning meetings.

5. Organizations who hold a high-risk event that involves participant waivers will be required to have their advisor or another University professional employee as designated by the advisor be present at the event.
6. Organizations going on international travel are required to have an advisor travel with them.
7. Organizations who hold an event/activity that includes University signed contracts will be required to have an advisor present at the event/activity.
8. For events that include travel, advisors should be aware of all details including dates, times, type of transportation, lodging information, who is attending etc. For international travel, an advisor or professional University representative is required to attend with the students.

RSO Responsibilities to the Advisor

1. Notify the advisor of all meetings and events.
2. Consult the advisor, when needed, in the planning of projects and events.
3. Talk over any problems or concerns with the advisor.
4. Remember that the responsibility for the success or failure of the group's projects rests ultimately with the group and not with the advisor.
5. Be clear and open about your expectations for your advisor's role.
6. Periodically evaluate your advisor and give appropriate feedback.

Advisors and the University's Conflict of Interest Policy

All On-Campus Advisors, as employees and/or officers of the University, must comply with the constitution and laws of the State of Michigan pertaining to conflict of interest. Complete information of the Conflict of Interest Policy (Business Policy 2016:12) can be found at <https://www.ferris.edu/htmls/administration/buspolletter/administrative/ConflictInterest.pdf>.

Advisors as a Responsible Employee

Anyone at Ferris State University who has the authority to address harassment, has the duty to report harassment or other student or employee misconduct to appropriate school officials, or is an individual whom a student could reasonably believe has such authority or responsibility.

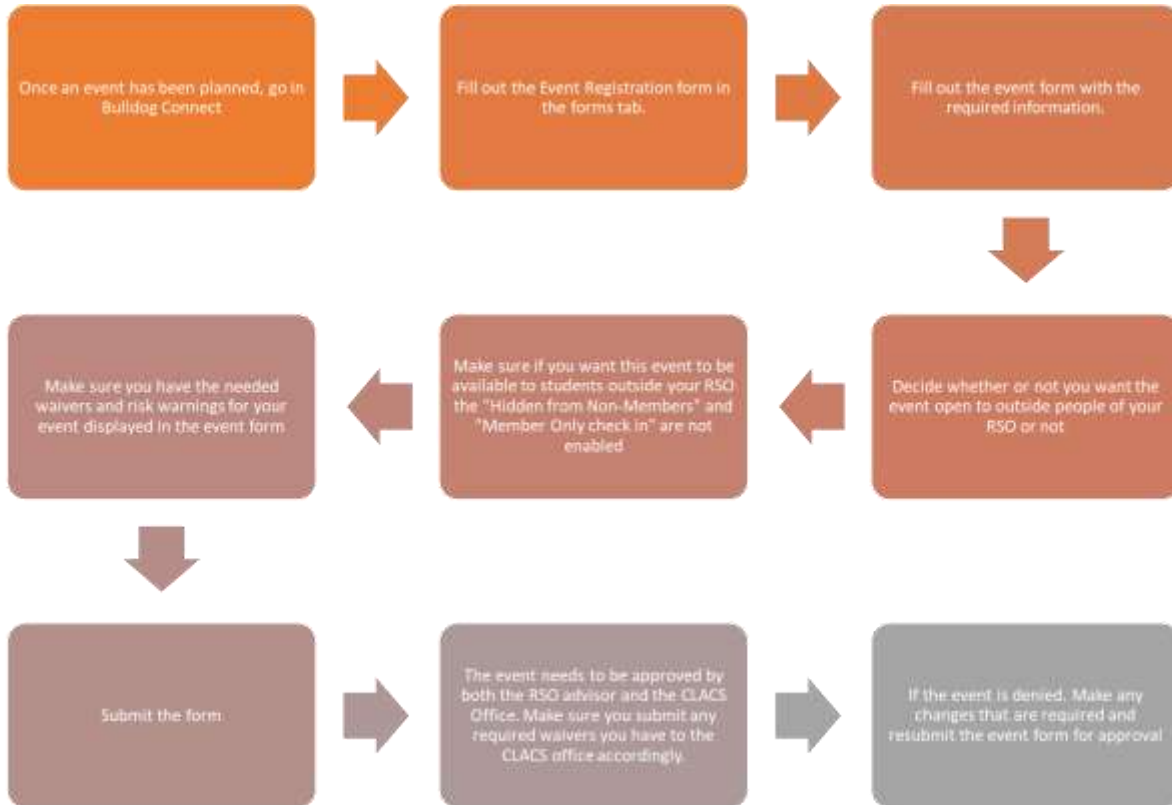
Clery Act

The Clery Act identifies certain categories of students, University employees and contractors as Campus Security Authorities (CSAs) who have federally mandated responsibilities to report crimes that are reported to them. Advisors to student organizations are specifically highlighted by the Clery Act as CSAs. As a student organization advisor, you're obligated to report crimes brought to your attention. While CSAs are only obligated to report Clery Act qualifying crimes that are reported to them which occurred on Clery reportable locations, CSAs are encouraged to report all crimes reported to them to University Police. See the Title IX Office for information on training opportunities.

Events and Travel

All RSO events and travel must be registered with CLACS one week (five business days) prior to the event date. To do this, go into your organization's portal, click "Events," then click "Create a New Event." The RSO campus advisor must approve the event.

Event Registration Process Flow Chart



Event definition

An RSO event includes fundraisers, donation drives, entertainment programs, lectures and any activity on or off campus where the public is invited or could attend.

RSO events that do not need to be registered include:

1. An activity that is strictly for members of the RSO in a private residence that does not include the use of alcohol or any high-risk activities is not considered an event and is not required to be registered.
2. Regular business meetings of the RSO on or off campus do not need to be registered.
3. General RSO information tables do not need to be registered unless they are to be held outside. In this case, the Event Form serves as a reservation form for using the grounds.

Travel definition

All travel outside of Big Rapids where the RSO is coordinating, transporting, hosting, advertising, sponsoring, or registering needs to be registered.

Event and travel preparation

Planning a successful event or travel begins early.

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

- A. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable laws. While traveling, participants are bound by University policies as stated in the Code of Community Standards
- B. All events in campus academic facilities require a reservation form completed through the University Center.
- C. Outdoor Events must follow Use of Grounds Policy **Appendix -I-**
- D. Alcohol is prohibited in all on-campus facilities. (Alcohol may be permitted at specific on-campus events as directed by the University President.)
- E. RSOs affiliated with an RSO Council and/or national organization, events must comply with the risk management policies of the University, the applicable governing council, and the affiliated national organization's risk management policy. Where multiple policies are in force, the strictest of the rules will apply.

Event and travel safety

For safety and liability reasons, RSOs must commit to planning safe events. If an injury or property is damaged, the RSO, its members and advisor, and/or Ferris State University, may be liable to repair or pay for damages. In extreme cases, a lawsuit could be filed. For this reason, all RSOs must follow all event and travel safety rules as follows:

- 1. Safety Plans - When an event or travel has potential for injury or hazards to a person or property, a Safety Plan is required. A safety plan takes into account the health, safety, and property hazards the common person would be aware of and explains how the organization will take steps to minimize the occurrence of any hazard. All travel has potential for injury and therefore all travels require a Safety Plan.
 - A. Safety Plan templates are provided in CLACS' Bulldog Connect files.
 - B. All members of the organization must have a copy of the safety plan, be trained to implement the safety plan, and be required to follow the plan.
 - C. The safety plan should be uploaded in the Event Registration form. **Appendix -B-**
- 2. Participant Waivers - For events and travel that include a high-risk activity where significant injury may happen, a Participant Waiver **Appendix -D-** is required. A participant waiver advises participants of potential harm and releases liability against the RSO and Ferris State University if an injury occurs. All travel is deemed high risk and therefore requires a Travel Waiver **Appendix -F-**. Waiver templates are available on Bulldog Connect to download and edit to be specific to your event.

- A. Significant injury includes but is not limited to: broken bones, concussion, or death; an individual Participant Waiver is required. Examples of high risk events include but are not limited to: tug of war, inflatables, sporting games, car bashes, 5K running/walking.
 - B. An RSO advisor is required to be in attendance at all high-risk events that require a participant waiver but are not required to go on domestic travel.
 - C. RSOs should upload a Waiver into the Event Registration Form along with the Safety Plan. Waiver templates are available in CLACS' Bulldog Connect files.
 - D. The completed Participant Waivers, signed by both the participant and the witness, must be turned in to the CLACS Office within five days after the event.
 - F. A Travel Waiver for each attendee, signed by both the participant and witness, should be turned in to CLACS before departure.
 - E. Minors (participants under the age of 18) must have a parent or legal guardian sign the Minor Participant Waiver. **Appendix E**
3. For events where minors may be present (participants under age of 18), the minor must have a legal parent/guardian in attendance. At no time, shall an RSO be with a minor without parent/guardian present. Additionally, the RSO Advisor must be present at an event where minors may be in attendance.
 4. For international travel, an advisor or professional University representative is required to attend with the students. The Office of International Education must also be notified and approve of international travel.
 5. Incident reports – if an injury or damage takes place at the event, a full description of the incident should be documented and submitted to CLACS immediately. The documentation should include names and contact information of the individuals involved, a complete description of what happened and the extent of the damage, and any action taken by the organization to resolve the incident. The documentation should also be uploaded into the Organization's Bulldog Connect portal.
 6. Events with additional needs such as security, University equipment, or any other safety concerns should be registered as far in advance as possible to ensure services are available.
 7. All documents necessary for the event must be on hand at the venue on the date/time of the activity. University official(s) and/or Public Safety officer(s) may request to see these materials.

Event Entertainers, Speakers, or Vendors

When inviting an external individual, group, or organization not officially sanctioned or invited by Ferris State University, the RSO is responsible for notifying CLACS early in the planning process. This will allow CLACS the time necessary to notify the proper University Official(s) who will assist in the coordination and allocation of University facilities and other resources that may be required to ensure a safe and successful event.

All entertainers, speakers, or vendors require a contract that must be negotiated and signed through the CLACS office. See the Event and Travel Contracts section that follows.

RSOs are responsible for informing the external individual, group, or organization of all related policies, procedures, regulations, and guidelines of the University.

The University reserves the right to cancel, postpone or request amendment to any event or activity that significantly disrupts the ability of the University to effectively and peacefully teach students, provide client services, or conduct any of its other business and support operations. Event organizers would be consulted on any conditions or modifications in advance of the event taking place and they would then be responsible for informing the external speaker/organization of the outcome. Any decision denying a request shall be promptly communicated in writing to the RSO organizer and shall set forth the basis for the denial. The content or viewpoint of the anticipated speech or other expressive activity shall not form the basis for a denial. The University may require, amongst other things: security or campus police to ensure good order; require personal items to be inspected and limit what attendees may bring into the venue and its immediate surroundings.

Events with Food

1. The sale of frozen foods, foods requiring refrigeration, or foods requiring pre-heating are prohibited.
2. All food must be pre-packaged, unless provided by a licensed food vendor.
3. Baked good sales are allowed for non-profit organizations, as long as each item is labeled or clear signage shows with the statement “This item was prepared in an unlicensed kitchen.”
4. All food sales must comply with all applicable laws, rules or regulations. Contact the Health Department for additional rules for guidance.
5. Approved food sale ideas - Hot Chocolate provided by Catering, pre-packaged food fundraisers provided by a licensed fundraising organization i.e. Little Caesars pizza fundraiser, individually pre-packaged candy.
6. A temporary license can be obtained, for a fee, to prepare & service food on site. The license is available through the Health Department. See **Appendix –J-** for further food license information

Events with Alcohol

RSO events that include alcohol or are held at a venue that serves alcohol must meet all requirements of the Events with Alcohol Policy. **Appendix –H-**

Event and Travel Contracts

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

1. If an organization solicits the services of an agency, vendor, speaker, or entertainer (when a person will be on campus thus requiring insurance or an indemnification agreement) a contract is required for confirmation. Any and all negotiations must be handled through the CLACS Office.

2. Students are NOT authorized to sign contracts on behalf of the University.
3. Contracts must be signed by the CLACS Director or Ferris State approved signatory. The contract will be between the vendor and the University on behalf of the RSO. The RSO must prove the financial and other means to honor the contract before it will be signed.
4. Contracts for goods and services (when no person will be on campus thus not requiring insurance) for the RSO should be signed by the RSO President with consent of the Campus Advisor. Ferris State University should NOT be named in the contract, only the name of the RSO. It is still recommended to consult with CLACS for any contracts.
5. Contracts cannot be in effect for more than one calendar year.

Financial Management

Financial Best Practices

1. Student organizations should manage the finances of the organization in a business-like manner.
 - A. RSOs are required to have a Treasurer regardless of how they operate.
 - B. RSOs collecting membership dues, donations, or engaging in fundraising activities for the benefit of the organization should maintain a bank account in the name of the organization.
 - C. The treasurer should develop an annual budget, maintain records of income and expenses, stay current with financial obligations, and regularly report the financial status of the organization to the officers, advisor(s), and the general membership.
 - D. Financial records may be reviewed by the University upon request.
2. It is recommended that student organizations maintain a bank account with a bank located in the City of Big Rapids.
 - A. The bank account must be in the name of the organization on file with CLACS. The Ferris name in any form cannot be used as the name on the bank account.
 - B. RSO's will also need to obtain their own Employer Identification Number (EIN). See next section for information on how to apply for an EIN.
 - C. CLACS can provide a letter verifying the organization's registration status, campus address, and name of the faculty/staff advisor.
 - D. For your protection, checking accounts are encouraged to be a two-signature system (two authorized signatures on the check required for processing).
 - i. Suggested authorized signatories include the Treasurer, President, and the Campus Advisor.
 - ii. A campus advisor should be listed on the account to ensure access to funds in case of emergency or inactivity of members.
3. Student organizations need to be in compliance with IRS rules.
4. Financial policies must be stated in the organization's constitution.
5. Student organizations are not automatically classified as non-profit or tax-exempt entities.
 - A. Student organizations are NOT authorized to use Ferris State University's tax-exempt identification number. The organization must make proper application to the Internal Revenue Service for that status. Local bank representatives should be able to assist with this process.
6. Organization funds CANNOT be used for the purchase of alcohol or drugs.
7. Organizations should be fiscally responsible. Examples include, obtaining more than one quote for large purchases, prohibit members borrowing money, maintain a budget and expense spreadsheet, report financial status to the general members regularly.
8. Any monetary collections should be counted and signed off on by 2 members.
9. Receipts should always be given to a purchaser.
10. Any deposits, checks, or donation documents should match all receipts.

Employer Identification Numbers

The Federal Tax ID Number (also known as the Employer Identification Number or EIN) is a number used to identify a business or other organization. Student organizations wishing to open a bank account must apply for an Employer Identification Number (EIN). Organizations should not open a checking account using an individual's social security number. The financial burden of that account then rests with that individual and they become responsible for claiming any interest accrued on that account on their own taxes. They also become responsible for the account if there is a problem.

If your organization applies for funding through any University granting body or you do a fundraiser with an outside business like a restaurant, you need a tax ID number to receive money or in-kind donations. You will also need this number to open a bank account. Additionally, obtaining an EIN helps to ensure the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned.

Recognition by the University does not imply tax-exempt status and student organizations are not allowed to use the University's EIN number or non-profit status. Student organizations are independent entities responsible for their own finances and establishing and maintaining their tax status with the IRS.

Student organizations are not Federally Tax-Exempt Non-profit Organizations. Only the federal government can confer charitable status on an organization. Filing for charitable status (501(c)(3) status) is a lengthy legal procedure that commits the organization to the rigorous annual reporting procedures required by the IRS. Because of the annual reporting requirements and the frequent turnover of student leadership, we do not encourage student organizations to file for charitable status.

The easiest way to apply for an EIN is online through the IRS website. You will be walked through the application and receive your number immediately. You can also apply by mail or over the phone.

To apply online:

1. Go to the IRS' Apply for an Employer Identification Number (EIN) Online Web site:
[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online)
2. Click the APPLY ONLINE NOW link at the bottom of the page.
3. Once you have read the instructions on the page, click the Begin Application button.
4. 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 and then click the Continue button.
5. Any of the following options may describe your type of organization: 1) Political Organization; 2) Church-Controlled Organization; 3) Community or Volunteer Group; 4) Social or Savings Club; or 5) Sports Teams (community). Once your selection is made, click on the Continue button.
6. To confirm your selection click the Continue button.
7. Enter your first name, last name, and SSN/ITIN. While the online SS-4 form requires the individual to enter his/her Social Security Number (SSN), it is still the EIN that is used to open a checking account, not any individual's SSN.
8. 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 and then click the Continue button.
9. Enter the address information for your organization and click the Continue button when you are done.

10. Enter the requested information about your organization and click the Continue button when you are done. Repeat this step for the next screen requesting additional organizational information.
11. Select the Other option for the question “What does your business or organization do?” and click the Continue button.
12. Select the Organization option for the question regarding your business activity and click the Continue button.
13. From the list of organizational activities select the activity that best describes what your organization does and click the Continue button.
14. Select whether you would like to receive your EIN confirmation letter online or by mail and click the Continue button.
15. Once you receive the information, retain it in your student organization files in Bulldog Connect for current and future leadership. You will also need a copy of this form to open an account at the bank or to receive Finance Division reimbursement.

Who do I contact if I have questions or have trouble filling out the online form?

For assistance you should contact the IRS directly. They can be reached at 1-800-829-4933.

Advertising

Campus Postings

To alleviate complaints about unsolicited postings and streamline the posting process, the CLACS Office requires an On Campus Posting and Quad Sign Approval form be submitted. Posting sites include residence halls, academic, and administrative campus buildings. A listing of campus posting locations is listed in the registration form. RSOs may also request distribution of flyers or other notices to all RSO mailboxes. RSOs may promote meetings, events, fundraisers, and other activities in a variety of ways. Please see Appendix A for the full Campus Posting and Quad Sign policy

Campus-Wide Email Announcements

CLACS staff may send campus-wide email announcements to Bulldog News for Registered Student Organizations. To ensure advisor approval of these messages, all campus-wide email requests must come from the RSO's advisor. Email text must be completely and free of errors and a photo is required to add the post to Bulldog News. Send email requests including advisor approval, message text, and a photo attached to CLACS@ferris.edu.

Chalking Policy

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

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

The Rock Painting

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

1. Painting of the rock is on a first-come, first-serve basis. All organizations have equal access to the rock.
2. Clubs and organizations may not cover or "guard" the rock after painting it and thus may not prevent other organizations from painting over their work.

Yard Signs

1. May only be placed in the mulch areas around campus
2. Must be removed 48 hours following an event

3. Undated signs must be removed at the end of each semester
Please see further details in the Use of Grounds Policy, Appendix –I-

Visual Identity and Brand Standards

All students and RSOs are encouraged to represent Ferris State University by adhering to the standards for Ferris State University colors, logos, and insignias, set by Ferris State University's Department of Advancement and Marketing.

Trademark Use by Registered Student Organizations and Club Sports

Registered Student Organizations and Club Sports are not required to identify themselves with the University, but Ferris State University provides two options (see below) for RSOs and Club Sports that are in good standing and do wish to identify themselves with the University by using elements of its brand, including its colors, name and trademarks. University trademarks include the bulldog graphic, the flame logo, and the language "Ferris State University®," "Ferris™," "Ferris State™," "FSU™" and "Bulldogs™."

RSOs and Club Sports that wish to identify with the university must use a production vendor that is licensed to reproduce Ferris trademarks. For a list of licensed vendors, go to <https://learfieldlicensing.com/vendor-list/>, enter "Ferris" into the search bar, and click "view" where it appears below next to "Ferris State University." This will initiate download of a PDF listing contact information for all vendors with current licenses.

RSOs and Club Sports must verify that vendors are included on this list before beginning services with them. Unlicensed vendors will not be permitted to reproduce university trademarks for RSO and Club Sport clients, even if the RSO or Club Sport has pre-paid for design services or products.

RSOs and Club Sports that wish to identify themselves with the university may choose one of the two options below:

1) Using a Trademarked Graphic

RSOs and Club Sports that wish to identify themselves with a University graphic and do not want to use any other language or graphics in their item's design may have a licensed vendor use the RSO or Club Sport graphic template, placing the organization's name in the template on the top line of the design:



All licensed vendors have access to this graphic through the University’s artwork pack in its trademark approval system, Trademarx Online. RSOs and Club Sports working with vendors should refer vendors to Trademarx Online to obtain the RSO and Club Sport graphic templates, and to <https://ferris.edu/visual-identity/students> for more information.

This is the only University graphic that RSOs and Club Sports may use, and they may not otherwise modify this graphic or include any other graphic elements or language in their item’s design.

*****Game Day Exception*****

Club Sports representing the University in official competitions have limited permission to produce items using other University trademarks, such as a standalone bulldog graphic for the front of a team jersey.



Requests for Game Day exceptions must be approved by email to recsports@ferris.edu and annehogenson@ferris.edu in advance of ordering with a vendor, and they must feature the Club Sport graphic in another location in the design, such as on a sleeve.

Items approved under the Game Day exception may only be used by members of the club during the competition.

RSOs and Club Sports must use the organization’s name as it appears on their registration form with the Center for Leadership, Activities and Career Services when having a vendor add it to the graphic template.

RSOs and Club Sports that use this graphic may have vendors produce it on the following background colors only: Ferris Crimson (Pantone 200), Ferris Gold (Pantone 123), black, gray, khaki and white.

2) Using the University Name with Independent Graphics or Language

RSOs and Club Sports that wish to use independent graphics or language (such as their own graphics or the logos of their affiliate national organization) are welcome to identify the university by name in their item’s design using one of the following phrases in a reasonably readable typeface:

“a Registered Student Organization at Ferris State University™”

“an Official Club Sport at Ferris State University™”



RSOs and Club Sports may use this phrase in combination with independent graphics or language but may not use any other university trademarks in combination with independent graphics.

If independent language or graphics are used, RSOs and Club Sports are asked not to have vendors use Ferris Crimson or Ferris Gold as imprint or background colors.

Design Review

Vendors creating designs for RSOs and Club Sports submit them through the Trademarx Online system for approval by staff in the University's Marketing Communications office.

Submissions will be reviewed within two business days of upload to the system. Approved submissions are sent into production. If there is a problem with a submission, the vendor will receive notification and follow up with the RSO or Club Sport client to make any changes needed and then resubmit the design.

Product Considerations

Ferris State University prohibits use of any of its trademarks, including the RSO and Club Sport graphic templates and phrases containing the University's trademarked name, on certain products including (but not limited to) weaponry, products that are sexual in nature and products designed specifically for the consumption of controlled or illicit substances. RSOs and Club Sports that are concerned that products they intend to order may be prohibited should contact annehogenson@ferris.edu prior to beginning work with a vendor.

Royalty Waiver

Items produced by RSOs and Club Sports for fundraising purposes may be eligible for royalty-free production, which sometimes reduces the cost of imprinting services. RSOs and Club Sports should inquire with their selected vendors.

More Information

Ferris State University's Trademark and Licensing Policy:

<https://ferris.edu/HTMLS/administration/buspolletter/administrative/Trademark-Licensing-Program.pdf>

Ferris' Visual Identity and Brand Standards:

<https://ferris.edu/HTMLS/administration/advance/standards/>

Directions to access a current list of licensed vendors:

<https://ferris.edu/HTMLS/administration/advance/standards/licensed-vendors.htm>

Access to download graphics and upload art (for licensed vendors only):

<http://college.trademarxonline.com/>

Application for license (for vendors who want to become licensed):

Additional RSO Policies and Resources

Auxiliary Groups

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

1. No RSO may sponsor, affiliate with, or plan regular activities with an auxiliary group (i.e., “little brothers,” or “little sisters,” etc.) of any kind which connotes membership other than that of full membership in the RSO.
2. In addition, no RSO may be formed with a (main or underlying) purpose of serving in an auxiliary capacity to another RSO. The University will not support RSOs that offer subservient or “second class” status on the grounds of race, gender, etc.

Hazing

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

1. Hazing of a member or prospective member of an RSO is strictly prohibited. Individuals found to be involved in hazing practices are subject to individual student judicial sanctions, and the RSO found to have members involved in hazing is subject to sanctions up to and including loss of registration.
2. RSOs are encouraged to consult with CLACS to review and develop plans for new member development that are free from hazing practices.
3. Suspected hazing violations may be reported anonymously to the Hazing Hotline at (231) 591-5300 or online at <https://cm.maxient.com/reportingform.php?FerrisStateUniv>

Community Service

Civic engagement and volunteerism are important parts of your RSO experience at Ferris State University. Through involvement, groups provide valuable resources that help others while discovering interests and developing skills needed in the future. These activities bring groups together for a common good.

Locating opportunities is easy with the CLACS Volunteer Center News Posts. Community Service Chairs should also watch for regular newsletters and listings from Bulldog Connect to share with all RSO members.

The CLACS Volunteer Center is also available to mentor your organization in planning community events and fundraisers, as well as provide a connection with community non-profit organizations in Mecosta and Osceola Counties.

All members should individually record involvement in Bulldog Connect, as this will provide a co-curricular transcript beneficial to application for graduate school or employment. By recording hours, students also become eligible for a variety of awards during the annual Torchbearer Ceremony.

Recording Service Hours

1. Go to MyFSU.
2. Select the Bulldog Connect icon.
3. Go the “Forms”
4. Select “Apply for an Opportunity”

Five-Star RSO Recognition Program

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

RSOs apply for this recognition award in March of each year via an electronic portfolio.

Workshops are held each semester to describe how to become a Five-Star RSO. Workshops can also be scheduled upon request of an RSO.

Forms at a Glance

Form	Purpose	Where to Get It/turn it in	Due Date
Event Registration	Register all on and off campus events (including travel), reserve area of grounds	Bulldog Connect in Forms	One week (5 Business Days) for all events
Campus Posting/ RSO Mailbox Distribution	To request that a poster be placed on bulletin boards around campus or to have flyers stuffed in RSO Mailboxes	Bulldog Connect under “Forms” in any portal	Recommended BEFORE printing out the posters in question
University Center Reservation Request	To request meeting room/event space in academic buildings	MyFSU	As far in advance as possible (space is limited)
Williams Auditorium Facilities Request	To request use of Williams Auditorium	On-line: http://www.ferris.edu/arts/	As far in advance as possible (space is limited)
On-line Calendar University Events Calendar	To increase awareness of campus and community events.	On-line: http://calendar.ferris.edu/	As far in advance as possible.

Campus Offices and Resources for RSOs Division of Student Affairs

<http://www.ferris.edu/htmls/administration/StudentAffairs/>

Timme Center Room 313

Our mission is to facilitate opportunities for students to access higher education and participate in student-centered learning through diverse experiences that support student engagement, retention, and graduation.

Center for Leadership, Activities and Career Services (CLACS)

<http://www.ferris.edu/HTMLS/administration/studentaffairs/CLACS/homepage.htm>

University Center, Suite 121

The Center empowers students to gain personal and professional skills in achieving success. The Center seeks to serve as a resource center for the needs of students regarding career planning, student organizations, leadership, Greek Life, event planning and community services.

Office of the Dean of Student Life

<http://www.ferris.edu/htmls/administration/StudentAffairs/deanofstudents/deanofstudents.html>

University Center, Room 129

The Office of the Dean of Student Life works to enhance the quality of life for students living on and off campus and coordinates initiatives to promote healthy choices and personal responsibility. We encourage every student to take advantage of the multiple opportunities for leadership development, volunteer service, student activity programming, RSO involvement, wellness initiatives, and multicultural experiences.

Birkam Health and Counseling Centers

<http://www.ferris.edu/birkamhealthcenter>

Birkam 1st floor

Ferris students and their dependents are eligible for medical care including evaluation and treatment for illness and injury any time during the enrolled semester. The Counseling Center provides a place where students can have conversations with trained counselors who provide a supportive and understanding environment.

Office of Multicultural Student Services

<http://www.ferris.edu/htmls/studentlife/minority/>

FLITE, Room 159

The Office of Multicultural Student Services (OMSS) makes every effort to educate the University community on various ethnic, faith-based and LGBTQ+ groups through programs and activities. In addition, OMSS is committed to assisting the ethnic minority population of students with their transition to college and leadership development.

University Center

<http://www.ferris.edu/HTMLS/administration/studentaffairs/RC/index.html>

The new University Center is located in the heart of campus and features spaces for meetings, socializing, studying and relaxing. It also includes a variety of food, entertainment and retail venues. The renovated facility replaces the former Rankin Student Center. The University Center is available to host conferences, meetings, receptions and banquets. Faculty, staff and registered student organizations can schedule their events on-line through the MyFSU portal.

FLITE (Ferris Library for Information, Technology, and Education)

<http://www.ferris.edu/library/>

FLITE is a successful partner for successful teaching, learning, and research. We empower all at Ferris State University and in our surrounding community to discover, evaluate, and apply information, and create disseminate knowledge.

Office of Student Conduct

<http://www.ferris.edu/studentcode>

Birkam 2nd floor

The mission of the Office of Student Conduct is to enhance student learning, personal development, and a student's role as a responsible citizen in an ethical community that is conducive to and focused on academic and personal success.

University Recreation

<http://www.ferris.edu/htmls/studentlife/u-rec/>

Student Recreation Center

Recreation staff is committed to improving the health and wellness of students, staff, and faculty members of Ferris State University.

Department of Public Safety

<https://ferris.edu/HTMLS/othersrv/campussafety/>

DPS offers many services such as Rape Aggression Defense (RAD), Active Shooter Training, Emergency Planning, Personal Safety Tips, and more.

RSO Misconduct Policies and Procedures

The Office of Student Conduct may initiate disciplinary proceedings against Registered Student Organizations (RSO) in any situation involving allegations of misconduct. The University requires RSOs to adhere to all University policies, RSO handbook policies, and local, state, and federal laws. Additionally, individual members may also be referred individually to the conduct process for alleged violations of the Code of Student Community Standards.

Section I: Overview and Definitions

Group Accountability

Ferris State University has always emphasized the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of Registered Student Organizations also carry with them an obligation on the part of their members, collectively, to uphold the Ferris State University Code of Student Community Standards.

This statement of group accountability acknowledges that unacceptable behaviors by individuals functioning as members or officers of a student organization may have consequences for those individuals as well as for the organization itself. Also, the privilege of being an officer of a student organization carries with it responsibility for the reasonable anticipation and prevention of foreseeable violations of University policies, resulting from either deliberate or negligent behavior of the organization's members or guests.

RSOs may be held accountable for the behavior of its members and guests on its premises, at events sponsored (or co-sponsored) by the organization, or when an event would be perceived as an RSO event by an outside party violates University policies. Organizations that violate University policies are subject to the disciplinary process. It is the responsibility of organizational officers, or those in charge of an event, to identify foreseeable problems that may arise and to take timely corrective action.

University Policies

The Registered Student Organization Conduct Process is an official policy of the University and is comprised of policies and procedures relating to the misconduct of any Registered Student Organization.

Jurisdiction and Applicability of Procedures¹

Groups of students and student organizations are expected to comply with all University policies, including the Code of Student Community Standards and all additional policies pertaining to groups and organizations, whether on campus or off. A group or organization may be held responsible for the actions and behaviors of its members and guests. RSOs shall be responsible for the behavior of its collective group members from the time membership begins until membership has ended or member has been awarded their degree. In the case of RSO conduct violations involving members who have since disaffiliated or graduated before the conduct violation is reported, the current RSO will still be subject to endure any sanctions from such report.

The decision to hold a group or organization responsible as a whole is ultimately determined by examining all the circumstances of a situation and by taking into account factors including, but not limited to, whether the actions:

- Were committed by one or more officers or authorized representatives acting in the scope of their group or organizational capacities;
- Occurred at or in connection with an activity or event funded, sponsored, publicized, advertised, or communicated

¹ This section was adapted from Northwestern University's Office of Student Conduct

- about by the group or organization;
- Occurred at a location over which the group or organization had control at the time of the action;
- Occurred at or in connection with an activity or event that a reasonable person would associate with the group or organization;
- Would be attributable to the organization under the group’s own policies (including local or national risk management guidelines); or
- Were taken by individuals who, but for their affiliation with the organization, would not have been involved in the incident.

Definitions

For the purpose of this document, the following definitions shall apply.

1. The term **“University”** means Ferris State University
2. The term **“student”** includes the following:
 - A. A person who has been notified of his/her acceptance for admission to Ferris State University, who is admitted and enrolled in any credit-bearing course or program in any school or division of Ferris State University, or who is a continuing student between academic periods
 - B. A person who resides in Ferris State University housing, whether or not that person is enrolled in any school or division of Ferris State University.
 - C. A person who has withdrawn after allegedly violating the policies regarding misconduct, who is not officially enrolled in any credit-bearing course or program but who has a continuing relationship with Ferris State University.
3. The term **“Director of Student Conduct”** means the Director and all appropriate designees, including hearing committees.
4. The term **“CLACS”** refers to the Center for Leadership, Activities and Career Services at Ferris State University.
5. The term **“Dean of Student Life”** means the Dean of Student Life and all appropriate designees.
6. The term **“University official”** includes any person employed by the University, performing assigned administrative, professional, or para-professional responsibilities.
7. The term **“Registered Student Organization”** or **“RSO”** or **“Organization”** refers to any group meeting the criteria in the RSO handbook.
8. The term **“RSO President”** means the president of a student organization on record with the CLACS office. If the RSO president is not representing the RSO in the conduct process, they may delegate their representation to another member (must be a current Ferris student) and the RSO must notify the Office of Student Conduct of that change as soon as possible and at least one (1) day before the conduct conference.
9. The term **“Witness”** is defined as an individual who has had direct involvement in an incident and/or who was provided with information regarding the incident directly from the respondent, alleged victim, or both. This also may include individuals, who in their professional capacity, have contributed information which led to allegations and subsequent charges.

Section II: Disciplinary Procedures

Ferris State University's procedures for imposing administrative and non-administrative sanctions are designed to:

1. Provide RSOs the guarantees of due process and procedural fairness,
2. Ensure equal protection for all students,
3. And provide for the imposition of similar sanctions for similar acts of misconduct.

At the same time, the procedures reflect the need to be concerned about the RSO involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all the circumstances in a particular case, including the RSO's prior record of misconduct, if any.

Due Process

Due process will be afforded to all Ferris State University Registered Student Organizations when charged with violating University regulations or policies. Due Process for Registered Student Organizations includes: notice in writing of the allegation, notice of any proceeding, an explanation of the allegation, an opportunity to respond to the allegation, and an opportunity to appeal the decision.

Compliance Letters

At the discretion of the Director of Student Conduct, RSO renewals and other administrative management complaints may be informally addressed through a letter requiring compliance by a specified date. Failure to comply with the outlined requirement(s) by the deadline will result in the complaint being referred to the RSO Conduct Process for formal resolution.

Initiation of Proceedings

1. A report that a Registered Student Organization has committed an act of misconduct and/or is in violation of RSO/University policy may be filed by any individual.
2. A report that an RSO has committed an act of individual misconduct must be submitted in writing to the Director of Student Conduct or appropriate designees. Although not required, an official complaint form is available online at ferris.edu/studentcode
3. After reviewing the complaint, the Director of Student Conduct has the discretion to decide whether disciplinary proceedings should be instituted. If the Director of Student Conduct decides to initiate proceedings, the case will be assigned to the appropriate conduct case manager.

Interim Action

After reviewing the complaint, the Director of Student Conduct may impose interim action(s) if it is determined that the organization (a) engaged or threatens to engage in behavior which jeopardizes the safety of others, (b) has caused or likely will cause significant property damage, or (c) has or likely will significantly disturb normal university operations and/or the educational process. Interim actions are temporary actions, ranging from specific loss of privileges to interim suspension, pending the outcome of a conduct conference. This action will remain in effect until the conduct process is complete.

1. When an interim action is imposed, the Director of Student Conduct shall notify the RSO via email to the Ferris assigned email account of the President and to the RSO Mailbox assigned by CLACS. Other University officials or International Headquarters professionals may be copied in this letter at the Director of Student Conduct's discretion.
2. Any organization faced with an interim action has the opportunity to appeal the interim action to the Dean of Student Life within 7 days of the issuance of the interim action letter.

The appeal must be issued in writing and address one of the following criteria:

- a. The reliability of the information concerning the RSO's alleged misconduct including the matter of their identity,
- b. Whether the alleged misconduct can reasonably be associated with the organization,
- c. Whether lesser actions can sufficiently address the Director of Student Conduct's concerns regarding the

organization's continued presence and/or activities.

Investigation

After reviewing the complaint, the Director of Student Conduct has the discretion to decide whether an investigation is needed.

1. The Department of Public Safety shall have the responsibility of the investigation of acts that involve potential violation of federal, state, and local laws or University policies that occur on the Big Rapids campus.
2. The Director of Student Conduct may also investigate allegations of RSO misconduct.

Notice

1. The Director of Student Conduct shall send notice of the conduct conference to the RSO President's Ferris email account and via hard copy to the RSO Mailbox assigned by CLACS. Other University or organization affiliated professionals may be copied in this letter at the Director of Student Conduct's discretion.
2. These notices shall inform the RSO of the following:
 - a. A summary of the allegations of the case
 - b. The requirement to schedule a Conduct Conference with The Office of Student Conduct within seven (7) days of the notice.
 - c. The opportunity to respond to the reports and to offer any additional information which might help in the resolution of the case.
 - d. The opportunity to present witnesses who may substantiate information related to the incident. The conduct case manager reserves the right to limit the number of witnesses based on the relevancy to the facts of the case. Character witnesses are generally considered irrelevant.

Conduct Conference

1. The RSO president will be required to schedule a Conduct Conference with the Office of Student Conduct within seven (7) days of the notice being issued. The RSO on-campus Advisor and/or additional members of the RSO may be asked to attend per discretion of the conduct case manager and relevance to the case. Conduct conferences are closed to the public.²
2. A Conduct Case Manager is generally an employee of the University who has received training to act in such capacity.
3. In certain circumstances a second conduct officer may be used because of their expertise or ability to provide insight.
4. The Conduct Case Manager shall maintain necessary order and shall make all rulings necessary for a fair, orderly, and expeditious conduct conference.
5. The Conduct Case Manager may question any witnesses.
6. When it appears necessary to avoid undue hardship, the Conduct Case Manager may, at their discretion, grant a reasonable postponement of the conduct conference, especially in circumstances where additional immediate support services are required.
7. The decision of the Conduct Case Manager shall be based upon matters presented and introduced at the conduct conference and must be based upon a preponderance of the evidence (a determination whether the violation was more likely to have occurred than not).
8. The Conduct Case Manager shall make a finding as to whether the RSO has committed only the violation(s) as charged based on a preponderance of the evidence. If the Conduct Case Manager reaches a finding of "responsible", the Conduct Case Manager shall, after review of any disciplinary record the RSO may have, require one or a combination of the disciplinary sanctions (Administrative and Non-administrative).
9. If the RSO fails to schedule or attend their conduct conference after proper notification by the Office of Student Conduct, the conduct conference will proceed, and a decision may be made in the absence of the RSO.

² The NCHERM Group Model Code Project, 2013.

Notice of Outcome and Sanctions

1. The Conduct Case Manager will send a decision letter detailing the outcome of the Conduct Conference. All follow up communication and/or notice of sanctions will be sent via email to the Ferris email account of the RSO President and via hard copy to the RSO Mailbox assigned by CLACS. Other University or organization affiliated professionals may be copied in this letter at the Director of Student Conduct's discretion.
2. An RSO that has been found responsible for violating University policy will be issued sanctions as appropriate to ensure the safety of its members and the campus community, along with sanctions that will provide educational benefits to prevent reoccurring violations.
3. When required by law, a complainant may also be notified of the outcome and sanctions of a Conduct Conference.

Sanctions

The Director of Student Conduct or their designee is authorized to impose any one or a combination of the following administrative and educational sanctions for behavior found to be in violation of University Policy. The University may impose other sanctions singularly or in combination with any of those listed below. Sanctions are assigned to promote accountability and set RSOs up for future success.

Administrative Sanctions

1. Written Warning

A written warning is an official warning issued by the University. A written warning is the lowest level sanction an RSO may receive and is meant to inform the RSO that they have been found in violation of the University policy and that they should understand that future violations could result in further sanctions. With a written warning, an RSO should have a clear understanding of the University's expectations for their future behavior.

2. Probation

Probation is the highest administrative sanction an RSO may receive while still being recognized by the University and is intended to convey to the RSO that their behavior has seriously impacted the community, and should further violations occur, their RSO may face suspension from the University.

Further violation of University policies at any point during the probationary period will be viewed not only as a violation based upon the act itself, but also as a violation of the probation. This shall result in further action up to, and including, suspension from the University.

3. Suspension of Recognition

The University no longer considers the group to be a Registered Student Organization at Ferris State University. Suspension bans RSOs from participating in all aspects of University life for a specified period of time, measured in semesters. During the suspension period, organizations are required to refrain from planning, participating, or otherwise engaging in organizational activities and return any University allocated funds to the originating funder.

When the term of the suspension has ended, the RSO may apply to return and will be required to complete the reactivation process in accordance with the RSO handbook.

4. Inactive Status

The University no longer considers the group to be an active Registered Student Organization at Ferris State University. There is no minimum amount of time an RSO must remain inactive and if/when they desire to come back the can do so in accordance with the RSO handbook. These sanctions are commonly assigned in cases where an RSO has failed to renew their Bulldog Connect profile.

Effective Enforcement of Administrative Sanctions

Administrative sanctions do not become final until the opportunity to appeal has passed. RSOs who choose to appeal suspension may continue to engage in University activities until an appeal decision is made, unless there is an interim suspension already in force through the Office of Student Conduct or is otherwise stipulated through the conduct process.

Non-Administrative Sanctions

Education and Safety are the two primary priorities for the Office of Student Conduct. To accomplish these goals, the Office of Student conduct provides opportunities for RSOs to reflect on and learn from their past experiences. Non-Administrative sanctions include, but are not limited to the following:

1. Community Service

The RSO may have the opportunity to choose the type of service they would like to perform and have the opportunity to work with staff at the CLACS Volunteer Center to find service opportunities that are meaningful to them.

2. Restitution

The RSO is required to pay the costs for the replacement or repair of any University property damaged by the organization.

3. Educational Workshop/Class

The RSO is required to complete or attend an educational workshop, class, or training. The topic and attendance requirements are at the conduct case manager's discretion.

4. Restriction of Privileges

The RSO is restricted from engaging in specific privileges for the period detailed by the conduct case manager. Privileges that may be restricted include, but are not limited to:

- Reserving University facilities and outdoor space for activities, practice, games, and meetings;
- The use of a campus mailbox located in the CLACS Office;
- Participation in campus events such as Bulldog Bonanza and Homecoming;
- A portal in Bulldog Connect for organization documentation, member communication, surveys, promotional opportunities;
- Eligibility to sponsor and co-sponsor campus events;
- Promotion in University presentations and publications, including Student Organization Directories in Bulldog Connect;
- Eligibility to advertise and promote sponsored events;
- Use of RSO resource room in the CLACS Office;
- Receiving or retaining University funds

Failure to comply with assigned sanctions

Registered student organizations who are assigned sanctions as a result of the student conduct process for RSOs and fail to comply with those sanctions are subject to further disciplinary action.

Appeals

Should the RSO wish to appeal the decision of the conduct conference they may do so in writing to the Dean of Student Life or their designee based on the following criteria:

1. Failure to be provided due process, or a procedural error in the conduct process which may be substantial enough to change the outcome; and/or
2. The discovery of substantive new evidence which was unknown to the Conduct Case Manager at the time of the conduct conference that could have a significant effect on the outcome; and/or
3. The severity of the sanction (only in cases involving RSO suspension).

The Dean of Student Life will review the appeal and if the appeal is granted, they may choose to render a decision on the appeal based on the appeal criteria or institute a hearing conducted by a different conduct case manager.

Procedure for when appeal is received

- A. Upon review of the written appeal material, the Dean of Student Life will render a decision using one of the following options.
 - 1. If the grounds for appeal *have been* sufficiently satisfied and the appeal is accepted, one of the following will occur:
 - a. The case shall be remanded back to the original Conduct Case Manager or committee with specific instructions to correct a procedural error and reconsider the case.
 - b. The case shall be remanded back to the Office of Student Conduct for a new conduct conference before a different Conduct Case Manager or committee; or
 - c. The sanction may be modified.
 - 2. If the grounds for appeal *have not been* sufficiently satisfied, the original decision is upheld, and sanctions are enforced.
- B. Each RSO shall be limited to one appeal and shall not be entitled to appeal their case after an appeal decision is rendered. The decision of the appellate officer shall be final.

Fraternity/Sorority Disciplinary Proceedings

- 1. Fraternities and sororities are considered RSOs and are subject to the same rules and processes as any other RSO.
- 2. An alleged violation may also be independently adjudicated by the appropriate governing council, such as the Black Greek Council (BGC), Interfraternity Council (IFC), or Panhellenic Council (PC).
- 3. The organization's national headquarters may also be notified.
- 4. The decision or final outcome of the formal disciplinary process of the governing council or national organization may be supported by the University; thus, alleviating the necessity to continue with additional proceedings.

Section III: Prohibited Conduct

1. Academic Misconduct

RSOs may not engage in cheating or alteration of academic materials, records, or other academic misconduct.

2. Acting as an Accessory

RSOs may not attempt to or encourage individuals to commit any unlawful act or violation of any University policy.

3. Adherence to Governing Policies

RSOs must adhere to their constitutions as well as any applicable governing body (i.e. Greek Councils, Club Sports Council, Finance Division, etc.)

4. Advertising and Campus Posting

All RSO advertising and campus postings must follow all advertising and campus postings policies in the RSO Handbook.

4. Actions That Endanger

Actions that endanger an individual, the University community, or the academic process are prohibited. These actions include, but are not limited to, attempts to cause fear/alarm, threats to others, and creating a condition that endangers others.

5. Damage To or Destruction of Property

Damage to, destruction, or misuse of property belonging to the University or others.

6. Dishonest Conduct

Intentionally misrepresenting the truth to a University or safety official is prohibited. These actions include, but are not limited to, furnishing false information or statements, producing, using, or possessing falsified University or official documentation, and misusing University funds.

7. Disorderly Conduct

Behavior that unreasonably disturbs the peace or operations of the university or local community is prohibited. This includes, but is not limited to, physical or verbal behavior without injury, excessive noise, throwing objects, and lewd/indecent/obscene behavior.

8. Disruption of Operations (Disruptive Behavior)

Behavior that obstructs or disrupts the normal operations of the University and/or academic process or infringes on the rights of others to freely participate in its programs or services is prohibited.

9. Failure to Comply

Failure to comply with the directions of University or safety officials in the performance of their duties.

10. Failure to Complete Assigned Sanction

Failure to complete an assigned sanction by the specified deadline.

11. Guests

RSOs are responsible for the actions of their guests and are responsible for ensuring their guests adhere to all University policies.

12. Harassment

Behavior that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to unreasonably interfere with an individual's work environment, education environment, or environment for participation in any University activities.

13. Hazing

Hazing is defined as any conduct which subjects another person (whether physically, mentally, emotionally, or psychologically) to anything that may endanger, abuse, degrade, or intimidate the person due to an affiliation with a group or organization, regardless of the person's consent.

14. Renewal

RSOs must complete the renewal process in accordance with the RSO Handbook.

15. Retaliation

Taking or implying adverse action (verbal or physical) against any individual on the basis of their real or perceived participation in the conduct process is prohibited. This includes those that make a good faith report/allegation as well as those who participate in an investigation, hearing, conduct conference, or inquiry by the University or other appropriate authority, or the individual's participation in a court proceeding relating to alleged misconduct.

16. Sexual Harassment

Behavior that is sexual in nature that creates a hostile or intimidating environment in which verbal or physical conduct, because of its severity or persistence, is likely to unreasonably interfere with an individual's work environment, education environment, or environment for participation in University activities.

17. Unauthorized Entry, Use, or Occupancy

Unauthorized entry, use, or occupancy of a facility or residence. This includes, but is not limited to, University property, private residences, and the refusal to vacate a facility after being instructed to by an authorized official or resident.

18. Unauthorized Possession or Use of Illegal Drugs, Controlled Substances and/or Misuse of Over-the-counter substances (real or implied)

The term "controlled substance" is defined by Michigan law, and includes, but is not limited to, substances such as marijuana, cocaine, narcotics, certain stimulants and depressants, and hallucinogens. The use, possession, manufacture, and/or distribution of a controlled substance, on or off campus, is prohibited when it is contrary to law, contrary to the events with alcohol policy, and/or otherwise creates a danger.

19. Unauthorized Taking or Possession

Unauthorized taking or possession of property or services belonging to the University or others.

20. RSO Events

RSOs are required to host events in accordance with the RSO Handbook.

- a. Required events must be registered and approved in accordance with the RSO Handbook.
- b. All events must be in compliance with the Events with Alcohol Policy in the RSO Handbook.

21. Violation of other published University regulations, policies, or rules**22. Any violation of any local, state, or federal law is against University Policy**

APPENDIX A

Ferris State University – Big Rapids Campus

Posting and Quad Sign Policy

Revised 8/21/19

The Center for Leadership, Activities and Career Services coordinates campus postings and quad sign requests. Questions can be directed to: 231.591.2685 or clacs@ferris.edu

For-Profit Businesses ONLY

1. Complete the electronic Non-Ferris Posting Approval form located on the CLACS website www.ferris.edu/clacs
2. An approved posting approval form allows these groups to post in RSO mailboxes.
3. Poster size shall be no larger than 8 ½ X 11 for RSO mailboxes. There are 225 RSO mailboxes.
4. Businesses incur a \$25 fee per posting. Not per number of copies.
5. Drop off poster copies at the CLACS office, University Center Suite 121.
6. All organizations are prohibited from placing advertising materials on cars.
7. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

Non-profit Organizations ONLY

1. Complete the electronic Campus Posting form for Non-Ferris located on the CLACS website www.ferris.edu/clacs under “forms and policies”
2. An approved posting approval form allows these groups to post in RSO mailboxes and CLACS designated bulletin boards.
3. Non-profit Businesses will not incur a fee.
4. All organizations are prohibited from placing advertising materials on cars.
5. Poster or sign must list sponsoring group’s name along with contact information
6. Poster size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
7. There are 225 RSO mailboxes. Drop off RSO mailbox copies at the CLACS office, University Center Suite 121.
8. The sponsor must hang posters as listed on the “Posting Location List” below on a board that has been designated with a CLACS logo in the upper-left hand corner.
9. Do not place your poster/flyer over another. Do not remove another poster/flyer. If there isn’t enough room for your poster/flyer, notify the CLACS office at (231) 591-2685.
10. All posters/flyers must be removed within two business days after the event date by the sponsor. Posters for non-dated events must be removed by the end of the semester.
11. It is the sponsor’s responsibility to provide copies and distribute as allowed by this policy
12. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

Registered Student Organizations, Campus Departments

1. Complete the Posting and Quad Sign approval form in Bulldog Connect.
2. An approved Posting and Quad Sign registration allows these groups to post on CLACS designated bulletin boards, RSO mailboxes, Digital Signs, Residence Halls, and to place signs on the Quad.
3. All organizations are prohibited from placing advertising materials on cars.
4. Public events sponsored by the University and its affiliates (all RSOs, Departments, etc.) must include the following Americans with Disabilities (ADA) Statement and Equal Opportunity Statement:

- a. *“Anyone with a disability who needs accommodations to attend this event should contact (telephone number and contact email) at least 72 hours in advance.”* Be sure to replace (telephone number and contact email) with your contact’s actual telephone number and contact email
5. Ferris State University follows a strict policy of non-discrimination, and all external print, electronic and online materials published on behalf of the university require inclusion of one of the following non-discrimination statements.
 - a. *“Ferris State University is an equal opportunity institution. For information on the University’s Policy on Non-Discrimination, visit www.ferris.edu/non-discrimination.”*
6. If poster is for an RSO event, sponsor must submit Bulldog Connect Event Registration Form before poster will be approved
7. If the event is a Finance Division sponsored event, the poster must include the Student Activity Fund logo and be reviewed by the Fund Administrator before submitting this form
8. Poster or sign must list sponsoring group’s name along with contact information
9. Poster size shall be no larger than 11X17 for bulletin boards and 8 ½ X 11 for RSO mailboxes
10. If the posting or sign is regarding money or goods collected, the posting or sign shall state to whom the proceeds or goods will be donated to.
11. **Electronic Signs** - Approved postings will be sent to the Academic Affairs and the University Center digital signs by CLACS. Please note that horizontal posters transfer best for the digital signs. If any other digital signs are desired, the sign owner should be contacted directly. The digital sign owner has discretion over what is used. Call the digital sign owner if you have questions.
12. **Quad Signs** - additionally known and “rush signs”. Must be no larger than 4’ x 8’, made of sturdy construction, may not be placed on sidewalks, may be secured to a light pole only with a plastic or rubber coated chain/wire. Must be removed immediately upon the end of recruitment period (See below for diagrams of example signs)
13. **Bulletin Boards** - The sponsor must hang posters as listed on the “Posting Location List” below on a board that has been designated with a CLACS logo in the upper-left hand corner. This list is also available on Bulldog Connect in the form application.
14. Do not place your poster/flyer over another. Do not remove another poster/flyer. If there isn’t enough room for your poster/flyer, notify the CLACS office at (231) 591-2685.
15. All posters/flyers must be removed within two business days after the event date by the sponsor. Posters for non-dated events must be removed by the end of the semester.
16. **RSO Mailboxes** - There are 225 RSO mailboxes. Drop off RSO mailbox copies at the CLACS office, University Center Suite 121.
17. Other ways to advertise on campus include: The Torch newspaper and informational tables in or outside of designated buildings. For more information: Contact The Torch at 592.8391 or CLACS at 591.2685

RSO, Ferris Departments, and Non-Profit Businesses only Bulletin Board Posting Location List

135 Total Copies

- Center for Leadership, Activities and Career Services (Hand in at front desk in University Center, Suite 121) - 1
- Housing, Cramer Hall (See Housing Posting instructions) – 103
- Bishop Hall, School of Education (Hang on 4th floor bulletin board, right of restroom past elevator) – 1
- Swan (Behind Elastomer Center building; board between 113 & 115 - 1
- Johnson Hall (Hang by the Humanities Office on the first floor beside JOH 119) - 1
- Birkam Health and Counseling (Hand in to the Receptionist on first floor) - 2
- Student Rec Center (Hand in to the front desk) – 1

- Heavy Equipment Building (Hang one in the lecture hall in 202; hang one on the ground floor at the bottom of the stairs) – 2
- Public Safety (Give to the Dispatcher in WCO-DPS) - 1
- Bishop Hall (Hang in the Student Lounge in room 203) - 1
- Pharmacy Building (Hang one in Student study room, room 103; hang one in room 104 on Bulletin board closest to the window) - 2
- College of Health Professions (Victor F. Spathelf building; hang in Student Lounge, room 208) - 1
- Michigan College of Optometry (Hand in to Administrative Office, room 236) – 1
- Racquet & Fitness Center (Hand in to the front desk) - 1
- IRC Connector (IRC/Business Building; hang on first bulletin board on the left as you go from IRC Connector to the College of Business) - 1
- Timme Student Center (Hang to the right of room 110) – 1
- Music Activities Center (Give to the desk in room 102) – 1
- FLITE Outside Board (Note: these posters should be laminated for weather proofing; hang outside of the library, south side by the bike rack) - 1
- Starr Building (Hang one by room 136; one by room 129; one across from 211-Electrical Room) – 3
- Williams Auditorium (Hand in to Starr 205; if no one is present, slide under the door) - 2
- Granger (Hang one on 1st floor outside of room 117; one on 2nd floor on largest Bulletin board to the left of the clock) - 2
- Prakken (Hang one to the right of room 112) - 1
- Alumni (Hang one to the right of room 121) - 1
- Automotive Building (Hang both in the Student lounge on first floor) – 2
- Corporate Professional Development (Put in inter office envelope marked CPD-Charter Schools) – 1

Posters for the Housing Office should be counted, clipped and marked per the list below and dropped off to the Housing Office in Cramer Hall.

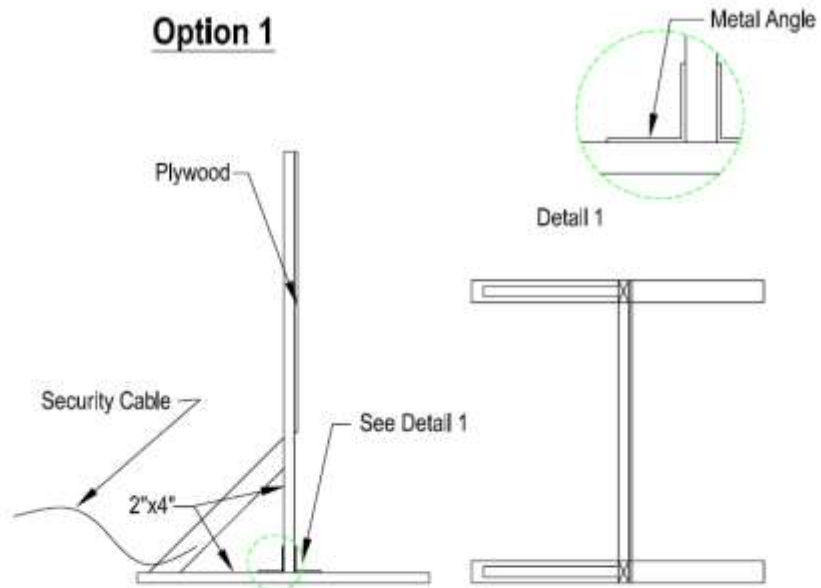
(5)	Henderson (5)	McNerney (6)	Bond (8)	Miller (7)	Pickell
(6)	Puterbaugh (5)	Hallisy (7)	Cramer (11)	Clark (6)	Travis
	Brophy (7)	Vandercook (6)	Ward (7)	North (12)	
	West Campus Community Housing (5)		East Campus Suites (3)		

Sample Quad Sign Diagrams

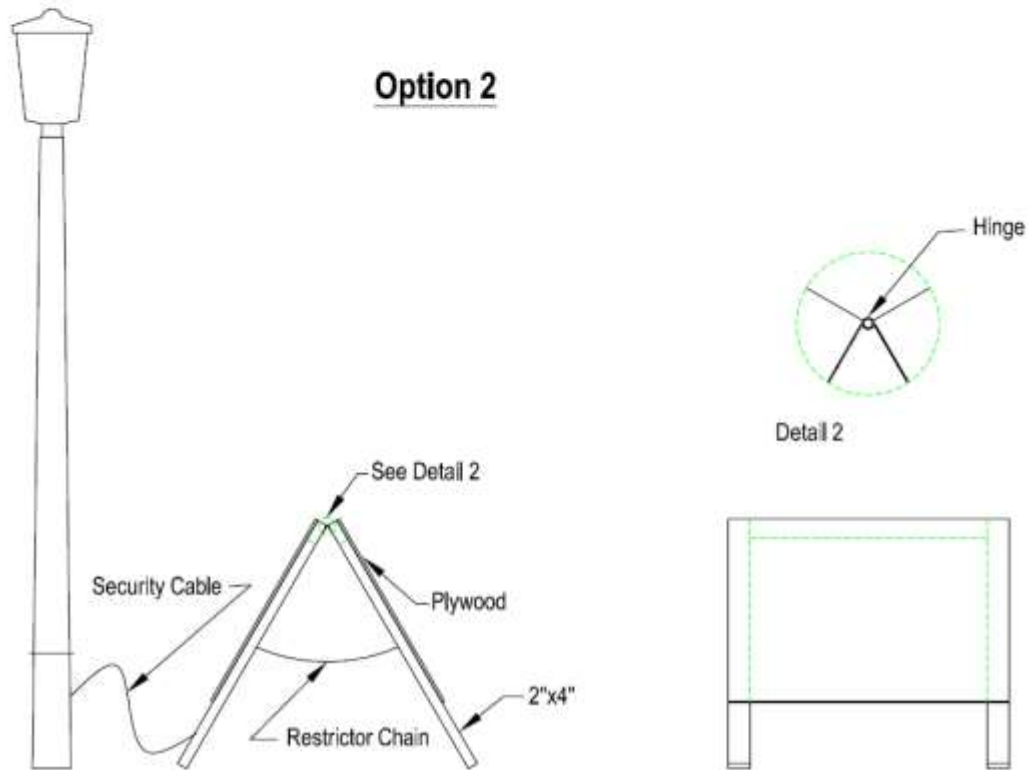
Notes:

1. Max Sign Size is 4'x8'
2. In-ground Signs Are Prohibited.
3. Sign May Be Secured Using Coated Security Cable.

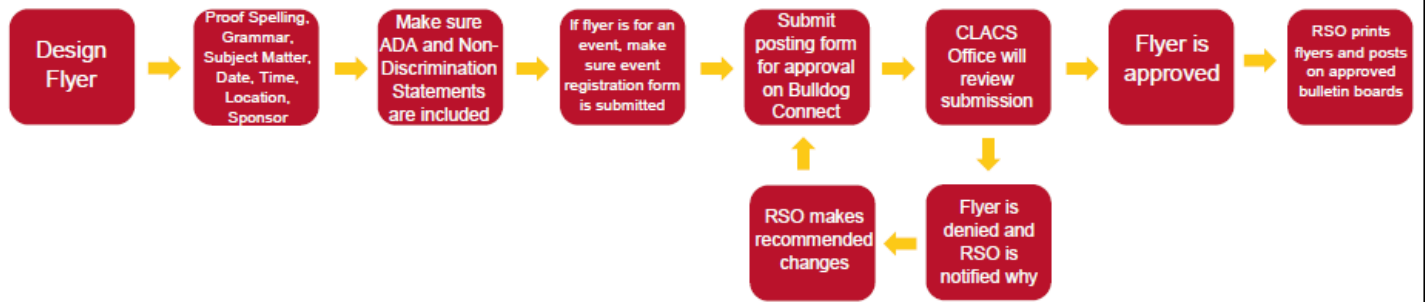
Option 1



Option 2



Poster Approval Process Map



APPENDIX B

Event Safety Plan Template

[Organization Name]

[Chapter/Branch]

[Contact Name]

[Contact Phone]

[Contact Email]

[Event]

[Date/Time]

[Location]

[Organization or Event] Safety Plan

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

Safety of Organizers/Volunteers

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

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

Safety of Participants

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

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

Safety of Property

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

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

Emergency Plan

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

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

Examples:

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

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

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

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

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

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

Other things to consider:

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

APPENDIX C

RSO Travel Safety Plan Template

[Organization Name]

[Contact Name]

[Contact Phone]

[Contact Email]

[Destination Location and Event]

[Travel Date(s)/Time(s)]

[RSO Advisor]

[Advisor Phone]

[Advisor Email]

NOTE: Campus Advisor (or their designee who is also a full-time Ferris State University employee must be in attendance for any international travel

[Driver(s) Name]

[Does the Driver have auto insurance?]

[Make/Model/ Year of Vehicle or Flight Info]

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

Safety of Participants

- *All participants will complete liability waivers and provide emergency contact information*
- *All participants will exchange cell phone numbers to keep everyone accounted for*

Safety of Property

- *Only safe and insured vehicles will be used for transportation*
- *Vehicle will have a spare tire and emergency roadside kit*
- *Vehicle will be locked when not in use*

Emergency Plan

- *If an emergency happens we will follow the safety plan, the RSO member in charge will call 911 immediately.*
- *If an incident occurs, the RSO President will complete and submit the incident forms to CLACS.*

[[Names, cell numbers and emails of all individuals in charge of event]]

APPENDIX D

Adult Participant Waiver

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

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

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

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

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

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

It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Release, Waiver, Discharge and Covenant Not to Sue" the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my spouse, family, estate, heirs, administrator(s), personal representative(s), or assigns arising out of my participation in the Activity.

I state that there are no health-related reasons or problems which preclude or restrict my participation in this Activity (other than those restrictions which have been previously disclosed pursuant to a previous request for reasonable accommodations for this Activity), and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

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

CAUTION: READ BEFORE SIGNING

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

PARTICIPANT:

WITNESS:

(Signature)

(Signature)

Date: _____

Date: _____

(Printed Name)

(Printed Name)

Emergency

Contact

(please print): _____

Relationship

to Participant: _____

Telephone: _____

Revised 7/20/18

APPENDIX E

Minor Participant Waiver [NAME AND DATE OF ACTIVITY]

ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, INDEMNITY, AND COVENANT NOT TO SUE FOR MINOR PARTICIPATION

I agree to this ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, INDEMNITY, AND COVENANT NOT TO SUE (“Agreement”) with Ferris State University, a constitutional body corporate of the State of Michigan (“University”) or [Name of sponsoring RSO]. I am the parent or legal guardian of a minor who desires to participate in [Name of Activity] (“Activity”), which is [Describe the activity here]. I acknowledge participation in this Activity is elective and voluntary. In consideration for the minor’s participation in the Activity, I understand and agree as follows:

I understand the University requires participants to follow safety rules and instructions. I understand that the minor’s participation in the Activity presents certain dangers, hazards, and inherent risks. Dangers and risks of the Activity include but are not limited to [List specific possible dangers and risks here] (“dangers and risks”). I attest I am aware of the dangers, risks and hazards that may be directly or inherently involved in the minor’s participation in the Activity. I assume all responsibility and risk arising out of, resulting from, occurring during, or incidental to the minor’s participation in the activity, including all risk of property damage, injury, and other hazards to the minor participant. I agree to supervise the minor participate during the Activity.

I, individually and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, waive, indemnify, hold harmless, and covenant not to sue the University, its trustees, employees, agents, officers and representatives (“Releasees”), from and against any and all liability arising out of any rights I may have for damages, losses, or injuries the minor participant may sustain to person or property associated with participation in the Activity or based on any rights a third party may have for harm caused by the minor, which arise out of, occur during, or are in any way connected with the minor’s participation in the Activity except if injury or loss is directly caused by the gross negligence or willful wanton misconduct of the Releasees.

I agree that Michigan law governs this Agreement. Should any clause in this document conflict with Michigan law, only that clause will be void and the rest of this document shall stay in full force and effect.

I HAVE READ THIS ENTIRE ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, INDEMNITY, AND COVENANT NOT TO SUE. I FULLY UNDERSTAND THE AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. I INTEND FOR THIS AGREEMENT TO BE VALID AND BINDING.

Minor Participant Name (print)

Date of Birth (mm/dd/yyyy)

Date _____
Parent/Guardian (print) _____

Parent/Guardian (signature) _____

Date _____ Witness (print) _____
Witness (signature) _____

Revised 7/20/18

Revised 7/20/18

APPENDIX F

Travel Participant Waiver

ASSUMPTION OF RISK AND RELEASE, WAIVER, DISCHARGE, INDEMNITY AND COVENANT NOT TO SUE FOR STUDENT TRAVEL

This is a legally binding Assumption of Risk and Release, Waiver, Discharge, Indemnity and Covenant Not to Sue (“Agreement”) executed by _____, (“Participant”) whose address is _____, to Ferris State University, a constitutional body corporate of the State of Michigan, Big Rapids, MI 49307 (“University”).

I, the undersigned, am 18 years of age and otherwise fully competent to execute this Agreement, desire to participate in the **RSO NAME or University Department NAME, ACTIVITY NAME AND LOCATION, DATES** ("Activity"). I understand and agree that while participating in the Activity that the *Ferris State University Student Handbook Policy*, “Personal Misconduct On or Off University Property,” applies to me. My participation in this Activity, including any transportation to and from the Activity, is voluntary and is neither required nor is it part of any course of curriculum requirement.

I fully understand and appreciate the dangers, hazards, and risks inherent of participating in the Activity, such as risk of serious injury, the hazards of transportation to and from the Activity, and property damage. I further acknowledge specific risks vary from one activity to another. Such dangers and risks include but are not limited to conference travel, Activity programs and/or events, recreational activities connected to my participation in the Activity and sponsored by the organization holding the conference/activity, overnight stay, bodily injury (serious or otherwise), property damage, and **vehicular accident injuries including but not limited to brain and/or head injuries, neck and back injuries, chest, diaphragm, pelvis/abdominal, leg, knee and foot injuries, strains, sprains, bruises, broken bones, whiplash, etc. (fill in any additional specific risks and dangers associated with this particular Activity here)** (“dangers and risks”).

I attest I am aware of the dangers, risks, and hazards that may be directly or inherently involved in my participation in the Activity, I assume all responsibility and risk arising from, but not limited to, my participation in the Activity including all risks of accidents, illness, property damage, injury, and other dangers, risks, and hazards to myself or my property.

I, individually and on behalf of my heirs, successors, assigns, and personal representatives, hereby release, waive, indemnify, hold harmless, and covenant not to sue the University, its trustees, employees, agents, officers, and representatives (“Releasees”), from and against any and all liability arising out of any rights I may have for damages, losses, or injuries I may sustain to my person or property arising out of or in any way connected with my participation in the Activity or based on any

rights a third party may have for harm caused by me arising out of or in any way connected with my participation in the Activity, except if injury or loss is directly caused by the gross negligence or willful wanton misconduct of the Releasees.

I agree that Michigan law governs this Agreement. Should any clause in this document conflict with Michigan law, only that clause will be void and the rest of this document shall stay in full force and effect.

CAUTION: READ BEFORE SIGNING

I HAVE READ THIS ENTIRE ASSUMPTION OF RISK, RELEASE AND WAIVER OF LIABILITY, INDEMNITY, AND COVENANT NOT TO SUE. I FULLY UNDERSTAND THE AGREEMENT AND AGREE TO BE BOUND BY ITS TERMS AND CONDITIONS. I INTEND FOR THIS AGREEMENT TO BE VALID AND BINDING.

ADULT PARTICIPANT:

WITNESS:

(Signature)

(Signature)

Date: _____

Date: _____

(Printed Name)

(Printed Name)

Emergency Contact

Name _____ Telephone _____ Relationship _____

APPENDIX G

Third Party Vendor Checklist

Vendor Name (Venue Location Name):

Vendor Contact Person:

Phone Number:

Vendor Address:

Email:

RSO Name:

Event Date/Time:

(Each organization president and vendor contact person should initial next to each contract clause to convey understanding)

THE ORGANIZATION MUST:

_____ Be in compliance with the Ferris State University RSO Events with Alcohol Policy and their (inter)national organization's risk management policy/policies regarding third party vendor events.

THE VENDOR MUST:

- _____ 1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held. ATTACH A COPY OF STATE/LOCAL/TEMPORARY LICENSES.
- _____ 2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The certificate of insurance must also show evidence that the vendor has, as a part of their coverage, a "minimum of \$1,000,000 of liquor liability." It is recommended that the certificate of insurance name as additional insured the RSO hiring the vendor and Ferris State University. ATTACH A COPY OF CURRENT INSURANCE CERTIFICATE.
- _____ 3. Be willing to provide an agreed upon number of staff to support the event. Number of staff should be discussed prior to the event and match the size and scope of the planned event.
- _____ 4. Agree to all the responsibility that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
- Checking identification cards upon entry;
 - Not serving underage guests; use a predetermined system to designate those of age and those underage;
 - Not serving individuals who appear to be intoxicated;
 - Only accept individual payment for all alcohol, collected by the vendor;
 - Maintaining absolute control of ALL alcoholic containers present;
 - Providing sufficient number of bartenders/wait staff that are properly trained regarding the service of alcohol; and
 - Collecting and removing all remaining alcohol. No excess alcohol – opened or unopened – is to be given, sold, or furnished to the organization at the conclusion of the event;

The Registered Student Organization and vendor understand that only through compliance with the above stipulations will the organization be in compliance with the RSO Events with Alcohol policy and thus able to hold an event at the location.

VENDOR:

ORGANIZATION:

Signature & Date

Printed Name

Position

Signature & Date

Printed Name

Position

APPENDIX H

Events with Alcohol Policy

We recognize that responsible consumption of alcoholic beverages can take place at Ferris State University and that as part of the University community, responsible drinking behaviors can be learned by all members of the University community.

Table of Contents

Section I: Definitions	_____
Section II: Event Registration	_____
Section III: Host Organization(s) Responsibilities Before the Event	_____
Section IV: Alcohol Permitted at Events	_____
Section V: Host Organization(s) Responsibilities During the Event and Alcohol Management at Events	_____
Section VI: Host Organization(s) Responsibilities After the Event	_____
Section VII: Third Party Vendor Events	_____
Section VIII: Special Events	_____
Section IX: Disciplinary Action	_____
Citations	_____
Appendix	_____

The following policy applies to all Registered Student Organization (RSO) functions where alcohol is present. Organizations are also obligated to follow all federal, state, local, and University policies and laws. Each organization is required to follow this policy and all outlined criteria for hosting an event with alcohol.

In order to be eligible to host an event with alcohol outside of a third-party vendor organizations must have a national affiliation and general liability insurance that covers hosting events with alcohol. Organizations must submit permission from their national organization and proof of liability insurance to the CLACS office, c/o the Greek Life Coordinator, before they are allowed to host any event with alcohol. This must be done annually, at a minimum, or any time the insurance or permissions have changed.

This policy was developed to support responsible use of alcohol during functions held by RSOs that fit the criteria to host an event. Although the policy includes numerous requirements for monitoring alcohol consumption, the Registered Student Organization and any co-host shall bear the primary responsibility for adherence and enforcement of this policy.

General Information:

- The consumption of alcohol should never be the main focus of an event. Alcohol-free social events are encouraged.

- The Student Activity Fee and other funds under the control of student organizations may not be used to purchase alcoholic beverages.
- Alcohol should not be used as an inducement to attend an event.
- No events with alcohol are permitted to have activities where the consumption of alcohol is part of a competition.
- At the beginning of each semester, at least three (3) members (President, Risk Management, and Social Chair) from each RSO must attend a policy education meeting. This meeting is intended to be a reminder of the standards that each organization agrees to follow. Failure to attend may result in a loss of privileges to host or co-host an event with alcohol.

Section I: Definitions

Event: A planned activity that would be perceived as sponsored by the RSO, excluding information tables or a general business meeting. On or off-campus events, including travel, must be properly registered in Bulldog Connect and follow applicable policies and laws. Safety Plans and/or participant waivers may be required. Third-party vendor arrangements for private events are encouraged.

Event with Alcohol: Any event, as defined above, where alcohol is present and does not meet the definition (below) of an Informal Gatherings or a Member Only Event. All events with alcohol that meet the following conditions must be registered:

1. 20 or more attendees, affiliated or not affiliated, are present at one time and alcohol is present. This event must be registered via Bulldog Connect.
2. Informal Gathering is less than 20 attendees, affiliated or not affiliated, are present at one time and alcohol is present. This does not need to be registered through Bulldog Connect, but must follow all state and local laws, as well as national alcohol policies.
3. Organization Only Event: **House:** A dwelling where organization letters are displayed, or the fraternity/sorority designates as the organization's house/facility/property. The dwelling will be reported annually to the Greek Life Coordinator by the first policy review meeting. Any changes must be reported immediately.

Annex House: A dwelling, other than the chapter house, that has hosted or registered an event with alcohol in the previous 12 months. All organization/chapter houses and annex houses must be reported to the Greek Life Coordinator at the policy review meeting.

Co-Host: Any event that could reasonably be associated with another organization or an event hosted between more than one organizations. Co-hosted events are often called "mixers".

Informal Gatherings: Less than 20 attendees, affiliated or not affiliated, are present at one time and alcohol is present. Informal gatherings do not need to be registered.

Member Only Gathering: 100% of attendees are members from one organization with no guests. Members are defined below. This does not need to be registered through Bulldog Connect, but must follow all state and local laws, as well as national alcohol policies.

Member: An active member, pledge/associate member/candidate/new member or any other terminology alike, or anyone reported to the Greek Life Center through rosters or new member lists. **For purposes of this policy alumni or brothers/sisters from other institutions are not considered members.**

Tavern: No organization may sponsor or co-sponsor an event with an alcohol distributor or tavern (tavern is defined as an establishment generating more than half of its annual gross sales from alcohol)

at which alcohol is given away, sold, or otherwise provided to those present. This includes any events held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.¹

Open Party: A party with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, are prohibited.¹ An open party is further defined as any time outside of a registered event timeframe.

Duration: The duration of an event is determined by the times indicated on the registration. However, the end time does not allow an organization to host an open event with alcohol. Service of alcohol shall end 30 minutes prior to the end time listed on the registration form.

Sober Monitor: A sober monitor is an individual who is TIPS for the University™ certified. These individuals are responsible for abstaining from consuming alcohol for the duration of the event or until all guests have vacated.

FIPG: Fraternal Information and Programming Group.

BYOB Guidelines: Bring Your Own Beer Guidelines are published guidelines adopted by the Northern Interfraternity Conference as a suggested policy to follow when hosting an event with alcohol.

Section II: Event Registration

In the interest of scholarship, no events with alcohol will be approved on Sunday, Monday, Tuesday, or Wednesday, unless there are no classes the following day.

The hosting organization(s) must completely register the event on Bulldog Connect.

The host organization's campus advisor must approve of the event **at least 72 hours** prior to the start of the event.

The host organization(s) must upload the guest list. After submission, the guest list cannot be altered without approval from the Greek Life Coordinator. No one who is not listed on the guest list be allowed to enter.

No alcohol shall be present at any pledge/associate member/new member/novice program, activity, or ritual of the organization. This includes but is not limited to: activities associated with "bid night," "big brother – little brother" events or activities, / "big sister – little sister" events or activities, "family" events or activities, initiation,¹ or "pin parties."

All recruitment or rush activities associated with any organization will be non-alcoholic. No recruitment or rush events associated with any organization may be held at or in conjunction with a tavern or alcohol distributor.¹

Section III: Host Organization(s) Responsibilities Before the Event

All hosting organizations are responsible for:

1. Knowing and upholding the Events with Alcohol policy.
2. Registering the event in Bulldog Connect.
3. The safety of all members and guests.
4. Ensuring that wristbands and guest list are located at the entrance.
5. Ensuring that there is one point of entry with a guest list throughout the event.

6. Ensuring the emergency exits are clearly marked, free of obstruction, and unable to be opened from the outside.
7. Making sure that the beverage check is ready for guests to arrive.

Section IV: Alcohol Permitted at Events

The possession, sale, use or consumption of Alcoholic Beverages, while on organization premises or during an RSO event, in any situation sponsored or endorsed by the organization, or at any event an observer would associate with the RSO, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either BYOB or Third Party Vendor Guidelines.¹ (Examples include but are not limited to: gathering at a restaurant, gathering at a bar, gathering outside or around organization premises; any event an outside group can reasonably associate the organization with.

1. No alcoholic beverages may be purchased through or with organization funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the organization. The purchase or use of bulk quantity or common source(s) of alcoholic beverages (for example, kegs and cases) is prohibited.¹ Additionally, no organization may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host organizations or groups.
2. A registered guest or organization member who is 21 years or older may bring six 12-oz. cans of beer OR 1 four pack of wine coolers. Malt beverages or wine cannot exceed 72 ounces and must be in their original container(s). Each legal member or guest is responsible for their own beverages and may not share the purchase/consumption of beer with other members or guests. No kegs are permitted. No glass bottles and/or liquor are allowed.
3. No alcohol for common use in members' rooms.²
4. No member or pledge/associate/new member/novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.¹

Section V: Host Organization(s) Responsibilities During the Event and Alcohol Management at Events

1. All IDs are checked by initiated members, not new members.²
2. Members and guests with alcohol are required to show proof of legal drinking age. A picture ID with a date of birth should be required.²
3. A guest's name should be checked off once they have entered the event.² Guests will be given a wristband.
 - A. **Managing Wristbands:** Once the ID has been checked and the legal drinking age is verified:
 - i. Wristbands can be picked up from the CLACS office once the event with alcohol has been approved.
 - ii. All guests and members of legal drinking age, who are consuming alcohol, are clearly marked with a wristband on their right hand.

- iii. Wristbands will have 6 circles printed on them. Each circle represents one beverage.
- iv. Once an individual finishes a beverage they must return an empty can and the beverage check in station will mark one of the circles when they distribute a new beverage.
- 4. All guests under the legal drinking age or are choosing to not consume alcohol are clearly marked with an “X” on their right hand.
- 5. **Sober Monitors** are roaming the event, ensuring the guests are safe and the policy is being enforced. The host organization(s) is responsible for having one sober monitor per 15 guests, rounding up.² A minimum of two sober monitors is required at every event registered. For example, two monitors up to 30 attendees, three monitors for 31-45 attendees, etc.
 - i. One centralized location should be established for the distribution of all alcoholic beverages.²
 - ii. No other location, especially members’ rooms, can be used for the distribution of alcoholic beverages.²
 - iii. Anyone who wishes to acquire an alcoholic beverage that they brought to the must show their wristband, have a circle filled in, and return their empty can.
 - iv. The service monitors must not serve anyone who is overly intoxicated, even if the person has alcohol remaining.²
 - v. Only one alcoholic beverage may be acquired at a time.²
- 6. The possession, sale, or use of any illegal drugs or controlled substances as defined by the federal controlled substance act while on organization premises or during an RSO event or at any event that an observer would associate with the organization is strictly prohibited.¹
- 7. No shots, drinking games, or other activities that encourage unsafe drinking behaviors.
- 8. In the event of an emergency, or any situation in which the safety of a student(s) is at risk, the host organization(s) will immediately end the social event and follow the national organization emergency plan.

Section VI: Third Party Vendor Events

Utilizing a third-party vendor shall occur whenever the organization is hosting an event that occurs anywhere other than the organization(s) house or annex house(s). Except for events listed in Section VIII: Special Events.

- 1. An organization must fully complete the registration form on Bulldog Connect, including the Third-Party Vendor Checklist.
- 2. The host organization(s) and guests must follow all establishment, national, school, state, and city policies and laws.
- 3. Designated driving programs coordinated by a student organization, if allowed by the (inter)national organization’s policies, may only occur during registered social events and must be a shared process among initiated members following all rules within the (inter)national organization DD policy.
- 4. The host organization(s) is still responsible for following the sober monitor guidelines as outlined in Section V: Host Organization(s) Responsibilities During the Event and Alcohol Management at Events.

Section VII: Special Events

Special events are events that this specific policy does not apply to. Meaning you do not need to register them with the office nor follow this specific policy, however, you must adhere to all state, local laws, and national organization policies.

1. For special events, organizations must follow their national policy regarding risk management for mitigating liability and any other requirements outlined in their insurance.
2. Special events dictated by this policy are as follows:
 - a. Tailgating Events: Tailgating events at Ferris State University follow University policy, found online and must follow all federal, state, local, and national organization policies.
3. Any special circumstances are subject to this policy unless exceptions are made in writing by the Coordinator for Greek Life. To obtain an exception, organizations must request one in writing at least 7 days prior to the event to the Coordinator for Greek Life. At which time, the Coordinator for Greek Life will determine what exceptions can be made.

Section VII: Disciplinary Action

1. Violations of this policy will be referred to the Office of Student Conduct.

Citations

- 1) Adopted from FIPG
- 2) Adopted from BYOB

Appendix

- 1) Ferris State University Tailgate Policy
- 2) FIPG Policy
- 3) BYOB Guidelines
- 4) Third Party Vendor Checklist

APPENDIX I



Center for Leadership,
Activities and Career Services

Use of Grounds Guidelines

Effective: 7/18/19

Revised: 7/18/19

The purpose of this document is to ensure that University exterior space is used efficiently and responsibly, and in ways consistent with the priorities of the University. The grounds of Ferris State University are intended primarily to support the institutional needs of students, faculty and staff. After meeting the space needs of these user groups, space may be rented to other individuals and groups at the discretion of University officials.

All registered student organizations (RSO), departments and individuals using designated outdoor spaces on the campus must not violate University policies, Federal, State or Local laws. This includes, but is not limited to:

- Disrupting University business; Academic, Student Life or Operations;
- Committing any act likely to create a health or safety hazard;
- Engaging in destruction of University or personal property or in the physical harm to others;
- Stopping or deterring any person against their will;
- Interfering or impeding the institution's scheduled classes, events, ceremonies, or normal and essential operations;
- Interfering or blocking the flow of vehicular or pedestrian traffic, or the entrance or exit of any building.
- Use of alcohol or other drugs
- Unwelcomed actions or language that may be discriminatory, harassing, or harmful to an individual.

General Rules for All Grounds Users

- User must comply with appropriate submission deadlines and must have a copy of the approved form in their possession during activity.
- Grounds and Emergency vehicles are the only vehicles that can drive or park on University sidewalks or lawn without prior University approval.
- Existing landscape and/or structures cannot be moved or altered.
- Set-ups are not to block pedestrian traffic.

- Damage is to be reported to Public Safety immediately.
- All trash generated must be removed and properly disposed of promptly.
- Yard signs (no larger than 2x2.5 foot) can be placed in mulch covered areas two weeks before event and must be removed within two business days after event. Yard signs with general information can be up for two weeks.
- All signage and equipment used at the event must be removed immediately at completion of event (or placed back to the place it was delivered if using pre-approved University equipment).
- Heavy objects cannot be placed or rolled over the seal in the center of the North Campus Quad
- All fires must be pre-approved and must be in portable, self-contained containers and be placed on a cement surface (not to be placed on the seal in the center of the North Campus Quad).
- Users can provide their own portable pop-up tent (no staking). Tents can be rented through the Grounds Department on a pre-pay basis.
- Use of any parking lot for things other than normal vehicle parking with permit must be pre-approved by Public Safety.
- Reservations can be requested up to one year in advance.
- Each Quad will be limited to four simultaneous events/activities which is contingent on the size of the events/activities taking place.
- Reservations will be granted using the following criteria: Date and time of request w/preference given to on-campus entities (University Departments and Registered Student Organizations)
- Grounds users should contact the University Advancement Office, Director of Marketing, at
at
- (231) 591-2333 prior to recording an event for radio broadcasting, or filming, broadcasting, or photographing any scenes in which identifiable University properties appear.
- Sound systems can only be used between 8 am and 8 pm. Speakers must point towards the center of the Quad – not towards any building.

Rules for Registered Student Organizations (RSOs):

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.
- RSO Event Form must be submitted no later than one week prior to the event. When equipment work orders are needed (see table and chair requests below), physical plant requires three weeks' notice to accommodate this request.
- Campus Advisor must approve the Event Form if there is risk involved.
- Will be allowed to use the grounds outside of "regular" University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) with Campus Advisor, or his/her designee who is also a University employee, having responsibility for the event. High Risk events that require a participant waiver will require an advisor or designee to be present at all times.

- Will not be charged for using the grounds but may be charged for damages to the grounds and/or for University equipment used.
- May request tables and chairs through University but must reimburse the University for any damaged or missing equipment. The Center for Leadership, Activities, and Career Services (CLACS) will create work orders for University equipment provided the Event Form is submitted at least three weeks in advance.
- Any and all at-risk for injury programs must have a safety plan that is approved by CLACS and the Risk Management office. For high risk events, an approved participant liability waiver will be required along with a University employee/Advisor in attendance at the event. Original
- copies of signed participant waivers must be turned in to CLACS (UCB 121) within one week of the close of event. CLACS staff will assist RSO's with completing the required paperwork.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required, as well as, the RSO Advisor. At no time shall a minor be left in the care of an RSO member. If the minor is participating in a high risk event, a minor waiver is required and signed by a legal guardian.

Rules for University Departments:

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.
- Bulldog Connect Event Form must be submitted no later than one week prior to the event
- Will not be charged for using the grounds.
- Tables and chairs must be ordered at least three weeks in advance by the requesting department.
- May use the grounds outside of "regular" University operating hours (regular hours are defined as 8:00 AM until 5:00 PM EST, Monday through Friday) provided a designated University employee is there.
- The department is responsible for all risk management of the event and are recommended to seek assistance from the Ferris State University Risk Management Department.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required unless otherwise pre-approved by the Risk Management Department.

Rules for Non-University Groups and Individuals – Non-Profit

- Must follow all University policies, Federal, State or Local laws, as well as, the General Rules.
- Request for Use of Grounds form must be submitted no later than one week prior to the event
- Will not be charged for using the grounds.

- May not use University Equipment unless special arrangements are made at least three weeks in advance.
- May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
- Events that may be considered at risk for injury will not be allowed.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required.

Rules for Non-University Groups – Profit

- Must follow all General Rules.
- Request for Use of Grounds form must be submitted no later than one week prior to the event
- Will be charged \$250.00 per day. Must be pre-paid.
- May not use University Equipment unless special arrangements are made at least three weeks in advance.
- May use the grounds during regular University operating hours (8:00 AM until 5:00 PM EST, Monday through Friday).
- Events that may be considered at risk for injury will not be allowed.
- If minors (age 17 & under) are in attendance at an event, legal guardian supervision is required.

Areas of Grounds available for request

North Campus Quad – Green space between University Center and FLITE library.

South Quad – Green space south of The Rock dining facility

Special area requests will be considered on a case by case basis

**Athletic/Intramural fields are reserved through Athletics or University Recreation

Other University Departments Involved in Grounds Requests

All approved grounds reservations are forwarded to the Department of Public Safety

All RSO requests that may provide an injury risk are forwarded and approved by the Risk Management Department

All requests that may damage grounds are forwarded and approved by Physical Plant and/or Grounds Department.

The CLACS staff will complete the above notifications.

Loss of Grounds Privileges

Any RSO that does not follow the above guidelines may be placed through the Student Organization conduct process.

Any individual or non-RSO group who does not follow the above guidelines may have their reservation ability removed.

Instructions for completing a Use of Grounds Request

RSOs use the Event Registration Form in Bulldog Connect. Within this form, they will describe the event, state what area of the Grounds they prefer and request any work orders to be processed.

FSU Departments use the Event Registration Form in Bulldog Connect. Within this form, they will describe the event, state what area of the Grounds they prefer. FSU Departments must process their own Physical Plant work orders.

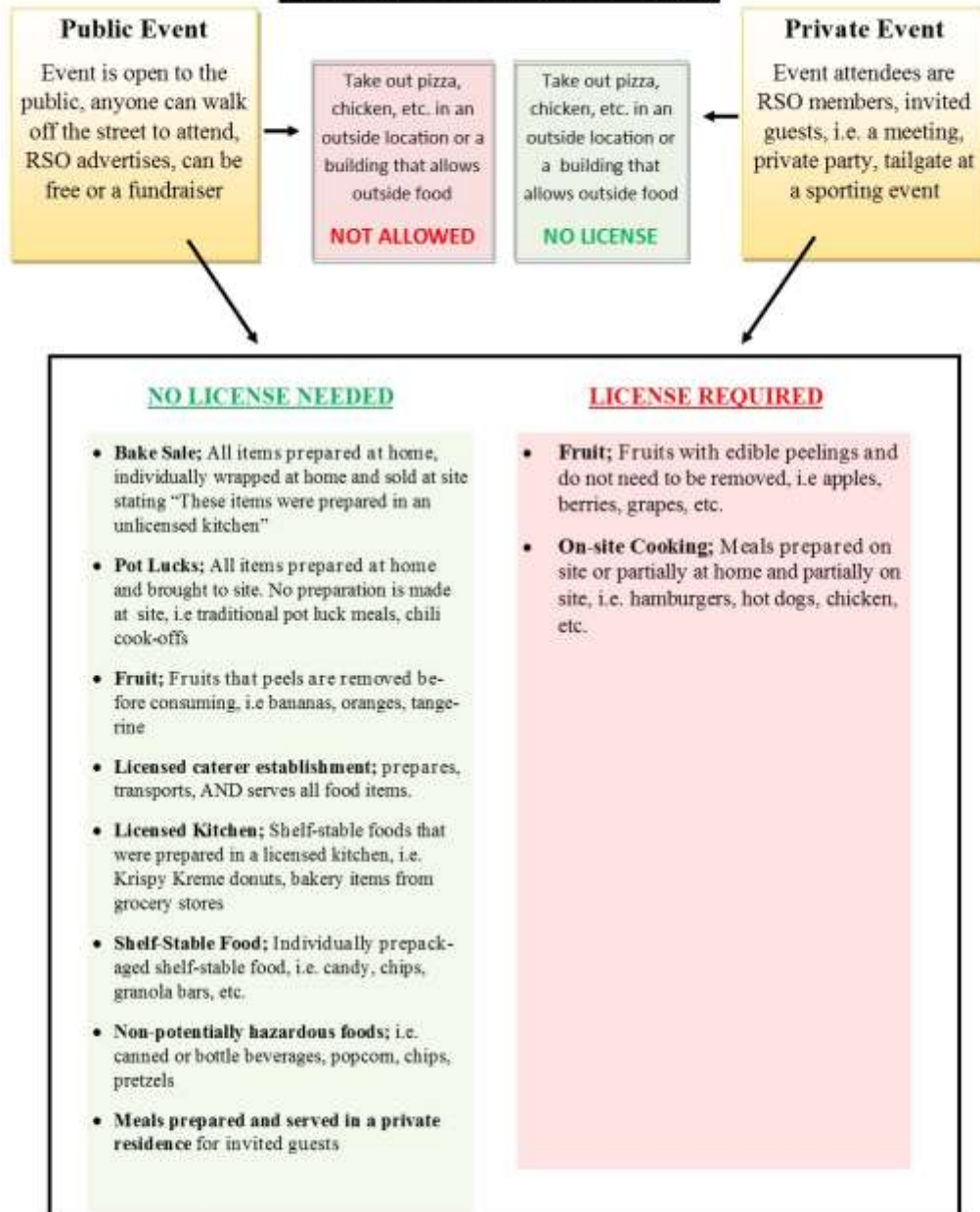
Non-University groups (both profit and non-profit) use the Use of Grounds Form for Departments, Vendors and Non-Profit form. This form can be found in Bulldog Connect.

Anyone that does not have access to the website should contact CLACS at the email or telephone number below.

Center for Leadership, Activities and Career Services CLACS@ferris.edu 231-591-2685.

APPENDIX J

Food License Chart for RSOs



- Food guidelines **remain the same** regardless of whether food is being sold or given away.
- Safe food handling practices must **always** be used. If in doubt, Food Safety & Licensing Guides are available in the CLACS Office or go to www.michiganfoodsafety.com > Home > Consumer Resources
- Apply for a Temporary Foodservice Establishment (TFE) License through the Mecosta County—District Health Department #10, (231) 592-0130.
- Any questions should be referred to the CLACS Office at (231) 591-2685; or clacs@ferris.edu.