

Student Organizations Manual



WSU PULLMAN

**Center for Student
Organizations and Leadership**

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Welcome from the Center for Student Organizations & Leadership

Hey Cougs,

We're excited that you're choosing Registered Student Organizations (RSOs) as a way to get involved and enhance your time as a Cougar!

This manual is designed to serve as the main point of reference for all your club-related questions as well as capture all the various resources available to you as an RSO. Whether you're a club officer, advisor, or simply curious about how RSOs work, we trust you'll find this guide to be informative and encourage you to reach out to us at the Center for Student Orgs and Leadership (CSOL, located in CUB 320) should you have further questions.

A bit about WSU RSOs:

- The RSO community is made up of over 400 clubs!
- Student clubs represent a vast range of communities including academic, cultural, recreational, and niche hobbies/interest groups—The possibilities are endless!
- We accept applications for new clubs at any point in the year, so long as requirements are met.

Our role as the Center for Student Orgs and Leadership (located in CUB 320):

- Advocate for student-led efforts, goals, and engagement through RSOs
- Create a welcoming and helpful environment where groups can easily gather and get RSO assistance
- Provide information, training, and support for all members and advisors
- Stock our center with a variety of supplies, equipment, and resources
- Troubleshoot issues or concerns regarding event planning, conflicts, Involve, etc.

These are only some of the many ways we are here to help.

From all of us at the Center for Student Organizations and Leadership, we wish you and your org all the best in your group efforts this year.

Go Cougs!

[CSOL Team](#)
getinvolved@wsu.edu
CUB 320



YOUR Student Organization

There are many different types of student organizations on the Pullman campus. Most student organizations are known as Registered Student Organizations or RSO's. We will outline the different types of student organizations below.

What is a Registered Student Organization (RSO)?

A Registered Student Organization (RSO) is a group of currently enrolled WSU Pullman students that have gone through the registration process to become an official organization at WSU Pullman. Creating or joining an RSO is a prominent way to participate in campus life. Participating in a student organization can better your experience in college, help you find your passions, and help you achieve your goals. Please let us know if you have any questions about the contents of this manual and come visit us in the Center for Student Organizations and Leadership, in CUB 320 or reach us via email at getinvolved@wsu.edu!

Start a New Student Organization

Registering a new student organization at Washington State University is a simple process and can happen at any time throughout the school year. Here are the steps:

1. **Do your Research:** We want to make sure that there aren't any duplicate RSOs, so we ask that you check out our list of RSOs at involve.wsu.edu/pullman, select "Organizations," and start browsing. If you don't see anything like your club, move on to step 2.
2. **Find your People:** At least four club members currently enrolled in WSU Pullman students must start an organization. Members and officers must be currently enrolled WSU Pullman students who join the organization on Involve once it is established.
3. **Identify an RSO Advisor:** Advisors must be faculty, staff, or graduate student with a teaching, research, or graduate assistantship at WSU. Advisors must fill out an [Advisor Agreement form](#) once per academic year. The form will be sent automatically to the advisor that you list after completing the "Organization Registration" form.
4. **Attend Mandatory Officer Training:** Two RSO Officers must complete an in-person Officer Training, though all officers are encouraged to attend. Training dates can be found [here](#) or you can search for the trainings on Involve (search "RSO Officer Training").
5. **Create the Constitution:** The constitution establishes your organization's name; states and supports the mission and philosophy; and sets policy and procedures related to your members, officers, meetings, elections, and other functions that may be unique to your organization. A constitution template can be found on Involve under the [Center for Student Organizations and Leadership page](#) and at the end of this manual. You must upload your constitution into Involve when you register your new organization.
6. **Make it Official:** Register your new organization by going to Involve, then select "Create Organization." Fill out the registration form to provide basic, descriptive information about the organization and identify your club officers and advisor.
 - a. If you choose to include WSU or Washington State University in your club's name, you must follow the RSO naming convention:
 - i. {RSO Name} at WSU OR {RSO Name} at Washington State University

If you have any questions, please give us a call at 509-335-9667, e-mail us at getinvolved@wsu.edu, or visit us in the Center for Student Organizations and Leadership in CUB 320.



Student Organization Categories

ORGANIZATION TYPES

- **Registered Student Organization (RSO)**

- These are student organizations that are registered on Involve by Modern Campus like the Automotive Enthusiasts Club, the Association of Women in STEM, or the Country Swing Dance Club. These groups are student-run, operate with funds generated by fundraisers and other means, and are independent from WSU.
 - BUSINESS AND PROFESSIONAL GREEK ORGANIZATIONS are considered RSOs. Multicultural Greek organizations affiliated the Multicultural Greek Council (MGC), Fraternities affiliated with the Interfraternity Council (IFC), or Sororities affiliated with the Panhellenic Council are NOT RSOs. They are advised by the Center for Fraternity and Sorority Life.
 - ACADEMIC STUDENT ORGANIZATIONS are considered RSOs. Many of the Colleges have affiliated student organizations and may have additional expectations along with additional support.
- All Registered Student Organizations are open to all students who may have interest in participating.

- **Chartered Student Organization (CSO)**

- These are organizations that receive Services and Activities (S&A) fee funds allocated directly from the S&A Committee, have University accounts outside of the RSO Finance Office (CougarCard Center), and have direct advisement from a university department. CSOs follow all the same processes as Registered Student Organizations but have additional responsibilities with university procedures related to purchasing and contractual obligations. The following organizations are Chartered Student Organizations:
 - Allegro
 - ASWSU (including Committees: APASC, BSU, Crimson Group, ESA, GSA, ISC, Ku-Ah-Mah, KZUU, MESA, MECHA, SLS, SVMAC)
 - Cable 8
 - Coalition of Women Students (CWS)
 - Cougar Marching Band
 - Daily Evergreen & Chinook
 - Graduate & Professional Association
 - KUGR
 - Landscapes/Visiting Writers Series
 - Residence Hall Association *RHA is an exception to receiving S&A funding
 - Sports Clubs *See below
 - STAGE/Nuthouse
 - Student Entertainment Board
- All Chartered Student Organizations are open to all students who may have interest in participating.

- **Fraternity or Sorority Organizations**

- Fraternity or Sorority Organizations groups that have active relationship agreements on file with the Center for Fraternity and Sorority Life (CFSL.) Additionally, Fraternity and Sorority organizations are governed by student governing Councils including, the Interfraternity Council (IFC), Panhellenic Council (PAN), National PanHellenic Council



- (NPHC), and Multicultural Greek Council (MGC).
- BUSINESS AND PROFESSIONAL GREEK ORGANIZATIONS are considered RSOs and are NOT advised or supported by the CFSL.
- **Residence Hall Council**
 - This includes any organized group affiliated with Housing and Residence Life. Specifically, the Residence Hall Association and all hall governments.
- **Sports Clubs**
 - The Sport Club Federation is comprised of student-run sport clubs that work together under the advisement and mentorship of University Recreation. Sport Clubs provide competitive programs for WSU students. Each club elects its own officers, provides a representative to the Sport Club Federation Council, raises funds, arranges their competitions and activity schedules, and promotes their organizational activities. Visit <https://urec.wsu.edu/sportclubs> for more information.
- **University Departments (and Programs)**
 - Departments exist in Involve to support student organizations through event review and to promote services and events to students through the online engagement portal, Involve. These groups do not receive the benefits that are made available to the above organization types.

CATEGORIES – Organizations may associate the following categories to help students find their organization through search functionality. Every organization in INVOLVE must select only 1 of the first 6 categories listed below.

- *Chartered Student Organizations
- *Department
- *Fraternity or Sorority Organization
- *Registered Student Organization (RSO)
- *Residence Life Organization
- *Sports Club Organization (UREC Clubs Only)
- Academic
- Cultural
- Governing Body
- Graduate
- Honor Society
- Interfraternity Council (IFC)
- International
- Involve Finance (Specific to Finance module)
- Multicultural Greek Council (MGC)
- National PanHellenic Council (NPHC)
- Panhellenic Council (PHC)
- Performing Arts
- Recreation
- Service/Civic Engagement
- Special Interest



Student Organization Benefits

Beyond the skills student leaders gain by being involved in a student organization, there are many additional benefits that come with being in an RSO:

- Two [fee waivers](#) per academic year for CUB event spaces.
- Free use of meeting rooms in the Compton Union Building and General University Classrooms (GUCs): scheduling.wsu.edu
- Access to the Center for Student Organizations & Leadership (CUB 320) including the following resources:
 - FREE in-person sessions to access organizational and general leadership training and consultation available to your RSO with our **RSO Specialists staff**. Please email getinvolved@wsu.edu if you would like to schedule a meeting with one of our RSO Specialists or just stop by our office (CUB 320).
 - FREE access to organization development workshops (general or custom) on various management and organization success strategies.
 - FREE event planning support with the **RSO Specialists and/or Graduate Student Advisor**.
 - FREE creative supplies: Includes Cricut cutting machine (use and) supplies, tri-fold display boards, poster boards, butcher paper, paint, markers, glue, tape, and more.
 - FREE drop-in computer use for RSO business & 100 complimentary black & white or color prints per academic year.
 - Support for Campus Event Accommodations.
- A finance account and account management at the **Center for Student Organizations and Leadership located in CUB 320**.
- 20% off University Catering menu for event catering. Take a look at their extensive menu at catering.wsu.edu.

We are always looking for new ways to support our RSOs. If you have a need that you think we can support, let us know (getinvolved@wsu.edu) and we'll see what we can do.

Annual RSO Transition

RSO renewal season begins in April (end of Spring semester) and closes the first Monday of October. Student organizations are required to transition their club every Fall semester. Follow these instructions to transition your organization:

1. **Transition Leadership:** Hold elections in March-April to identify new club leadership. Pass officer roles and responsibilities to new club officers. This transition includes updating your roster with the new officers on the club's Involve page.
2. **Four RSO Members:** You still need a minimum of four students to renew an organization. Members and Officers must be currently enrolled WSU Pullman students who have joined the organization on Involve and are listed under the "People" tab.
3. **Attend Officer Training:** Two RSO Officers must complete an in-person Officer Training every year. More than two officers or members are **encouraged** to attend the training to learn about RSO services and processes. The Center for Student Organizations and Leadership schedules officer training dates throughout the RSO Renewal Season. Training dates can be found on Involve.
4. **Update your Involve Portal:** During the renewal/transition period (April-September), officers



with management access to the RSO's Involve page can log in to WSU.Presence.io, select "Organization," find your RSO, and "transition" to renew the organization. Here are some things to update:

- a. Update Officer and Advisor positions and contact information.
 - b. Upload an updated constitution. Your constitution should always be up to date with your organizations policies. On the first page of your constitution, include a "last updated" date to ensure that you get credit for your updated constitution.
 - c. Reflect on the RSO's mission, vision, and values over the last year and make any updates to those as necessary for the next academic year.
 - d. Identify the RSO's new meeting day, time, and location.
 - e. Review your RSO's categories to include any new areas of interest and to keep the Involve search function up to date. This will help new students find your RSO based on keyword searches (i.e. academic, performing arts, etc.)
 - f. Officers with management access to the RSO's Involve page can log in to **WSU.Presence.io**, navigate to your organization's page, select "manage organization," and "transition" the organization.
5. **Advisor Agreement Form:** Advisors **must** be faculty, staff, or graduate students with a teaching, research, or graduate assistantship at WSU. The form will be included in the email your advisor receives after your RSO completes the "Organization Registration form" for both new and renewing RSOs.

We want to ensure that newly elected officers are aware of pertinent RSO information as you lead your organization. To help facilitate this process, RSOs should renew their organizations between April-September. After the transition period expires (October 1st), we will lock any organization that has not renewed on Involve, and they will be unable to schedule space on campus or receive any other RSO benefits until the renewal is complete. If you have questions on this process, contact the RSO Team at 509-335-2402 or getinvolved@wsu.edu.

Student Organization Responsibility | Group Accountability Statement

Washington State University has always emphasized the importance of individual responsibility and accountability in the lives of its students. Additionally, the rights and duties of recognized student organizations also carry with them an obligation on the part of their members, collectively, to uphold the Washington State University Standards of Conduct for Students.

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. Also, the privilege of being an officer of a student organization carries with it a particular 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.

In general, a recognized student organization 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 a group including significant numbers of members or guests violates University policies. Organizations that



violate University policies and Standards of Conduct are subject to sanctions. It is the responsibility of organization officers or those in charge of an event to identify foreseeable problems that may arise and to take timely corrective action. Sometimes it is appropriate for an organization's officers or members to ask for assistance from University offices (WSU Police, Center for Fraternity and Sorority Life, Center for Community Standards, and the Center for Student Organizations and Leadership or outside agencies (police, fire department, ambulance).

The conditions under which an organization maintains responsibility for violations of University policies and standards include (but are not limited to):

- the actions constituting the violation were tacitly or overtly condoned by the organization or its officers;
- the organization or its officers should have foreseen yet failed to take reasonable precautions against such actions;
- a policy or practice of the organization was responsible for a violation; or
- the behavior in question was committed by or condoned by involved organization officers or a significant number of organization members or guests.

In determining whether an organization or its officers failed to take reasonable precautions, the University may take into account the repeated occurrence of other relevant incidents involving the organization.

In general, reported organizational violations of Departmental policies and standards should be addressed, and appropriate sanctions imposed, by the University office with administrative oversight of the organization. Possible violations of University Standards of Conduct should be reported to the Center for Community Standards for disciplinary action.

Involve

Involve is the online tool for RSOs to help students manage organizations. Sign in using your WSU Network ID and password to access Involve at <https://wsu.presence.io/>. Here are some things that you can do in Involve to help manage and maintain your student organization:

- **Home:** Home provides an option to explore the campus and activities. You will also see what organizations you are a part of under Memberships.
- **Roster:** The Roster tool includes your ability to manage positions for the organization, send organization messages, invite members, remove members, and approve pending memberships.
- **About:** In the About tool, you can update some of your organization's basic details, such as the profile photo, description, summary for the organization directory, contact information, and social media links.
- **Events:** The Events tool allows you to create and manage your organization's events. Submit an event request, or manage an individual event, including inviting attendees, tracking participation, or changing an event's details. Your events are included in a community calendar.
- **Documents:** The Documents tool allows you to create a shared storage space for important organizational files. You can share these files publicly or only with certain members or Position holders within your organization. Also view important documents about student organization guidelines and resources.



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- **Forms:** Use the Forms tool to move any of your organization's paper forms into Involve. Use forms for sign-ups, interest forms, applications, and more!

If you run into any technical issues involving WSU Involve, here is the support page:

<http://learn.presence.io/en/>

All students are encouraged to download the app by searching “Involve by Modern Campus” in your preferred app store. The app provides each student with a personal QR code for scanning into events along with easy searching access to organizations and events within Involve.

PLANNING EVENTS AT WSU

First Amendment/free speech activities

The First Amendment right to free speech is not absolute. To keep the University safe and functioning, the U.S. Supreme Court allows WSU and other public institutions to apply reasonable time, space, and manner restrictions, reasonably limiting when, where, and how people engage in protected speech and expression on University property. For example, WSU can require organizers to register events in sufficient time to allow the University to prepare any necessary safety and logistical plans; require people to demonstrate on sidewalks rather than impede traffic on roadways, or enforce residence hall courtesy hours designed to ensure students' rights to quiet enjoyment of their campus living spaces. Time, place, and manner limits do not allow WSU to suppress or deny a platform to speech protected by the First Amendment before it occurs, which is called “prior restraint,” nor can WSU restrict the content of protected speech with which WSU disagrees or that may be deemed controversial. For more information, see [WAC 504-33](#), Facility Use Rules for First Amendment/Free Speech Activities. Additional resources can be found on the WSU Pullman Office of the Chancellor [website](#).

While free speech activities/events are not required to be registered through Involve, the Center for Student Organizations and Leadership is a great resource to assist student organizations with event planning.

Campus Event Accommodations

Washington State University (WSU) includes a network of services to help students, employees, and other members of the university community have access to the university, its services, and events. The information below is intended to guide event-goers to locate the appropriate resources to address their accessibility needs.

Campus Events

Event advertisements should include information on how to request a reasonable accommodation. Event attendees requiring reasonable accommodations should contact the event organizer prior to the event. Accommodation requests must be made within a reasonable time frame to allow the event organizer to implement the accommodation.

Student Access Service Centers/Student Accommodations and Disability Resources can also assist students with reasonable accommodations relating to events connected to their academics (see Student Accommodations section). WSU HRS-Disability Services can assist employees with reasonable accommodations relating to their employment (see Employee Accommodations section).



Involve Event Registration

On-campus RSO events/activities come with a potential for risk, putting the advisor, organization, and individual members in a place where the potential for liability in the event of a claim is very real. Due to this level of risk, **WSU requires organizations to submit an “Event Request” through Involve, which will begin the event review and risk assessment process.** We encourage RSOs to take the risk evaluation of their activities seriously to avoid any consequences.

Involve Event Request Procedure

Tabling ✕ • Information or fundraising These events are typically approved within <u>two weeks</u>.	In-Person Events ✕ • Simple events, events w/food, events w/100+ people These events are typically approved within <u>THREE BUSINESS WEEKS (15 BUSINESS DAYS.)</u>
High-Risk Events ✕ • Mechanical bulls, animals, athletic activities, etc. This will take at least <u>four weeks</u> to be approved.	Events w/Alcohol on Campus ✕ • Obtain a License or Permit from the WA State Liquor & Cannabis Board or use a third-party vendor. These events will take at least <u>seven weeks</u> to be approved.

1. First, for on-campus events, **reserve your location at scheduling.wsu.edu**. We recommend that you reserve your location at least 4 weeks in advance. You will receive a notification that you reserved the location via email and a confirmation of the reservation will occur 1-3 business days after you reserved the space.
2. After you reserve a location at scheduling.wsu.edu, **create an event on Involve**. On the organization’s Involve page, an organization administrator can select “Manage Organization”, then navigate to the “Events” tab in the organization tools and select “Create Event”.
 - a. You must **submit your event request within the weeks listed in the table above**, depending on the type of the event (see event request timeline above). Please be as detailed and specific as possible when completing the event request form.
 - b. You cannot edit your event request after you submit it and it is in pending status. After it clears pending status, if you need to change the date/time/location/details of the event, edit the request.



3. The registration form will determine which **reviewers** need to approve your request. Depending on the details of your event, reviewers may include WSU Police Department, University Schedulers, Environmental Health and Safety, etc.
4. Campus reviewers may ask you **questions, make comments, and they will approve/deny** your event request.
5. You will be **notified via email regarding any questions or comments** made by reviewers, and you are expected to respond promptly.
6. When the necessary reviewers have reached an approval on the request, the **Leadership and Organizations Coordinator will approve the event** and the organization can host the event as it was approved.

Frequently Asked Event Questions:

When do I submit my event request?

The best answer to this question is the earlier, the better. Events submitted earlier have higher attendance and they are more likely to get approved on time. Every event is different and will require different amounts of time for review. Please follow these event request timeline requirements:

- 3-Weeks: Events
 - Simple events, events w/ FOOD, events w/ 100+ people
- 4-Weeks: High-Risk Events
 - Mechanical Bulls, Animals, Athletic Activities, etc.
- 7-Weeks: Events w/ Alcohol on Campus
 - Obtain License or Permit from WA State Liquor & Cannabis Board
- If scheduling an event in the CUB: **minimum 15 business days from event**

What is a Group Meeting/Info Table?

Is your group planning a group meeting, informational table, or an event? It is important to know the difference when filling out the Event Request Form on Involve.

- **Group meeting:** Your RSO is only reserving a meeting room or classroom to conduct RSO business or hold informational sessions. No hazardous activities take place. If open to non-members, food is permitted, and you must specify what food you will have/how it will be prepared. Group meetings must be registered on Involve.
Informational table: Informational tables are designated as events where groups are promoting their organization, or a cause, by simple information dispersal (e.g., flyers, poster displays, word of mouth). No food or alcohol or loud music is permitted. If you are submitting a request to have a tabling event with food, you must select the “event” category rather than the “tabling” category on your event request form.
“Events” are typically considered anything more complicated than group meetings and information tables.

Facility Reservations:

Below is the information on where and how to schedule spaces across campus and in Pullman. Not every space can be scheduled and there are some that don't have a mechanism to be scheduled. If you are unsure, please email us to see how we can help you get your space reserved.

**CUB/Chinook/ESF Cultural Center, General University Classrooms, Outdoor Spaces, UREC Facilities, etc.:**

Reserve these spaces by visiting scheduling.wsu.edu.

- Notes: See <https://cub.wsu.edu/spaces/space-reservations/policies/> for more information.
 - RSOs can schedule an unlimited number of meeting rooms (max of two-hours) at no charge.
 - RSOs can schedule an unlimited number of events in Butch's Den (L60), The Lair (101), and Ground Floor Lounge (50 S) free of charge but can only schedule them one at a time.
 - CUB Event Venues: RSOs get two (2) Venue Fee Waiver per academic year for the following facilities: CUB Sr/Jr Ballrooms & CUB Auditorium.
 - CUB has an exclusivity contract with CUB food vendors, and University Catering is the preferred caterer for Registered Student Organization CUB events. Student Organization events receive a 20% discount or a CUB food vendor such as Panda Express, Subway, Carlita's, etc. Catering can be reached at 509-335-3570 or catering.wsu.edu.
 - Student Organization Meetings – Student Organizations may purchase or bring their own snacks or light refreshments from outside vendors to a regular organization meeting in CUB meeting rooms (not for events in CUB event venues) provided, (1) the value does not exceed \$100, (2) the snacks or light refreshments do not include meal or entrée items, e.g. pizza or sandwiches, (3) the snacks or light refreshments are provided for a regular group meeting rather than a special event, and (4) the snacks or light refreshments are not advertised to the general public.
 - Fundraising with food (Bake Sales, Krispy Kreme Fundraisers, etc.) are permitted provided that (1) the RSO owns the items they are selling and (2) the fundraiser has been approved through a WSU Involve event request.
 - For the most up to date CUB policies, including catering in the CUB please visit their [website](#).

Ensminger Pavilion:

Contact CAHNRS Student Success and Academic Programs (509-335-4561, cahnrs.majors@wsu.edu)

Please note that general liability insurance may be required for student organizations. For scheduling and frequently asked questions please visit <https://cahnrs.wsu.edu/about/ensminger-pavilion-faq/>.

Beasley Coliseum:

Contact Chris VanHarn (509-335-2241, cvanharn@wsu.edu)

Phys. Ed. Bldg., Smith Gym, Bohler Gym, Hollingbery Field House, Pools, Playfields, Student Rec. Center Facility:

Contact urec.scheduling@wsu.edu.

City of Pullman Parks and Facilities:

There are five city park shelters that may be reserved, along with other city facilities. These reservations require an application for Special Event / Use Permit, and typically require general liability insurance. Link to



application at <https://pullman.rja.revize.com/forms/7865>.

Event Safety

Due to the variety of activities our RSOs plan throughout the year, we feel it is important to provide the following information. Here you will find advice, policies, and procedures related to specific activities that are common for student groups to plan. You will find information on food, alcohol, noise permits, general liability insurance, contracts, and more. If you find something that's missing, please let us know and we'll work to make the addition.

Alcohol Procedures

The sale and service of alcoholic beverages must comply with all Federal and State laws, and University policies. Existing state laws enforced include, but are not limited to, those concerning the checking of identification cards, minors in possession, furnishing alcohol to minors, serving intoxicated persons, driving under the influence, and exhibiting unruly or intoxicated behavior. Organizations or individuals violating this policy may be subject to action by the Center for Community Standards and/or other University entities.

- Alcohol and Drug Policy: UPPM 10.19
<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-10-19/>
- Washington State University Standards of Conduct for Students:
<https://app.leg.wa.gov/wac/default.aspx?cite=504-26>
- WSU Business Policies & Procedure Manual 70.29:
<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-70-29/>
- Washington State Liquor and Cannabis Board: <https://lcb.wa.gov/>

Student organizations may request to have alcohol (beer and wine only) at an event under the following conditions:

1. Must be recognized/registered by the Center for Student Organizations & Leadership, the Center for Fraternity and Sorority Life, University Recreation, or Housing and Residence Life. Specific departments may have additional/different alcohol requirements.
2. Must submit an event request in Involve at least 15 business days before the event when using an approved third-party vendor. If you are not using a third-party vendor, the event request in Involve must be submitted 45 days in advance. All requests must be approved by the designee of the Vice Provost of Student Affairs and will automatically route via the Involve event submission.
3. Alcohol will not be served at events held on campus during regular business hours (8a-5p, M-F).
4. Must have a risk assessment meeting with WSU Police Department (harry.smith@wsu.edu) and WSU Environmental Health & Safety (sampsonj@wsu.edu) to determine security and safety requirements, with the cost of security services charged back to the group.
5. Event request must demonstrate that alcohol is not the primary focus of the event and that drinking or drunkenness as themes are prohibited (e.g., beer pong tournaments, etc.).
6. Must provide alcohol service in a socially responsible manner by offering reasonable quantities and price of non-alcoholic beverages and types of food.
7. Events exceeding 4 hours in duration must have alcohol service discontinued one hour prior to the end of the event.



8. All event participants wishing to drink alcoholic beverages must provide picture identification according to Washington State liquor laws. (i.e., driver's license, state, military or tribal identification cards or a passport).
 - a. Individuals who are 21 or older must be issued an approved identifier (e.g., wristbands).
 - i. The Center for Student Organizations & Leadership can provide wristbands to student organizations if necessary.
 - b. Event organizers must comply with state laws prohibiting underage possession, consumption, or acquisition of alcohol. <https://app.leg.wa.gov/RCW/default.aspx?cite=66.44.270>
9. Only one alcoholic beverage at a time will be dispensed or sold to any individual.
10. Alcoholic beverages must remain within the approved area for the event and individuals may not bring alcoholic beverages from outside to the event.
11. Commercial advertising of specific alcohol companies/beverages is prohibited unless approval is granted by the Vice President of the administrating area.
12. Sober transportation information must be made available to attendees (e.g., College Cabs business cards, etc.).

Alcohol Service Options:

1. **Third party alcohol providers/caterers** are recommended/required at some locations including Chinook, CUB, ESFCC (e.g., WSU Catering¹, Fork in the Road, etc.):
 - a. Third-party alcohol service providers are permitted to check IDs at the event.
 - b. You may be required to provide third-party security as determined at your Risk Assessment meeting with WSU Police Department and WSU Environmental Health & Safety.
2. **If you are not using a third-party alcohol provider/caterer**, you must apply for a Banquet Permit or a Special Occasion License from the Washington State Liquor and Cannabis Board (<http://lcb.wa.gov/>).
 - a. You must apply for a permit or license at least 45 days before the event takes place.
 - b. Banquet Permit = \$10 fee | Special Occasion License = \$60 fee (prices are subject to change)
 - i. Email a copy of the permit/license to the respective Involve Event Approver (RSO Community Advisor rso.grad@wsu.edu for Registered Student Organizations) to attach to the event request.
 - c. You must hire third-party staff for checking ID's (e.g., Allied Universal) and provide confirmation documentation to the respective Involve Event Approver (RSO Community Advisor rso.grad@wsu.edu for Registered Student Organizations) to attach to the event request.
 - d. You may be required to provide third-party security as determined at your Risk Assessment meeting with WSU Police Department and WSU Fire & Safety Compliance.
 - e. Alcohol servers must have **Class 12 Mandatory Alcohol Server Training (MAST)** permits.
 - i. Proof of permit will be obtained from the WA State Liquor and Cannabis Board and attached to the event request.
 - ii. Servers must have a MAST permit and a valid form of ID readily available for inspection by law enforcement when performing duties that include the sale, service, or handling of alcohol.
 - iii. MAST servers assume a duty of care and liability when serving alcohol:
<https://app.leg.wa.gov/RCW/default.aspx?cite=66.44.200>
 - iv. Failure to obtain MAST permits or proper permits/licenses may result in cancellation of alcohol at event.



- f. Must email a Certificate of Liability Insurance with proof of Liquor Liability, listing WSU as the certificate holder, to Compliance and Risk Management (compliance.risk@wsu.edu) for each alcohol provider that is participating in the event (i.e., each winery for a wine tasting event).
- g. The amount of alcohol at the event is reasonable depending on the number of guests.
- i. Organizations should return remaining unopened bottles of beer or wine originally purchased for an event if the retailer it was purchased from will allow returns for alcoholic beverages. Return policies vary, so it may be necessary to telephone the retailer in advance to confirm that they offer refunds for returned beverages.

Food Service Event Procedures

We know how much providing food for event participants can increase the success of an event. To be sure you are serving food safely, you should review the following information to get all the info you need about serving food to the public at your on-campus events.

- All forms and information on food events are available at <https://ehs.wsu.edu/public-health/food-safety-2/>.
- Click on the WSU Temporary Food Service Procedures link.
- Determine if your proposed food service event is private or public.
 - A private food service event is defined as a social event with food, regardless of fee, promoted by limited word of mouth or advertising to a limited group of people. For example, word of mouth or an advertisement for a club, department, or college potluck (potlucks are only allowed for private events). No permits or waivers are required for private events. The Center for Student Organizations and Leadership and Environmental Health and Safety (EH&S) recommend that these links be utilized: Rules of Operation for Temporary Food Establishment Facilities, Temperature Log for Potentially Hazardous Foods, and borrow a thermometer from the Center for Student Organizations and Leadership to check food temperatures.
 - A public food service event is defined as a social event with food, regardless of fee, promoted by advertising (word of mouth, radio, WSU announcements, Daily Evergreen, etc.) inviting the general public to attend. A Temporary Permit or Exemption from Permit may be required for public events. Access the links WSU Temporary Food Service Permit Application (or [*Application for Exemption from Permit*](#)). Please contact EH&S at (509) 335-3041 for further assistance and information if necessary.
- **IMPORTANT:** For all Public Events requiring a Temporary Food Service Permit you must submit an application at least 14 days prior to the event otherwise it WILL result in foods not being served at the event due to State regulations (no exceptions).

Sporting Events and Tournament Procedures

Based on issues that may arise from risks associated with sports, particularly those played in a competitive setting, student organizations will be required to have sufficient facility supervision for the sport activity. Sufficient supervision for the sport activity will include officials trained to the WSU standard for Intramural Sports activities or certified by the appropriate National Governing Body for officials of that sport. Any student organization event in WSU facilities that are scheduled in a competitive nature will be required to have the following minimum requirement of officials that meet the training or certification standard. Competitive sports can be defined as activities involving participants from outside the student organization, competing against each other in an event where score is kept, and the winner is either awarded a prize/recognition or the right for further play in the



tournament. Other high-risk sport activities such as rugby and lacrosse will not be held unless under the structure of WSU Recreation Sport Clubs or without an independent review of the activity.

Sport	Max # of Players per team on field/court	Min. # of Req'd Officials
Basketball-Full Court	5	2
Basketball- Half Court	3	1
Dodgeball	6	0
Flag Football	8	2
Flag Football- Small Field	4	2
Kickball	10	0
Soccer	9	2
Soccer- Indoor	5	1
Soccer- Small Field	5	2
Softball	10	1
Ultimate Frisbee	6	0
Volleyball	6	0

Other Safety Restrictions

Potentially Hazardous Activities or Conditions

Events that involve any potentially hazardous activity or condition require the evaluation and approval of an Environmental Health and Safety (EH&S) staff member via the Involve/Involve event request process.

The following is a partial list of potentially hazardous activities or conditions:

- Use of Chemicals – aerosol cans, car bashing, paint to any surface such as car painting, scientific experiments
- Powered Tools/Equipment – cutting with circular saw, drilling holes
- Sharp Objects – blood drives, knife throwing, pumpkin carving
- Flying Particles - car bashing
- Fall Hazards > 30 inches– bungee jumping, rappelling, pumpkin dropping, slip and slide
- Contact with animals
- Physical Activities – car bashing, fire-dancing, jousting, ice block sledding near trees or parking lots, dodgeball tournament, etc.

Emergency Medical Technicians (EMTs) and Standby Firefighters

The following list of criteria will help in determining if EMTs or standby firefighters are required for campus events.

- How many people will be there?
- Will fire be used in any capacity?

EMTs come in pairs, and standby firefighters are individually contracted at a cost per hour. Be prepared to discuss your event completely and honestly – you and your attendees' safety is their concern, not selling their services. Most events require assessment and approval from the WSU Fire and Safety Compliance Officer.



Fire Safety

Standby firefighters may be required when fire is used in any event. Pyrotechnics are prohibited unless used by a licensed operator and approved by the WSU Fire and Safety Compliance Officer. Bonfires shall not be conducted within fifty feet of a structure of combustible material unless the fire is contained in a barbeque pit. Open flame burning (candles, burners, incense) is prohibited. Any exceptions must go through the WSU Fire and Safety Compliance Officer, who will evaluate them on a case-by-case basis. Fire capacity is determined by the square footage of the room and the number of exits. The exact calculations will be determined by the WSU Fire and Safety Compliance Officer.

Security for Events

You should consider security requirements when planning your events. The following list will help determine if your event needs a security presence. **The cost for security will be charged back to the student organization, so plan accordingly and note the answers to these questions within your event application:**

- How many people will be there?
- Is the event open to the public?
- Is there live music or a DJ?
- Is there alcohol or the potential for attendees who may be under the influence of alcohol?
- Is the event indoors or outdoors?
- Is the topic or speaker controversial?
- What is the venue?
- What time of day?
- Will there be advisors and/or the University staff present?

Noise Variance Permits

If your event requires amplified sound (concert, music from speakers, outdoor movie, etc.), you need to complete a Noise Variance Permit Application with the City of Pullman. There is no fee associated with this permit. You should submit the application at least 3 weeks before your event to allow enough time for processing. If you have questions, please let us know! The application can be found at:

<https://cms3.revize.com/revize/pullman/Documents/Services/Police/Applications%20Documents%20Forms/noise%20variance%20application.pdf>

Responsibilities of Organizations

The organization will be held responsible:

- When the organization fails to comply with a duty imposed by a written University policy, including, but not limited to, improper membership education and initiation, improper organizational registration of activities for which registration and/or permission is required; failure to comply with applicable health and safety regulations; misuse of University property, facilities and equipment; violations of University regulations on the use of alcohol; misrepresentation of the organization or group; abuse of student election procedures and regulations; misappropriation of funds; and violations of any rule or policy applicable to organizations.
- When the organizational purposes are not compatible with the educational purposes of the



University; engage in financial mismanagement; or conduct activities that are in violation of University regulations, local, and state laws.

- When a student organization or an affiliated University group is charged with a violation of WSU's Community Standards, the presiding officer or individuals affiliated with the group shall be required to participate in proceedings conducted under these Community Standards as representatives of the group.
- When one or more officers refuse or neglect to perform duties outlined in the [Student Handbook for Community Standards located at www.handbook.wsu.edu](http://www.handbook.wsu.edu).

Insurance Policy

WSU provides no liability insurance for student organizations. Students are personally responsible for any negligent acts or omissions. WSU provides no medical insurance for students. It is the student's responsibility to provide their own health insurance coverage. When general liability insurance is required or desired, the Center for Student Organizations provides a few insurance agency options including: theeventhelper.com; [Urmia Tulip Insurance](http://UrmiaTulipInsurance.com); and local insurance agency, [HUB International](http://HUBInternational.com).

Liability Releases and Assumption of Risk

No release or assumption of risk form will be perfect for every situation. The form must be tailored to fit the specifics of the activity and set forth in detail the risks inherent in the activity so the participant can make an informed decision to participate or not. If you would like assistance in tailoring a form to fit your activity, please contact the Center for Student Organizations and Leadership.

Travel Recommendations

The Center for Student Organizations and Leadership recommend taking the "Coaching the Van Driver" training offered through Human Resource Services (French Administration Building 139), (509) 335-4521.

Registered Student Organizations (RSOs) should not make Motor Pool reservations

independently. A University department may sponsor the reservation and assist with the required arrangements, approvals, and driver training requirements.

Drivers of University vehicles must work with the department sponsoring their reservation to ensure all required training and documentation are completed before a Motor Pool vehicle can be reserved. All University drivers are required to complete the **All Driver Safety Training**, and student drivers must also complete a **Motor Pool Student Driver Authorization Form**.

The sponsoring department is responsible for assisting drivers in meeting these requirements and ensuring all necessary documentation is in place. Additional information regarding Motor Pool driver requirements can be found at: <https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-7-10/>.

WSU Motor Pool: RSOs cannot reserve WSU Motor Pool vehicles. RSO accounts cannot be used to pay for the rental of University vehicles directly as RSOs are not state funded. A University college or department may sponsor an RSO at their own risk. If state vehicles are in use: seatbelt usage is mandatory for all drivers/passengers; do not exceed posted speed limits; no alcoholic beverages or non-prescription drugs before or during vehicle usage; drivers and passengers are responsible for safe operation.

<https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-95-35/>

<https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-7-10/>



<https://policies.wsu.edu/prf/documents/2017/10/95-35-student-driver-authorization.pdf/>

Private Vehicle Use: It is recommended that all private vehicles be driven by authorized drivers who have completed the “Coaching the Van Driver” training. Personal car insurance is the only coverage; liability falls on the personal owner/driver of the vehicle. All state vehicle guidelines apply.

Registered Student Organization (RSO) Finance Accounts

Registered Student Organizations (RSOs) are not permitted to have private bank accounts. However, RSOs qualify for student organization accounts on campus. The following are benefits of having an RSO account: no individual tax consequences, the daily balance is always available, detailed financial statements can be emailed to you monthly by request (please email rso.finance@wsu.edu to request the statements), access to **TouchNet Marketplace** to accept funds via credit/debit card, and a check issuance turnaround time of approximately two weeks. RSOs do not have non-profit/tax exempt status. If you need a copy of WSU’s Request for Taxpayer Identification number and certification (IRS form W-9), please contact the Center for Student Organizations and Leadership at rso.finance@wsu.edu.

*Note: RSOs cannot use peer to peer (P2P) apps like Venmo, Cash App, Zelle, etc. These apps route student organization funds through individuals accounts and are not allowed.

Signature Authorizations (*formerly called Signature Cards*)

- Each Fall on the RSOs Involve page, one RSO officer starts the process to complete the RSO - Finance Signature Authorization. Minimum signatures:
 - 2 students
 - Must be enrolled students and listed on the RSOs Involve roster
 - 1 advisor
 - Must be WSU faculty, staff, or a graduate assistant and listed on the RSOs Involve roster
- Update anytime there is a change to authorized signers
- A new RSO - Finance Signature Authorization on the RSOs Involve page must be completed during transition every Fall. RSOs will not have access to their funds until the Involve signature authorization portion is completed.
- For **additional** signature authorizations, students & advisors will need to come to the Center for Student Organizations and Leadership (CUB 320) with their photo identification and be listed on the RSOs Involve roster.
- RSO students and advisors cannot sign/approve of their **own** expenses, etc. on RSO forms.
- Signature Exceptions: The Executive Director of Student Engagement Services and/or the Associate Director of the Center for Student Organizations and Leadership may sign on behalf of either a student or advisor if a signature is unable to be obtained for any RSO. During school breaks (summer, holiday breaks, Spring breaks, etc.), two advisors for Residence Life are permitted to approve in lieu of a student approval. In lieu of a handwritten signature on RSO forms, signature approvals accepted are digital signatures, or written approval sent from an approvers WSU email account.



Registered Student Organization (RSO) Spending

Any expenditure of RSO funds must:

1. Be approved in advance by at least one student organization officer and one student organization advisor.
2. Remain within the available funds, as certified by RSO officer prior to requesting the purchase.
 - * Student Organization Treasurer or Officer should contact the Center for Student Organizations and Leadership (rso.finance@wsu.edu) for current funds balance, to stay current on balance.
3. Be purchased or ordered by a delegated RSO member or the RSO Advisor of the student organization, by:
 - Submission of “RSO Reimbursement & Supplier Payment Request” to– (see sections titled “Reimbursements to Individuals and Payments to Off-Campus Vendors”, and “Common Problems and Additional Information with the “RSO Reimbursement & Supplier Payment Request form”.
 - Reimburse student organization elected official, delegated member, or advisor for goods purchased or
 - Reimburse purchaser for goods purchased as pre-authorized by RSO elected officials or
 - Payment to off-campus suppliers/vendors (non-WSU businesses, invoice is required)
 - Submission of “RSO Procurement Card (Pcard) Purchase Request,” paid by delegated WSU Procurement Card (for goods purchases only). (See section titled “Procurement Card Purchases”).
 - Submission of “RSO IRI” (WSU Interdepartmental Requisition & Invoice) for payments to On-Campus WSU Vendors or other RSOs. (See section titled “Payments to On-Campus Vendors or Other RSOs”).)
 - Submission of “RSO Stipend Payment Request” for “Semester Stipends”, “Summer Monthly Stipends” and “Travel Stipends”. (See section titled “Payments for Stipends”).)

* Notes:

- Purchases made in advance without approval from a RSO officer and advisor will not be reimbursed.
- Speaker Fees, Speaker Travel, and any payments for services must be paid by RSO Reimbursement & Supplier Payment Purchase Request – NOT by Procurement Card Payment.
 - From the speaker/traveler if we are reimbursing travel expenses: Center for Student Organizations and Leadership will need a completed Direct Deposit form (EFT, FTA, ACH), legal name, mailing address, email, phone number, & itemized travel receipts for travel reimbursements. If airfare is being reimbursed, the itemized travel receipt must include ticket class (Economy, Economy Plus, etc.) with the flight details, and must show payment information used to purchase or reserve the airfare.
 - If the speaker/traveler is unable to provide an itemized travel receipt as outlined above, we will instead need a Statement of Attestation to verify any and all missing information. This will be used as supporting documentation for the reimbursement. As this will differ with each individual situation, no generic form is available; instead, an email or letter from the speaker/traveler will suffice.



- We will also need a RSO Affidavit of Lost Receipt to accompany the Statement of Attestation, and should be completed by a member (student officer or advisor) of the RSO on behalf of the speaker/traveler.
- From the speaker/traveler if we are paying a speaker fee in advance: Center for Student Organizations and Leadership will need a completed W-9, Direct Deposit form (EFT, FTA, ACH), email, phone number and an invoice.
- Result in the return of an itemized Receipt or Invoice from the Supplier/Vendor.
 - The importance of retaining an original itemized receipt/invoice for all purchases/expenditures cannot be overstated and should be communicated to RSO elected officials and delegated purchasers.
 - The use of an RSO Affidavit of Lost Receipt is not best practice and should be avoided.
- 4. Be recorded on the RSO Account Balance Log Sheet (or similar record):
 - to retain an accurate view of RSO financials and

RSO Financial Form Links

- Get Involved Website: <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>
- Involve: involve.wsu.edu

Reimbursements to Individuals and Payments to Off-Campus Vendors

- Complete a **RSO Reimbursement & Supplier Payment Request** form. Copies are available at the Center for Student Organizations and Leadership, (CUB 320), and an online version is available at this link <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/> You can submit one form for multiple purchases/payments TO the SAME supplier/vendor/claimant.
 - RSO Reference # (invoice #, RHA #, PR #, etc., *optional*)
 - Name of Registered Student Organization
 - Registered Student Organization's Program Number {PGNNNNNNNN}
 - Name of Supplier/Vendor or Claimant (who is being paid or reimbursed)
 - If RSO is making a payment to a supplier for goods/products, we will need a current W-9 on file. W-9s are available at <https://acctspay.wsu.edu/forms/>, at the Center for Student Organizations and Leadership (CUB 320), or you can email rso.finance@wsu.edu.
 - WSU ID number for Claimant
 - If the individual doesn't have a WSU ID number, a Social Security Number (SSN) or TIN must be provided. However, please **do not include** a SSN on this form; you will be contacted directly for the number.
 - Complete address of supplier/vendor or claimant (for WSU students, use your permanent address – NOT a dorm/hall address)
 - Complete email address and phone number of supplier/vendor or claimant
 - Select and mark one of the Payment Method options
 - Direct Deposit (EFT, FTA, ACH) (**Preferred**)
 - For Direct Deposit Set-Up Process, please go to <https://policies.wsu.edu/prf/index/manuals/business-policies-and->



[procedures-manual/bppm-95-21/](#).

- NOTE: This is based on "External Committee Member" not, an "Employee" (*as they are separate processes*)
- See also: <https://bursar.wsu.edu/direct-deposit/>
 - Mail to claimant (the address must match Workday)
 - Hold for pick-up (at the Center for Student Organizations and Leadership, CUB 320)
- Select, mark and send any pertinent attachments
- Supplier/Vendor Name (leave blank if this a direct payment to the supplier/vendor and is not a reimbursement)
- Description of purchase (include item descriptions, Event Name, Event Date, and prize/gift Recipient Information [Recipient's full legal name, specific description and monetary value in USD, and WSU ID], if applicable)
- Indicate if the reimbursement is for the full receipt/invoice amount (F) or a partial amount (P).
- Total amount of each payment (for each receipt/invoice)
- Grand Total amount (for total payment) (in the online form, this field auto-calculates)
- Two approving signatures, along with their printed names
 - **One student AND one advisor** Both signers must be on the RSO - Finance Signature Authorization on the RSO's Involve page.
 - Neither signature can be the person receiving the money
 - See "Signature Authorizations" on page 21 for additional information & exceptions.
- Attach supporting documentation for the payment:
 - Itemized receipt or itemized invoice. Itemized receipts/invoices must show all items charged (*including tax, shipping, gratuity/tip, fees*), the supplier's name, date of purchase. Itemized receipts should show payment method (note cash/check or last 4 of card payment). Include a copy of any other documentation that is to be mailed with a supplier's payment. If airfare or lodging, itemized receipt must include payment method (note cash/check or last 4 of card payment) the supplier's name, ticket #, traveler's name, itinerary with destinations, seat class, and the total paid.
 - If reimbursement includes gift cards/certificates, also include the recipient's full legal name, specific description and monetary value, and WSU ID #. This should be done for each recipient in the event of multiple recipients on the same reimbursement (If there were 4 gift cards given out, there should be 4 sets of recipient information accompanying the RSO Reimbursement & Supplier Payment Request).
 - All documents must be in **English**.
 - If an itemized receipt is not available (receipt was not received, lost/misplaced or inadequate {*poor quality, not itemized, missing information, etc.*}, attach an RSO Affidavit of Lost Receipt.
 - Submit the Original along with all supporting documentation (*receipts, invoices, memos, W-9s, Direct Deposit (EFT, FTA, ACH) form, emails, etc.*) to the Center for Student Organizations and Leadership (CUB 320) or email rso.finance@wsu.edu
- Keep a copy of all documents for your RSO records. Within two weeks after the completed forms are submitted to the Center for Student Organizations and Leadership, , the direct deposit will be processed OR an email will be sent to your



WSU email account when the check will be available for pick up in CUB 320 OR the check will be mailed out to the address provided. NOTE: If incomplete information is provided or missing, additional processing time may be necessary).

Common Problems and Additional Information with the RSO Reimbursement & Supplier Payment Request form

- Missing or lost documentation (receipt/invoice)
 - Try to obtain a new copy of the receipt/invoice from the supplier/vendor
 - If a new receipt/invoice copy cannot be obtained, complete an RSO Affidavit of Lost Receipt and submit with the RSO Reimbursement & Supplier Payment Request form to serve as the documentation. Go to: <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>
- Donations – when there is no receipt/invoice
 - Include a copy of the minutes where the student organization approved the expenditure OR a detailed memo to serve as the supporting documentation that includes:
 - The name of the charity that will be receiving the funds
 - Complete details of the purpose of the payment
 - Indicate that the organization has voted and agree to contribute the funds
- Travel Grants – prepayment to individuals traveling as organization representatives
 - Include a copy of the minutes where the student organization approved the expenditure or a detailed memo to serve as the supporting documentation that includes:
 - Complete details of the purpose of the payment
 - Complete details about the travel
 - Who is traveling
 - Where will they be traveling
 - When will they be traveling
 - Why are they traveling
 - Indicate that the organization has voted and agree to help defer travel costs
- Gift Card Purchases
 - The name, WSU ID #, and amount received must be noted on the RSO Reimbursement & Supplier Payment Request form for all gift card recipients (or information can be sent to rso.finance@wsu.edu from a WSU email if it wasn't included on the form)
 - Please consult the Center for Student Organizations and Leadership, CUB 320 for additional information.
- Alcohol Purchases
 - Alcohol purchases are strictly prohibited unless University procedures are followed (see Alcohol Procedures section in this manual.)

Procurement Card (Pcard) Purchases

- The Procurement Card (Pcard) Purchase option is not available for all Registered Student Organizations. Departmental support is required for this option. Only WSU Employees can check-out pcards after receiving a WSU Procurement Cardholder's AND the cardholder's supervisors' approval. The WSU Procurement Cardholder's department assumes all financial and procedural responsibilities for any RSO Pcard purchases and must follow all WSU University Policies & Procedures. Please allow extra time to use this purchasing option.



- If RSO's have a home department they should refer to that department for the option to purchase with the department/Advisor's Pcard.
- Residence Life, Greek Life, University Recreation sports clubs, and academic organizations should refer to their home department when possible, for any Pcard purchases (availability).
 - Example: The Shelter Medicine RSO should refer to VetMed department for their department Pcard availability for the purchase. The department facilitating the purchase will require documentation for the Pcard transaction.
- RSO members and WSU Procurement Cardholders should review UPPM Pcard policy [here](#) for documentation and instructions. The Registered Student Organization is expected to work with the Procurement Card cardholder to confirm amount limits and restrictions for the purchase.
- Center for Student Organizations and Leadership RSO Finance Team may have a Pcard available (for online purchases only) for RSO's that don't have departmental support or personal funds for the purchase. Please connect with rso.finance@wsu.edu
- Complete a **RSO Procurement Card (Pcard) Purchase Request** form. Copies are available at the Center for Student Organizations and Leadership, (CUB 320), and an online version is available at this link <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>. You can submit one form for multiple items to be ordered from the SAME supplier/vendor/merchant.
 - WSU Department/Dorm/Campus Name
 - WSU Procurement Cardholder Name
 - Location/Building/Room # of Cardholder
 - Cardholder's Email Address
 - Name of Registered Student Organization
 - Registered Student Organization's Program Number {PGNNNNNNNN}
 - Name of Supplier/Vendor/Merchant
 - Date of Request
 - Date Order Needed (allow extra time for processing & coordination!)
 - Description of items and weblinks (include item descriptions, event name, event date)
 - provide an attachment if more space is needed
 - For Amazon and other online orders, please use the "condensed or short link", if available; locate this "share"  icon on each webpage, and then click on "copy link" and paste the link
 - Indicate the quantity of each item needed
 - Indicate the item cost of each item needed
 - Indicate the TOTAL for each item. NOTE: The "TOTAL" field auto-calculates on the online form
 - Indicate any shipping, freight or additional fees in "Shipping"
 - Indicate the tax rate (if known) and add the estimated tax amount
 - Indicate the GRAND Total. NOTE: The "GRAND TOTAL" field auto-calculates on the online form
 - Complete the Delivery Instructions, including department, street/building, office/room, city, state & Zip. All Procurement Card purchases MUST be delivered to a WSU campus office/department
 -



- Total amount of each payment (for each receipt/invoice)
- Grand Total amount (for total payment) (in the online form, this field auto-calculates)
- Two approving signatures, along with their printed names
 - **One student AND one advisor**
 - Both signers must be on the RSO - Finance Signature Authorization on the RSO's Involve page.
 - Neither signature can be the person receiving the money
 - See "Signature Authorizations" on page 21 for additional information & exceptions.
- Submit the Original along with all supporting documentation to the WSU Procurement Cardholder for order processing and assistance.
- WSU Procurement Cardholder or Temporary Delegate will:
 - Obtain and provide itemized receipts/invoices for each purchase which must show all items charged (*including tax, shipping, gratuity/tip, fees*), the supplier's name, date of purchase. Itemized receipts should show payment method (last 4 of card payment).
- Cardholder will attach all supporting documentation for the payment in Workday:
 - Approved RSO Procurement Card (Pcard) Purchase Request form
 - Itemized receipt or itemized invoice. If an itemized receipt is not available (receipt was not received, lost/misplaced or inadequate *{poor quality, not itemized, missing information, etc.}*), attach an RSO Affidavit of Lost Receipt.
 - Any required and approved Procurement Card Transaction Exception Request forms
 - Any other required and/or pertinent documentation
 - All documents must be in **English**.
- Submit the Original along with all supporting documentation (*receipts, invoices, memos, W-9s, Direct Deposit (EFT, FTA, ACH) form, emails, etc.*) to the Center for Student Organizations and Leadership (CUB 320) or email rso.finance@wsu.edu
-
- Keep a copy of all documents for your RSO records. Within two weeks after the completed forms are submitted to the Center for Student Organizations and Leadership, the direct deposit will be processed OR an email will be sent to your WSU email account when the check will be available for pick up in CUB 320 OR the check will be mailed out to the address provided. NOTE: If incomplete information is provided or missing, additional processing time may be necessary).

Payments to On-Campus Vendors or other RSOs (CougPrints Plus, Ferdinand's, CSOL, etc.)

- Complete an **RSO IRI** form (forms are available at Center for Student Organizations and Leadership, CUB 320 and an online version is available at this link <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>. This form is also known as the Interdepartmental Requisition & Invoice (IRI).
 - Name of Registered Student Organization (in Requisitioning Department section, who will pay the funds) along with the account/program number
 - Registered Student Organization's Program Number {PGNNNNNNNN}
 - Name of WSU Supplier Department or Name of Registered Student Organization (in the Supplier Department section, who will receive the funds) along with the account/program number



- Date
- Contact Individual's Name and Contact Information
- Description of purchase
 - Reference the invoice or account number so the supplier department can easily identify what the organization is paying for. Each purchase, receipt or transaction can be included on one line.
- Total Amount (for each line)
- Two approving signatures, along with their printed names
 - One student AND one advisor
 - Both signers must be on the **RSO - Finance Signature Authorization** on the RSO's Involve page.
 - See "Signature Authorizations" on page 21 for additional information & exceptions.
- Submit the RSO IRI form to Center for Student Organizations and Leadership, CUB 320 for processing.
- Transfer money to another RSO:
Follow the instructions in the previous section for "Complete an **IRI** form". The "Requisitioning Department" is the RSO **paying** for the transfer/funds. The "Supplier Department" is the RSO **receiving** the transfer/funds.

Payments for Stipends

- Only authorized RSO's are allowed to request "Semester Stipend" payments for their officers. Only CFSL chartered RSO's are allowed to pay "Summer Monthly Stipend" payments for their officers. "Travel Stipends" can be paid for RSO officers, members or advisors in certain circumstances (a RSO Travel Stipend Memo is required).
- Complete an **RSO Stipend Payment Request** form. Copies are available at the Center for Student Organizations and Leadership, (CUB 320), and an online version is available at this link <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>
 - Name of the RSO Officer
 - WSU ID #
 - RSO Position/Title
 - Officer's WSU email address
 - Cell Phone number
 - Name of Registered Student Organization
 - Registered Student Organization's Program Number {PGNNNNNNNN}
 - Stipend Rate, select one of the following:
 - Semester Stipend Rate: indicate Fall OR Spring semester, the year, and the payment amount
 - Summer Monthly Stipend Rate (only for IFC, PAN & MGC Use!): indicate the month and the monthly payment amount
 - Travel Stipend Rate (a RSO Travel Stipend Memo is required): Indicate the total travel payment amount.
 - Select and mark one of the Payment Method options
 - Direct Deposit (EFT, FTA, ACH) (**Preferred**), indicate if your EFT is complete or if set-up is pending



- For Direct Deposit Set-Up Process, please go to <https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-95-21/>.
 - NOTE: This is based on "External Committee Member" not, an "Employee" (*as they are separate processes*)
 - See also: <https://bursar.wsu.edu/direct-deposit/>
- Mail to claimant (the address must match Workday)
- Hold for pick-up (at the Center for Student Organizations and Leadership, CUB 320)
- Select, mark and send any pertinent attachments
- Contact Information (for the person that the CSOL RSO Finance Team can contact for questions).
- Two approving signatures, along with their printed names
 - **One student AND one advisor**
 - Both signers must be on the RSO - Finance Signature Authorization on the RSO's Involve page.
 - Neither signature can be the person receiving the money
 - Advisor is to notify the stipend recipient of the following and must mark the checkbox confirming that this was done:
 - "Taxes will ***not*** be deducted from your payments and if you make more than \$2,000 in a calendar year, you will receive a 1099-MISC IRS tax form from WSU. You may have to file a tax return and/or pay taxes to the IRS for these dollars."
 - See "Signature Authorizations" on page 21 for additional information & exceptions.

Making Deposits

- University Cash Handling policy **requires** that all persons handling cash complete the **Cash Handling – Online Training** (<https://wsu.percipio.com/>).
 - See Human Resources Services website (<https://hrs.wsu.edu/training/>) then click on "Percipio Support & Info", then "Go to Percipio", login, and search for "Cash Handling").
 - See also BPPM 30.53 at <https://policies.wsu.edu/prf/index/manuals/business-policies-and-procedures-manual/bppm-30-53/>
- Complete a RSO **Cash Deposit Report** located at <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/> (in the Financial Forms section towards the top). This online form includes auto-calculations for convenience. Hard copies are also available at the Center for Student Organizations and Leadership, (CUB 320)
 - Registered Student Organization's Name (or department name)
 - Registered Student Organization's ~~account~~ Program Number {PGNNNNNNNN}
 - Date
 - RSO Reference/Detail/Event Information (*OPTIONAL! – i.e. tickets for Winter Formal, donut sales, dues, sponsorship/donation, plant sales*)
 - Total each for all silver/coins
 - Total each for all bills/currency
 - All check & money order #'s and total amount each, *starting with column 1, then column 2*
 - If you have more than 28 checks, please attach an additional sheet, check the checkbox, and include the Total Checks/MOs on ATTACHED List in the appropriate



box

- Amount of silver/coins (*this will auto-calculate in the online version*)
- Amount of currency/bills (*this will auto-calculate in the online version*)
- Amount of checks/money orders (*this will auto-calculate in the online version*)
 - Endorse each check with the Registered Student Organization's Name and Program Number {PGNNNNNNNN} on the back, in the endorsement section
 - Two calculator printouts are **required** when there is more than one check in the deposit (the total amount of the checks only)
- Total for all bankcards
- Total deposit (*this will auto-calculate in the online version*)
- Printed name and signature of the person **preparing** the Cash Deposit Report
- The "Approved by Name" will be completed by the CSOL staff
- Bring the completed form along with the silver/coins, bills/currency, checks/money orders and any bankcard payments to the Center for Student Organizations and Leadership, CUB 320 for processing. The Center for Student Organizations and Leadership will give the RSO a copy for their records, along with a receipt
- Deposit all money types **within 3 days** of receiving funds with the Center for Student Organizations and Leadership, CUB 320

TouchNet Marketplace

- Accept credit card payments for ticketing, merchandise/fundraising, or collecting dues. Funds collected through marketplace transactions will route directly to your student organization account. To set up TouchNet for your organization, complete the TouchNet Request Form on Involve under "forms" at <https://wsu.presence.io/forms>

Change Fund (Cash Box) Request

Change Fund (Cash Box) funds are available for fundraising activities and special events.

- Complete a RSO **Change Fund Request for Events** form (located at <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/> (Financial Forms section towards the top) and available at Center for Student Organizations and Leadership, CUB 320)
 - Registered Student Organization's Name
 - Registered Student Organization's Program # {PGNNNNNNNN}
 - Pickup date and time needed. Pick-Up and return times are between 9:00 a.m. to 4:00 p.m., Monday through Friday (*excluding holidays and breaks*)
 - Requested amount
 - Maximum of \$100.00
 - Need to borrow a locking cash box from us?
 - Return date and time. Pick-Up and return times are between 9:00 a.m. to 4:00 p.m., Monday through Friday (*excluding holidays and breaks*) Complete the Pick-Up Person Information including the person's printed name, (signature only when the change fund is picked up), phone number and email address
 - Number each of the denominations needed/requested (the online form will auto-calculate and give an error if the request exceeds the \$100 maximum amount or if the "amount requested" and the "TOTAL REQUESTED" do not match)
 - Two approving signatures, along with their printed names



- One student AND one advisor
- Both signers must be on the RSO – Finance Signature Authorization on the RSO's Involve page.
- RSO advisor's phone number and email address
-
- See "Signature Authorizations" on page 21 for additional information & exceptions.
- Submit completed form to Center for Student Organizations and Leadership, CUB 320, a minimum of 3 business days prior to the date needed.
- Return the cash till fund, cash box & key (if applicable) to Center for Student Organizations and Leadership, CUB 320, **BEFORE 4:00 p.m.** on the return date specified on the form. Failure to return the cash till funds by due date may result in a semester long probationary period for the RSO., and the cash till fund amount will be deducted from the RSO account funds

Bookkeeping and Record Retention

- Organizations must always maintain accurate and complete account records
 - Copies of all RSO Cash Deposit Reports, RSO IRIs, RSO Procurement Card Purchase Requests, RSO Reimbursement & Supplier Payment Requests, , and RSO Stipend Payment Requests, along with receipts/invoices and other pertinent/related information
 - Maintain a complete register of all **Revenue** (income, deposits, sponsorships, donations, journal transfers, etc.) as they are received, and all **Expenditures**(reimbursements, supplier payments, procurement card payments, stipend payments, sponsorships, donations, journal transfers, etc.) as they are submitted/dispensed (see example, RSO Account Balance Log Sheet available at this link <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>).
 - For **Revenues**:
 - Date received
 - Received from (Name/Company)
 - Description of revenue (sponsorship, donation, fundraising, dues, etc.)
 - Received \$ Amount (revenue = "+")
 - Payment Method (check, money order, cash, bankcard, etc.)
 - Deposit Date (when processed/deposited with the Center for Student Organizations and Leadership)
 - Approving Official's Name (RSO advisor)
 - Calculate the Account \$ Balance by adding the revenue amount to the previous account balance amount
 - For **Expenses**
 - Date of payment request
 - Payment to (Name/Company)
 - Description of expense (detail what the expense was for – food, supplies, stipend, sponsorship, donation, etc.)
 - Payment \$ Amount (expense = "-")
 - Payment Method (Check, Pcard, Expense Report, etc.)
 - Approving Official's Name (RSO advisor)
 - Calculate the Account \$ Balance by subtracting the expenditure amount from the previous account balance amount



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- Reconcile account balance regularly
 - Account registers (or RSO Account Balance Log Sheets) should be reconciled with the budget statements or transaction printouts each month at the minimum
 - Upon request, we will email a monthly budget statement to your organization advisors' and/or one RSO officer's WSU email address.
 - Transaction details and balances are available upon request from Center for Student Organizations and Leadership, CUB 320.
 - For assistance with your reconciliation, please contact the RSO Finance Team in the Center for Student Organizations and Leadership, CUB 320.

Abandoned Registered Student Organization Accounts

- Registered Student Organizations (RSO)
 - Disbanding group funds will be transferred to the designee group, if there is no designee group the funds will be transferred into the RSO Student Organizations Operations account (PG00003432).
- Process for disbanding of an RSO
 - A group that has not registered for four or more consecutive semesters (2 academic years) will be deemed disbanded/abandoned.
 - The Center for Student Organizations and Leadership will review all RSOs annually and initiate the process of formal disbandment for those groups that have been inactive for four or more consecutive semesters.
 - Funds held in the account of a disbanded/abandoned group will be deemed abandoned.
 - The Center for Student Organizations and Leadership will review all RSO accounts annually at the fiscal year end.
 - RSOs that register annually and maintain a current status may or may not have financial transactions in their account. Only accounts that have been deemed disbanded/abandoned will be closed.
- Redistribution of abandoned funds in PG00003432
 - The Center for Student Organizations and Leadership will review abandoned account balance on an annual basis.
- Sample designee information included in RSO application process.
 - *Funds given to a beneficiary become the sole responsibility of the beneficiary. The disband group will not have any right to reclaim any funds given to a beneficiary or any abandoned funds. If no beneficiary is indicated above, any remaining funds will be transferred to RSO Operations PG00003432. Any RSO that has not registered for four or more consecutive semesters will be considered abandoned and the balance will be transferred to RSO Operations PG00003432 and redistributed as above.*
- Contact the RSO Finance Team
 - Center for Student Organizations and Leadership, CUB 320
 - Phone: 509-335-9667
 - Email: rso.finance@wsu.edu

Fundraising Opportunities

Many of the Registered Student Organizations on campus need funding to host events and raise



awareness on campus, or to advertise the goals or purpose of their RSO. Whatever the reason, we have some funding opportunities available to RSOs in order to help you be successful. Check out the list below for some RSO funding opportunities or visit <https://getinvolved.wsu.edu/student-organizations/resources/fund-your-student-organization/>.

Registered Student Organization Fundraising

Fundraising Activities

Registered Student Organizations (RSOs) wishing to engage in fundraising activities must demonstrate that the activity and any proceeds will further the goals of the organization or provide additional programs for the student body.

These policies apply to fundraising activities that benefit the student organization and are not applicable when raising funds on behalf of a separate charitable organization.

What is a fundraising activity?

For the purposes of RSO fundraising, a fundraising activity is any effort in which a student organization is raising money for the organization's operations, programs, or projects.

These activities may be in-person, online, via mail, email, or other communication platforms and may be transaction-based or gift-based.

Efforts to raise funding or collect donations for a non-WSU organization on behalf of or to benefit a local, regional or national non-profit or 501(c)(3) does not count as a fundraising activity.

Transaction-based Fundraising

What is a transaction? A contribution where a tangible good or service is received in return (i.e., selling sweatshirts or hats, or a payment used to cover the cost of attending an event such as a golf tournament registration fee or dinner payment). **Funds received via a transaction-based fundraiser can be deposited directly to a WSU-sponsored RSO account.**

Transaction-based fundraising examples/opportunities:

- Items for sale, produced by the organization (candy grams, gift baskets, flower bouquets, bake sales, etc.)
- Items for sale, directly related to the organization's mission or goals (plant sale by an organization with the mission of promoting green activities)
- Items for sale, directly promoting school spirit (but do not infringe upon university trademark policies)
- Services for sale (i.e. Rent-a-Rower or Ski Wax services)
- Admission fee for student programs/events (benefit dinner, talent competition, etc.)
- Sale of pre-packaged items (candy, gum)
- Resale of items (Silent Auction, "Garage" sale) donated to the organization

Gift-based Fundraising

Requirements and Process to plan and implement a Gift-Based Fundraising Activity

1. Must be in good standing with the Center for Student Organizations and Leadership (CSOL).
2. RSOs must have completed requirements related to annual RSO Training; if an RSO wants to do gift-based fundraising, they must attend the CSOL Development & Fundraising Workshop annually.
3. Fill out and submit the [Fundraising Activity Form](#) for gift-based fundraisers six weeks before the intended activity. Students planning to fundraise through CougarStarter may submit a



[CougStarter Application](#) in place of a Fundraising Activity Form.

4. RSOs with an additional affiliation outside of CSOL (such as a college or University Recreation) may have additional requirements and/or resources. Please check with your college and your advisors.

What is a gift? Money or items (in-kind gift) given voluntarily, without receiving anything in return, is considered a gift.

Sometimes it is allowable to thank a donor with a small token as part of stewardship (see What is Stewardship? below). If your organization is considering this, please note what the item is and the dollar value of the item in the [Fundraising Activity Form](#).

If an individual making a gift wants their gift to be tax-deductible and/or would like donor recognition with the WSU Foundation (WSUF), the gift must be made through the WSUF.

If a donor is not interested in their gift being tax-deductible or receiving donor recognition, the gift can be made directly to the RSO and deposited in the WSU-sponsored RSO account. Gifts should not be made to an individual's personal peer-to-peer payment apps or money transfer apps.

What is a tax-deductible gift? For the gift to be tax deductible for the donor, the gift must be made to an organization recognized as not-for-profit by the IRS. The WSUF is a registered 501(c)(3) not-for-profit organization. The WSUF exists solely for WSU's benefit and serves as the preferred conduit for private gifts to all areas of the University. **A 5% Advancement fee is applied to all gifts made through the WSUF.** When giving through the WSUF's website, donors can choose to cover the 5% fee.

What is Stewardship? Stewardship is the process of thanking donors and sharing impact with them after they have made a gift. It is recommended to thank donors if they make a tax-deductible gift or not.

A thank you card, note, or video should go out as soon as possible after a gift is made. These can be physical or digital.

When a tax-deductible gift is made via the WSUF, the donor will receive an acknowledgement from the WSUF that communicates the amount of the gift, where the gift is directed and confirmation of tax-deductible status.

Within two to three weeks, they will receive a postcard from Student Affairs thanking them for their gift.

Impact Reporting is a part of a stewardship plan. Within three to six months (or once per semester) communication should go out to those who have donated to share the impact of people's gifts. For example, if you are raising money to have your organization's members attend a professional conference, you can share impact by sending a photo of students at the event with a few quotes about what they learned and how it adds to their academic and professional development. Impact can be shared via existing communications (newsletters, social media) or can be specific to only those who made a gift.

Thank you notes and impact reports should not include another ask to give. When stewardship is done well, donors are more likely to give again during your next fundraising activity.

WSUF-sponsored resources, tools, and fundraising platforms:

Communication/Solicitation Lists– Before sending any mass communication or donation requests to your organization's alumni and/or historical donors, a Fundraising Activity form must be completed and approved. Any content and contact lists will need to be approved.



Via the [Fundraising Activity Form](#), RSOs can request a list of alumni who previously participated in their organization and/or historical donors to their organization, including individuals, businesses, and foundations. These lists come from WSU Advancement, which includes the WSU Alumni Association and the WSUF. Contact information, as well as communication and donation request preferences for individual records, are updated regularly.

RSOs have access to a list for two weeks. After that, they must submit a new request to receive an updated list.

RSOs should not use their own alumni and donor lists to send mass communications or donation requests as contact information is frequently outdated, and records do not include individuals' communication and donation preferences.

Approval of content and contact lists is not about permission. These steps ensure coordination across several areas of the University, help set you up for successful fundraising activities, and create checkpoints to avoid accidental missteps.

Giving Links - a link used in a gift solicitation or on an RSO's website that facilitates a tax-deductible gift through the WSUF website to a Gift Fund;

- When a gift is made through a giving link, it is processed by the WSUF, then transferred to a designated Gift Fund.
- Some RSOs have dedicated Gift Funds.
- For RSOs that do not have a dedicated Gift Fund, a general Gift Fund under Center for Student Organizations & Leadership will be identified, and the gift will be transferred to the RSO's PG number.

CougStarter - Washington State University's crowdfunding program (comparable to GoFundMe or Kickstarter), empowering registered student organizations from any campus to share their visions, ideas, and plans. RSOs receive support from the WSUF to create their project/campaign, set up their online giving page via the CougStarter platform and create a communication plan to promote the fundraiser. CougStarter takes place in both fall and spring semesters and projects are live for three weeks. RSOs can participate in CougStarter once annually. Learn more at <https://cougstarter.wsu.edu/about> or reach out wsuf.cougstarter@wsu.edu.

#CougsGive - Washington State University's annual one-day online fundraising event, typically held in April, designed to bring the "Cougar Family" together to support student scholarships, research, university programs and student-led initiatives. The event focuses on community, encouraging alumni, parents, and friends to donate and share their "WSU story" to build the university's future. Applications to participate open early in the spring semester. Learn more at wsuf.cougstarter@wsu.edu.

Additional Gift-based fundraising examples/opportunities:

Social Media - Using your organization's social media accounts is the most accessible way for your organization to communicate with your organization's former participants, alumni, volunteers, historical donors and your members' networks, including family and friends. You do not need to request a communication or solicitation list to promote a fundraising activity on social media accounts.

Letter/Email/Text Campaigns - These are typically short messages that provide an update on an



organization to former participants, alumni, volunteers, current-member's family and friends, and historical donors with a request to give; typically includes instructions on how to make a gift, such as:

- How to make a gift online (Giving link or QR code) or via check through the WSUF if a donor wants it to be tax-deductible and/or recognized by the WSUF
- How to make a gift via Touchnet if a donor does not want a tax-deduction/recognition.

Communication Lists and Content for these types of communications will need to be approved, and templates are available. Please contact the Student Affairs development team at camille.vaughn@wsu.edu to request templates.

Sponsorships - Gifts from corporations and small businesses sometimes include recognition like adding a business logo to promotional materials, social media posts, etc. All outreach to corporations needs to be approved by the Student Affairs development team.

Most sponsorship gifts are processed through the WSUF, as corporations want the tax-deduction and recognition; however, this is determined by the donating entity. Sponsorship gifts can be made via a giving link or check. Some sponsors ask for an invoice to be able to process the sponsorship, and students can request an invoice in these cases. Please contact the Student Affairs development team at camille.vaughn@wsu.edu

Grants – A grant from a foundation is typically routed through the WSUF. RSOs need to partner with the [Office of Research Support and Operations](#) (ORSO) in the rare occasion that the terms of the grant require any of the following:

- A specific performance target as a condition of the grant.
- The grantor expects a line-item budget detailing expenses by activity, function, and project period as a condition for funding, and the grantor does not expect a detailed fiscal or activity report or external audit throughout the project.
 - The grantor expects that unexpended funds will be returned after the end of the project.
 - The grantor dictates what will happen to anything created during the project. This includes physical items (like equipment, records, reports, or theses) and non-physical items (like data, copyrights, or inventions).

If the grantor does require any of the above, then the grant will need to be processed through ORSO.

ASWSU Crimson & Gray Fund

The Associated Students of Washington State University (ASWSU) has funding opportunities for student organizations during the academic year. For more information, please email ASWSU.Crimson.Gray@wsu.edu. To apply, please visit the forms directory in Involve and search for "Crimson and Gray".

Coca Cola Product Sponsorship

Washington State University, in partnership with Coca-Cola, offers a finite amount of beverage product donations per year to the University. Student Organizations may make requests for donations to enhance programs and events on campus that support and celebrate student and campus life. Submit this form no less than 2 weeks before the event date for consideration. All requests shall be considered but are not guaranteed.



Collaborate with Local Businesses or other RSOs

When planning an event or activity on campus, groups can seek out local businesses or other interested RSOs to collaborate, partner with, or sponsor their event. Perhaps a similar RSO would partner with your group and cover the venue cost in exchange for artistic or logistical input regarding the event. Maybe a local business sponsors your group's event, donating some money in exchange for putting their logo on your event's advertisements. There are many financial possibilities and opportunities available when collaborating or working with others in the community.

Concessions Fundraising

Registered Student Organizations can help with concessions during the football and basketball seasons. There are concession stands that require 10 people, up to 30 people. There is a minimum guarantee of \$250 for small stand or \$500 for a large stand. The groups get paid 10-11% net sales or the minimum guarantee, whichever is higher. Interested organizations should contact the Center for Student Organizations and Leadership.

CougParents Fund

The CougParents Program is housed within the WSU Foundation and supports RSOs through the CougParents Fund. These funds are awarded based on need, the number of WSU students being served, and the educational benefits of the program, project, or event. A link to the application can be found at <https://foundation.wsu.edu/parents/>. If you have any questions about the application or application process, please contact cougparents@wsu.edu.

CougStarter

Does your WSU student organization or group have a project, plan, or vision in need of funding? We know WSU students are active, inspired, and creative. The CougStarter crowdfunding program provides a platform for your ideas and plans and an avenue for generous donors to offer financial support that can bring your vision to life. Focused on programs and projects that enrich the WSU student experience, create opportunities to give back to our communities, and foster personal and professional development, CougStarter allows the WSU family to support students through giving, advocacy, and active engagement. If you have a project or vision that can enrich the WSU experience, give back to our communities, foster personal and professional development, or create new opportunities for the WSU family, visit cougstarter.wsu.edu to learn how your group can apply. Email wsuf.cougstarter@wsu.edu if you have any questions or would like to contact a CougStarter team member. For more information, please go to https://cougstarter.wsu.edu/about?utm_source=comm&utm_medium=email&utm_campaign=cs-student-email.

CUB Fundraising

Student Organizations may sell merchandise within the Compton Union and on Glenn Terrell Mall provided the following:

- The Department/Organization owns the merchandise prior to selling it (so as not to merely be fronting for a private/commercial business). For example, Krispy Kreme doughnuts or bake sale items are generally approved items.
- Student Organizations must register their fundraising event with the Center for Student Organizations and Leadership in Involve.
- Any food or product distributed needs to be approved and should not compete with primary food



or product provided by University Catering, Compton Union vendors, or vendors that have a contractual agreement with WSU.

- Fundraiser must take place in conjunction with a CUB table or space reservation. All regulations regarding the use of tables apply, including sales may only occur within 3 feet of their table – groups may not solicit throughout the building.

Green Fund

The Washington State University (WSU) ASWSU Environmental Sustainability Alliance (ESA) with assistance from the Environmental Science Club created the Cougar Green Fund to provide resources for student sustainability projects. The WSU Green Fund supports student-led sustainability projects on the Pullman campus. Eligible applicants include undergraduate and graduate students or registered student organizations. The process begins with a concise initial proposal outlining the project's goals, participants, and sustainability impact. Approved proposals progress to a secondary application, which includes detailed plans, budgets, and schedules. Funding is available for initiatives such as education events, sustainability projects, internships, and conference attendance. [Apply here for funding from the Green Fund](#)

GPSA Affiliate Funding for Graduate and Professional RSOs

GPSA funding is available to graduate or professional Registered Student Organizations (RSOs) to promote the interests of the constituents of GPSA. Funding periods are hosted during both fall and spring semesters. For more information, visit the GPSA website at <https://www.gpsa.wsu.edu/>. RSOs are also able to apply to become a GPSA Affiliate RSO. Affiliate status guarantees a full year of funding but also has some additional requirements. Visit GPSA's website for more information about GPSA Affiliate RSO status: <https://gpsa.wsu.edu/programs/rso-funding/>

Holding Fundraisers

Students are encouraged to plan fundraising events on campus to help support their organization. Selling tickets to an event or having a bake sale are a couple great ways to raise money. Drop by the Center for Student Organizations and Leadership (CUB 320) to brainstorm other fundraising ideas with an RSO Specialist.

Raffles (RSOs ARE NOT ALLOWED TO HAVE TRUE RAFFLES AT THIS TIME)

A raffle is an event where an organization sells tickets and awards prizes based on a drawing conducted by the sponsoring organization. RSOs ARE allowed to have drawings or giveaways, where there is NOT a monetary cost per chance to win an award.

Student Advertising Fund

This fund supports WSU Registered Student Organizations (RSOs) each year through advertising grants. These funds are contributed by the Student Services & Activities Committee and the Daily Evergreen for a total of \$20,000, of which \$10,000 will be allocated each academic semester. Awarded funds are for event advertisement in the Daily Evergreen. For more information, go to: <https://studentmedia.wsu.edu/student-ad-fund/>



RSO Marketing Guide

Marketing resources are available on campus to Registered Student Organizations. Visit <https://getinvolved.wsu.edu/student-organizations/resources/promote-a-student-organization/online> for all the following resources and details.

Adobe Express

All WSU students, faculty, and staff have access to Adobe Express, an online design software that allows you to create flyers, social media graphics, and digital signage to promote your events. Free templates allow you to quickly fill in your event information and resize for your advertising needs.

- [Website: adobe.com/express](https://adobe.com/express)

Services

CougPrints Plus

CougPrints Plus is a quick on-campus printing service that provides printing and binding for a wide range of sizes and materials. Visit them on the CUB Ground Floor.

- Website: cougprintsplus.wsu.edu
- Cost: \$\$-\$\$\$ (cost varies depending upon job)
- Timeline: Depends.

CUB Signage

Request to have your CUB Flush Flashes, CUB Sandwich Boards, or Lighty Bridge Banner posted. You can also place flyers on community boards around the CUB. For more details, please go to:

<https://getinvolved.wsu.edu/promote>. To submit a request, please go to:
<https://app.smartsheet.com/b/form/745b3b9e16e349d894cc3b5ebc36c942>

- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/>
- Cost: Free to post
- Timeline: Submit a minimum of 3 business days before the posting date.

Tactics

Digital Signage

See your 1920x1080 px graphic displayed on the screens across campus.

- Website for CUB, UREC, and Dining Center screens: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/digital-signage/>
- Spark Digital Signage: <https://spark.wsu.edu/request-digital-signage/>
- Cost: Free



- Timeline: Request a minimum of 3 business days before the posting date. Displayed for up to 2 weeks.

Involve

Involve is the best place online to list your student organization and events.

- Website: <https://getinvolved.wsu.edu/student-organizations/resources/promote-a-student-organization/coug-presence-info/>
- Cost: Free
- Timeline: Usually published within 24 hours.

Lighty Bridge Banners

Request to have your event banner displayed on the overpass near Lighty Student Services.

- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/banners/>
- Cost: \$\$-\$\$\$ (cost varies depending on job)
- Timeline: Banners can take up to 2 weeks to print and a minimum of 3 business days to post on the bridge.

CUB Flush Flashes

Get your 11" x 8.5" landscape-oriented flyers displayed in the CUB restrooms.

- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/signage-posting/>
- Cost: Free to post
- Timeline: Request a minimum of 3 business days before the posting date. Displayed for up to 2 weeks.

CUB Sandwich Boards

Request to have your 30" x 40" portrait-oriented poster posted outside the entrances to the CUB.

- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/signage-posting/>
- Cost: \$\$ (cost varies depending on job)
- Timeline: Posters can take up to 2 weeks to print and a minimum of 3 business days to post. Displayed for up to 2 weeks. Only available late spring through early fall, depending on weather.

Tabling on Campus

Learn how to table at a range of locations around campus. A perfect way to meet your audience face-to-face.



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- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/abling-displays/>
- Cost: Free
- Timeline: Reserve 2 weeks in advance.

More Print Signage

Learn how to get your message out through print materials on campus. Additional locations include residence halls, Student Recreation Center, and more.

- Website: <https://studentaffairs.wsu.edu/who-we-are/marketing-communications/services-resources/signage-posting/>
- Cost: Depends (cost varies depending on job)
- Timeline: Depends

Social Media

The larger University social media accounts use Involve to find events and programs for promotion. This includes accounts such as @WSUPullman and @WSUGetInvolved. Listing events a few weeks before their start date helps these accounts know about your event.

Involve Cover Photos

Creating a cover photo for Involve can be tricky. The recommended cover photo size is 960x375 px. Involve text overlays about event/organization on your image. Avoid putting text in your cover images. If you have questions, email getinvolved@wsu.edu. For the guide, go to: <https://getinvolved.wsu.edu/media/nyyooj45/coug-presence-cover-image-guide-final.png#esence-cover-image-guide-f>

WSU Events Calendar

The WSU Events Calendar is a catalog of upcoming events managed by the University. This is a good place to post your events if faculty, staff, and community members are a target audience.

- Website: events.wsu.edu
- Cost: Free
- Timeline: Request 3 business days before the publish date.

WSU Branding

- Usage of WSU marks and verbiage needs to follow [WSU Branding guidelines](#). This includes logos and verbiage such as "Washington State University," "Go Cougs," "WSU," etc.
Website: <https://brand.wsu.edu/>
- Student Organizations cannot use branding elements, fonts, or imagery associated with WSU Athletics.
- Official WSU marks and verbiage need to include a TM or ® symbol.
Website: <https://trademarks.wsu.edu/university-marks/>
- Student Organizations should avoid creating new logos. Talk to Student Affairs Marketing first.



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Apparel, Print, and Promotional Items

- If using WSU elements, like logos or verbiage, Registered Student Organizations must order apparel and promo items through [licensed vendors](#).
Website: <https://trademarks.wsu.edu/licensed-vendors/>
- There are [rules about which logos Student Organizations can use and how](#).
Website: <https://trademarks.wsu.edu/campus-student-groups/>
- Student Organizations cannot recreate or change WSU marks and verbiage. Talk to Student Affairs Marketing first.
- Printed materials should include branding and logos that represent the student organization.



Advisor Information

Advisors and Student Expectations of the Advisor Role

University guidelines require each student organization to have a faculty member, staff member, or graduate assistant as an advisor. Advisors are responsible for guiding, advising, and helping the organization fulfill its goals, purpose, and ideas. Their knowledge of Washington State University's (WSU's) policies and operations should enable them to best aid the organization in the achievement of their goals. Advisors should ensure that their organization upholds WSU's values without directly controlling the group's programs and activities. Responsibilities for advisors are outlined below, but we encourage advisors with additional questions or in need of support to reach out to the Center for Student Organizations and Leadership for assistance.

Advisor Guidelines and Information

Current University regulations require each student organization to have a faculty, staff, or graduate assistant as an advisor. **Responsibilities may include the following:**

- Advisors' interest in the RSO indicates that they would judiciously advise the organization concerning its goals, purposes, and procedures. Advisors guide the group in accordance with the purposes and ideals of the organization and the University. They do not directly control the group's programs and activities.
- Advisors assist the Center for Student Organizations and Leadership in implementing policies for student organizations.
- An advisor provides continuity to student organizations whose composition changes from year to year as new students arrive and others graduate.
- The advisor's knowledge of WSU policies and operations should enable them to assist the organization achieve its goals.
- The advisor serves as an authorized signature for the RSO account and other WSU services, such as equipment.

University Expectations of Advisors

- The advisor will uphold the best interests of the University and organization.
- The advisor will work with the organization to ensure the organization takes reasonable precautions in its activities to ensure that policies and laws are not violated, and that the welfare of individuals are not endangered.
- Participation in the organization without actually making decisions or setting policies for the organization.
- Assisting in arranging for University facilities (WAC 504-28-020)
- The advisor is expected to be a resource for the students and to act in the event of an incident.
- Please do not accept the position of advisor or continue to serve as an advisor if you are not prepared to fulfill the expectations of such. Advisors must be currently and continually employed as a full-time faculty, staff, or graduate assistant of Washington State University.



Responsibilities

Campus Security Authority

The Jeanne Clery Campus Safety Act (Clery Act) is a federal law that WSU is required to follow. Under the Clery Act, certain individuals associated with WSU are designated as campus security authorities (CSAs). This designation is based on their roles and responsibilities, and because of their position as someone with significant responsibility for campus and student activities, RSO advisors are designated as campus security authorities (CSAs). You are required to understand this role and attend annual CSA training, which will be assigned to you.

What Does a Campus Security Authority Do?

Campus security authorities are required to report allegations of Clery Act crimes they receive to the official or office designated by the institution to collect crime report information, such as the campus police or security department. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner. However, CSAs are required to report allegations made in good faith, meaning there is a reasonable basis for believing the information is not just rumor or hearsay. Reports should be directed to the campus police or security department. Failure to comply with the Clery Act can result in significant fines against the University and jeopardize the safety of the campus community.

Enhance your experience as an advisor

Get to know students on an individual level and learn what they want to get out of the organization.

- Attending the organization's meetings.
- Reaching out to other advisors or departments (i.e., Student Organizations) for assistance and support.
- Empowering students to take action and to have satisfaction in seeing the organization succeed.

Consultation

The advisor should meet regularly with officers/chairpersons concerning activities and should be aware of what projects and events are being planned. Through continued open interaction where ideas can be expressed freely, the advisor serves as a resource person to point out new perspectives and guide the group toward activities and individual performance worthy of a major university.

Clarification of Roles and Establishing Good Practices

It is imperative to establish the defined expectations for you and your student's roles early so all parties understand what responsibilities they have within the organization. It may be helpful to set up a meeting with your organization's cabinet or attend a yearly kickoff meeting so that you can get to know students on an individual level and learn what they want to get out of the organization. Some advisors are more



involved and others less involved, it's important to know what type of advisor you want to be and whether that's a good fit for this organization.

Certain practices that you adopt and share with your group will assist in developing your relationship with them as well as promoting their organizational success. It is important to discuss these ideas with the organization and come to a mutual decision of what practices will work best.

Remember: advisors add to the continuity of the group as members graduate. They can share the history of the organization and explain why past decisions were made to new officers.

Advisors also serve as liaison between the University and organization. They will explain the University's policies and connect students to the appropriate offices for assistance.

An advisor's job encompasses many different roles, but **they are NOT:** an officer in your organization, a runner of meetings, a preventer of failures, or a decision-maker for the group. It is unreasonable to expect your advisor to be responsible for everything or to know all the answers.

The Different Hats an Advisor Wears

Educator

As an advisor, your role of educator will often come through modeling behavior. You are guiding students to become responsible leaders by serving as both a positive role model and resource. Since RSOs are student run, there are often gaps in members' knowledge of group processes and functions. It is your responsibility to help fill those gaps as they come up.

Some common problems that can blindside an organization include a severe lack of communication and neglecting evaluation of members as well as programs. It may be a good idea to help the group to understand verbal/nonverbal communication techniques as well as written communication (memos, letters, agendas, minutes, resolutions, etc.). Enhanced communication skills will help the organization function more smoothly. It is also helpful for students and advisors to get in the habit of evaluating one another, so any feelings/misunderstandings about performance or expectations can be addressed. Programs and events should also be assessed so that the organization will know what worked well, what did not, and why.

This role can also extend more directly into mentorship. Often, students come to their advisors seeking help in their personal and professional development. Students may be looking for someone to review their resume, give them advice on resolving conflicts, connect them with additional resources in their field, or reflect on their current path and how it might intersect with their future. This mentoring relationship can be rewarding for both advisors and students, and last for years to come.

Historian

As the organization grows and ages, officers and members graduate and move on. Often pieces of information will be lost as the change within student organizations is near constant. As the advisor, you



may wind up being the only one able to recall longstanding knowledge of group operations. Students may be unaware of or misinterpret the organization's policies, causing them to act inappropriately. The more you know about the guidelines under which your group functions, the better advice you can provide on how policies should translate into action. An advisor can assist in orienting new officers and ensure that responsibilities and requirements of the club are being met while undergoing leadership transitions.

Financial Advisor/Supervisor

An advisor will make sure that organizations know how to manage their budget responsibly and within the guidelines for use of RSO funds. In addition to these roles, an advisor can serve as an informal counselor for individuals, a problem solver, a good listener, a guide to managing administrative details, and a mediator. Advisors can also help identify possible consequences of actions, pros and cons of a decision, and pitfalls or land mines to avoid. Advisors help ensure that the group examines all sides of an issue, so expect to challenge the organization, by asking questions like "What are your reasons for doing this?", "How does this fit in with the organizations purpose?", or "Is there a better way?".

Evaluator and Reflective Agent

One of the best opportunities for growth that advisors and students have is found in reflection and evaluation. Ask your officers about how they are performing, their strengths, and their weaknesses. Aim to provide honest feedback and criticism. If there is a major discrepancy between your perception of the organization's performance and their self-evaluation, provide concrete examples of actions they took which may have caused that difference.

Always aim to be constructive in your feedback, opting to improve areas of weakness rather than focusing on them.

Tips for Being a Great Advisor

Time Management

Find a suitable balance between over-committing and under-committing. It's okay if you can't attend every meeting and program! Once expectations are clearly defined, adhere to them. This organization is for the students. You are there to advise their decisions and to assist them in the process.

Training

This should take place at the beginning of the year when the group comes together. It encourages a cohesive group that will work together. A retreat or a teambuilding workshop scheduled for the beginning of the year can be a good idea. Using teambuilding activities, a group will be able to understand:

- Their developmental stage
- Various leadership styles
- Individual and group strengths and challenges
- The concept and practice of teamwork

Motivation



Sometimes students will burn out and lack the motivation to continue to work for the organization's success. As an advisor, you can help determine what will motivate students (recognition, achievement, value, approval, etc.) You should try to be in tune with the emotional responses of the students that you advise as well as the way in which you respond to them. If you can recognize signs of distress or frustration with any of the students in the organization, you will be better prepared to acknowledge them and deal with them accordingly. However, recognition may also speak to students' efforts and success. Students need to feel appreciated and recognized for the great work that they do. Take some time to think about (or even directly ask) the type of motivation that your students best respond to and find ways to incorporate it into your advising style.

Quality Over Quantity

Ask yourself if you are engaging in meaningful interactions with the students in the organization as opposed to just being around a lot. It is very important to have a presence, but it is more valuable to have a meaningful presence.

Resignation

There may come a time when you, the organization, or both parties determine that another advisor would better serve the organization. There may be several factors considered in this decision. However, once this decision has been made, it is important to have a discussion with the leadership of the organization. You may be able to assist them with the process of finding a new advisor. The group roster in the RSO portal on Involve should be updated to reflect any changes. As all organizations are required to have a WSU faculty, staff, or graduate assistant as an advisor, efforts should be made to find a new advisor before you vacate your position.

Responsibilities of the Organization and Advisor

Students within the organization should connect with their advisor to discuss the needs of their group and outline the organization's expectations of their advisor.

This includes arriving at a mutual understanding of the advisor's level of involvement in their organization. Keep your advisor informed on the organization's plans, problems, and successes, and make use of the advisor's background and experiences. Students should allow the advisor to help solve problems. The advisor should be the first contact when problems arise. Make the advisor feel like an integral part of your organization. Take the initiative to arrange regular meetings with the advisor. Invite the advisor to all events. Their attendance should not be taken for granted; be understanding of the possible prior commitments.

Advisors should believe in the organization and have the enthusiasm necessary to help the organization reach its potential. They should have a solid understanding of the organization, and awareness of its purposes while offering assistance in formulating goals. Advisors should provide assistance in the development of procedures and methods for maintaining an effective organization. They should provide assistance in improving leadership skills, and in matters of WSU procedures. Finally, an advisor should serve as a liaison between the organization and other departments, colleges, and the school if necessary.



How can a student contribute to the development of the advisor/student group dynamic?

- Set up a meeting at the beginning of the year to discuss expectations
- Have regular meetings with your advisor
- Discuss all financial matters with your advisor before acting
- Give your advisor copies of letters, memos, goals, etc. Make sure your advisor knows about upcoming meetings, events, activities, and issues
- Use your advisor's expertise and knowledge so you don't reinvent the wheel
- Use your advisor as a sounding board before presenting ideas to the whole committee
- Ask for regular feedback about your performance and the committee's performance

The responsible department ensures that the following criteria are met:

- A volunteer performs assigned and authorized duties for WSU without receiving wages.
- The volunteer freely chooses to perform his or her assigned WSU duties.
- The volunteer duties directly benefit WSU and are supervised by WSU personnel.
- WSU understands and accepts that the volunteer is acting on WSU's behalf.
- A volunteer is designated as such by a WSU department and is registered.
- WSU may reimburse a volunteer for actual expenses incurred in the performance of assigned and authorized duties without the volunteer losing the volunteer designation.

Examples/Explanations

- Interns receiving class credit may be considered volunteers if the assigned duties benefit WSU.
- Students performing duties for student clubs are not volunteers.
- 4-H volunteers are considered to be University volunteers (because the University is required to provide 4-H programs).
- Employees volunteering for other duties are not volunteers.

Liability Statement Regarding Advisors of Registered Student Organizations

In order for the WSU to "indemnify" its officers, employees and agents, they must be acting within the scope of their employment and in good faith. The role of an RSO advisor is to provide information and guidance to further the RSO's mission and goals. It is not the Advisor's role to plan or participate in RSO activities. Advisors that actively participate in RSO functions or events may be acting outside the scope of their employment and subject to personal liability. Planned activities by registered student organizations and the use of University facilities by registered student organizations are granted with the express understanding and condition that such organization assumes full responsibility for any loss, damage or claims arising out of such use. The University does not sponsor or accept responsibility for these voluntary student organizations or accept responsibility for events that occur off campus. When University officials or faculty manage or supervise activities, they have a duty to students and third persons to act without negligence. If University officials or faculty actively participates in and carelessly manages the organized activities negligent manner, the University and individual official may be liable.

Thank You!

The Center for Student Organizations and Leadership would like to extend gratitude to you for serving in such a worthy capacity. Advisors are an integral part of the development of student organizations



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and student leaders. We count on you, just as the students that you advise count on you. Thank you for the wonderful job that you do!

Notice of Non-Discrimination

In matters of admission, employment, housing or services, or in the educational programs or activities it operates, WSU does not discriminate or permit discrimination by any member of its community against any individual on the basis of sex (including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity), race, color, national or ethnic origin, physical disability, mental disability, sensory disability, use of a trained service animal, age, religion, creed, genetic information, marital status, protected veteran status, honorably discharged veteran, member of the military, or immigration or citizenship status except as authorized by federal or state law, regulation, or government contract.

WSU policies comply with federal and state civil rights laws and regulations, including, but not limited to: Title IX of the Education Amendments of 1972 (20 USC § 1681), Title IX implementing regulations 34 CFR 106, Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq) and the Pregnancy Discrimination Act, Title I and II of the Americans with Disabilities Act (ADA) of 1990 as amended, the Rehabilitation Act of 1973 (P.L. 93-11) and 45 CFR Part 84, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Title IV of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq), Chapter 49.60 RCW, and the Gender Equality in Higher Education (Chapter 28B.110 RCW).

Inquiries about the application of these laws and regulations (including inquiries regarding the application of Title IX and its implementing regulations), as well as reports and complaints of discrimination and harassment, can be made verbally or in writing to WSU's Compliance and Civil Rights, the Department of Education's Office of Civil Rights, or both:

Compliance and Civil Rights

Tel: 509-335-8288

Email: ccr@wsu.edu

Online: [Online Reporting/Complaint Form](#)

In-person: French Administration Building Room 220

Address: PO Box 641022

Pullman, WA 99164-1022

Title IX or Deputy Title IX Coordinator: TitleIX.Coordinator@wsu.edu

ADA Coordinator: ADA.Coordinator@wsu.edu



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U.S. Department of Education

Office of Civil Rights

Online: [Online Complaint Form](#)

Lyndon Baines Johnson Department of Education Bldg

400 Maryland Avenue, SW

Washington, DC 20202-1100

Tel: 800-421-3481

FAX: 202-453-6012; TDD: 800-877-8339

Email: OCR@ed.gov

Local OCR office: <https://ocrcas.ed.gov/contact-ocr>

Reports and complaints about conduct that may constitute discrimination (including sex discrimination under Title IX) can be made verbally or in writing to Compliance and Civil Rights and the university's Title IX Coordinators at the contact information above. WSU's prohibition on and relevant procedural guidelines for discrimination, discriminatory harassment, sex discrimination, and sexual harassment, including sexual assault, dating violence, domestic violence, and stalking, are available here:

- [WSU's Policy Prohibiting Discrimination and Harassment](#)
- [CCR's Procedural Guidelines](#)
- [WSU's Standards of Conduct for Students](#)
- Employee manuals:
 - [Faculty Manual](#)
 - [Administrative Professional Handbook](#)
 - [Civil Service code](#)
 - [Collective Bargaining Agreements](#)



Constitution and By-Laws

A group's constitution is an important document that governs its purpose and future actions. Anticipate the future and ensure that your constitution does not limit the organization's options for growth and change.

Constitution vs. By-Laws?

The constitution of an organization contains the fundamental operating principles that govern its operation. The By-Laws establish specific rules of guidance by which the group is to function. All registered student organizations must have their basic structure and methods of operation in writing. The constitution is the essence of the overall purpose of the organization and is not changed unless the purpose changes, but must be reaffirmed every year during the Transition Phase each summer. By-Laws set forth in detail the procedures a group must follow to conduct business in an orderly manner. They provide further definitions to the articles of the constitution and can be changed more easily as the needs of the organization change.

Why Have a Constitution?

By definition, an organization is a "body of persons organized for some specific purpose as a club union or society." The process of writing a constitution should serve to clarify the organization's purpose, delineate basic structure and provide the cornerstone for building an effective organization. It will also allow members and potential members to have a better understanding of what the organization is all about and how it functions.

What Should Be Covered by a Constitution?

The following is an outline of the standard information to be included in a constitution. The objective is to draft a document that covers these topics in a simple, clear, and concise manner.

- Article I. The name of the organization
- Article II. Affiliation with other groups (local, state, national, etc.)
- Article III. Purpose, aims, and functions of the organization
- Article IV. Membership requirements (how determined, who's eligible, etc.)
- Article V. Officers (titles, term of office, how and when elected, responsibilities, removal process)
- Article VI. Advisor (term of service, how selected, removal process)
- Article VII. Meetings (frequency, special meetings and who calls them)
- Article VIII. Standing Committees
- Article IX. Quorum (how many votes needed to pass something)
- Article X. Amendments (means of proposal, notice required, voting requirements)

What Should Be Included in the By-Laws?

By-Laws must not contradict provisions in the constitution. They generally contain



specific information on the following topics:

- Membership (requirements, resignations, expulsion, rights, and duties)
- Dues (amount and collection procedures, any special fees, when payable)
- Budget (procedure for approving, reviewing, amending, etc.)
- Duties of Officers (powers, responsibilities, specific job descriptions, procedures for filling unexpired terms of office, removal from office)
- Executive Board (structure, composition, powers)
- Committees (standing, special, how formed, chairpersons, meetings, powers, duties)
- Order of Business (standard agenda for conducting meetings)
- Parliamentary Authority
- Amendment Procedures (means of proposals, notice required, voting requirements)
- Other specific policies and procedures unique to your organization necessary for its operation

Once We Have Them – What Do We Do With Them?

The documents should be referred to when questions arise, reviewed annually, and utilized in the training of new officers. The needs of a group will change over time, and it is important that the constitution and by-laws are kept up to date to reflect the current state of affairs. Make sure every new member of the organization has a copy. This will help to unify members by informing them about the opportunities that exist for participation and the procedures they should follow to be an active, contributing member.

SAMPLE CONSTITUTION

The (insert organization name here) Constitution

Article I – Name of Organization

The name of the organization shall be _____.

Article II – Affiliation

[If an organization has any national, state, or local affiliation, include that information here.] This organization shall be affiliated with (insert name of national, state, or local organization) and shall abide by its constitution and by-laws. The constitution and by-laws shall not be in conflict with Washington State University policies and procedures. WSU policies and procedures shall take precedence over the constitution and by-laws of (insert name of affiliation).

Article III – Purpose

The purpose of _____ shall be ... [Organizations should be certain to include a complete statement of purpose. Activities and programs sponsored by the organization will be expected to fulfill the organization's stated objectives. The purpose of the organization should also be related to the promotion of student learning and shall not conflict with the mission, goals, and policies of Washington State

University.]

Article IV – Membership

Section 1: Regular membership. Voting members of this organization shall consist of regularly enrolled full-time undergraduate and graduate students of Washington State University (may further qualify by any specific skills, GPA, requirements, or interests a member should have).

Section 2: Honorary or associate membership. Non-voting members may consist of WSU employees or non-students [Note: This is a policy of Washington State University, and regardless of its appearance in your group's constitution will need to be upheld. Only current students may be voting members of the organization].

Section 3: Non-discrimination clause. Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies and officers shall not discriminate on the basis of race, color, age, religion, veteran's status, sex, national origin, sexual orientation or disability in its selection of members.

Section 4: Dues. If members of the organization pay dues, include information regarding when the organization determines the amount of dues and the approval process or membership support to increase the dues.

Article V – Officers

Section 1: Officers of the organization shall be as follows: (titles, terms of office, duties). Organizations should have the necessary officers to run the organization and conduct business effectively and efficiently, but not so many that it hinders the organization's ability to be effective and efficient.

Section 2: Election of officers. (Include how officers are elected/selected, method of nominations, and how balloting is used). The Executive Board of the student organization will be elected between March 15th and April 15th for the following academic year.

Section 3: Officers shall take office on April 30th and shall serve for a period of one full academic year.

Section 4: Officers shall not be on academic or University probation at the time of their elections and throughout their term of office. (GPA requirement shall be 2.0 cumulative average or higher.)

Section 5: Officers failing to fulfill the given responsibilities and duties may be removed by the active organization.

Section 6: The removal of an officer requires a majority vote of (two-thirds, three-quarters) organization members following notification of the officer in question. Such notification shall be provided in writing no less than seven days prior to the vote.

Article VI – Advisor

Section 1: Method of selecting advisor. Advisors for student organizations shall be selected from among the faculty, staff, or administration.

Section 2: The advisor must take an active role in assisting the student organization achieve its mission and purpose.

Section 3: List specific duties or responsibilities of the advisor. The advisor should act as a liaison between Center for Student Organizations and Leadership and the organization he/she/they/them is advising.

Article VII – Meetings

Section 1: A regularly scheduled general meeting shall be held at least (specify an amount which is at least once a semester). The officers may call additional meetings when the need arises.

Section 2: A quorum shall consist of (x) voting members present at any regular or special meeting to conduct official business. (A quorum is defined as the number of members or percentage of total membership needed to be present at a meeting in order to conduct the official business of the organization.)

Section 3: A quorum shall be present in order for any official business to be conducted. Official business shall include election of officers, setting of dues, and any other major decisions.

Section 4: Parliamentary Authority (Roberts Rules of Order is typically used.)

Article VIII – Standing Committees (if needed)

Section 1: Standing committees (composition, appointment, function, powers, and duties, such as membership, financing, and publicity)

Section 2: Appoint of committees by president, chairperson, or council.

Article IX – Quorum

Section 1: Quorum is defined as 50% of the organization's total membership plus one.

Section 2: Quorum is necessary for any voting that occurs within the organization.

Article X – Method of Amending Constitution

Section 1: All amendments to this constitution require notice of (specify time) prior to being discussed and voted upon.

Section 2: The constitution may be amended by a vote of (two-thirds or three-quarters) majority membership at any regular or special meeting.