

REGISTERED STUDENT ORGANIZATION (RSO) HANDBOOK

Student Leadership, Involvement &
Community Engagement (SLICE)

TABLE OF CONTENTS

Definitions	04
Privileges & Benefits Of Being An RSO	05
Organization Councils	06
Membership	07
Branding Guidelines & Social Media	07
Club Registration Requirements	08
Organization Constitutions	08
Requirements To Maintain Active RSO Status	09
Club Renewal Requirements	09
Funding & Financials	10
Meetings, Events, & Scheduling	15
Faculty & Staff Advisors	17
Travel	18

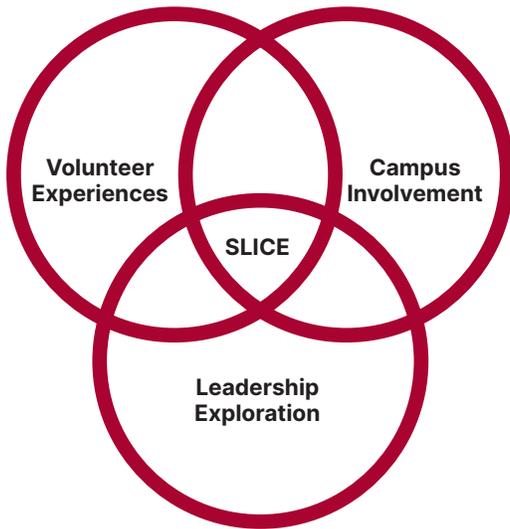


ABOUT SLICE

Student Leadership, Involvement, and Community Engagement

OUR VALUES

Growth • Courage • Connection • Belonging



A NOTE FROM THE CLUB AND ENGAGEMENT COORDINATOR

To all RSOs leaders, welcome to another year at CWU! I am incredibly grateful for the energy and passion you put into bringing your clubs and orgs to life. As we head into this year, remember to think about the unique skills and experiences you will gain as you navigate leading your clubs and creating connections for students on campus. CWU's new mission is to be a model learning community of equity & belonging, and you are all an enormous piece of the puzzle to achieving that mission. Best of luck this year and beyond!

-BECCA SEELEY, M.S.,
Student Club & Engagement Coordinator,
SLICE

SLICE PROGRAMS & 2022-2023 FAST FACTS

LEADERSHIP DEVELOPMENT	CLUB INVOLVEMENT	CAMPUS ACTIVITIES	COMMUNITY ENGAGEMENT
50+ LEADERSHIP EXPERIENCES	125+ CLUBS & ORGANIZATIONS	100+ EVENTS & ACTIVITIES	2,000+ SERVICE HOURS
<u>Highlighted Experiences</u>	Registered Student Organizations (~110 clubs)	<u>2022 -2023 Highlights</u>	On & Off-campus experiences (60+ annual events)
Wildcat Leadership Academy (Leadership Certificate Program)	1,400+ RSO Club Members	Rocky Horror Picture Show (585 participants)	50+ community partnerships
Cat Camp	150+ RSO Club Events	Haunting at Central (479 participants)	Apply for Opportunity (credit for service beyond SLICE)
LEAD Outdoors	\$90,000+ distributed to club travel, events, and support	Outdoor Movie Madness (382 participants)	<u>Highlighted Experiences</u>
Leadershape (Catalyst)	<u>Highlighted Experiences</u>	Drag Show (551 participants)	<ul style="list-style-type: none"> • Spring Day of Service • Crafting compassion • International Cafe • Wildcat Farm Work Party • American Red Cross Blood Drive • Service Learning
Late Night Leadership	<ul style="list-style-type: none"> • CWU Involvement Fair (quarterly) • Club Advisor Training • RSO Officer Training • RSO membership support • Presence Management 	Student Appreciation Carnival (1193 participants)	

DEFINITIONS

REGISTRATION

Registration is defined as the process to be officially recognized as an RSO at CWU. New organizations wishing to form must complete the registration process. The registration process includes finding minimum membership, a staff or faculty advisor, building the organization's constitution and governing documents, and meeting with a staff member from SLICE. Organizations are considered officially registered upon final approval from SLICE staff.

INACTIVE ORGANIZATION

An inactive organization is defined as an organization that has lost its recognition from the university. Inactive organizations are not recognized by Central Washington University and do not have access to privileges available to student organizations.

CLUB

Another term for a Registered Student Organization. May be used interchangeably with "organization".

ACTIVE ORGANIZATION

An active RSO is defined as an organization that is fully registered and recognized at Central Washington University. An active RSO is an organization that follows all applicable policies outlined in this RSO handbook and their respective council constitutions.

RSOs are considered active after initial registration is approved, and RSOs must renew their registration each academic year to be considered active. RSOs in active status can access the full privileges available to Registered Student Organizations. Active status is contingent upon meeting and maintaining all required recognition policies and procedures, both outlined in this Handbook as well as the CWU Code of Conduct, and their respective constitutions.

REGISTERED STUDENT ORGANIZATION (RSO)

Any student organization registered and recognized officially with Central Washington University and SLICE is considered a Registered Student Organization, or RSO.

RENEWAL/RE-REGISTRATION

The process of renewal is to re-register the organization from year to year. Renewal is defined as the yearly re-registration and update for all RSOs. Renewal includes updating an RSO's roster, officer positions, constitution amendments, and any other changes that were made the previous year.

MINIMUM MEMBERSHIP

Refers to the lowest number of students required to register an organization and to maintain active status as an organization. Minimum membership is defined as maintaining 4 officer positions. RSOs should have at least 2 additional general members and a CWU faculty or staff advisor to maintain the organization.

ADVISOR

A CWU staff or faculty member who serves as a mentor to the club or organization.



ONLY REGISTERED STUDENT ORGANIZATION WILL HAVE ACCESS TO THE FOLLOWING PRIVILEGES AND BENEFITS:

- 01 Ability to reserve campus spaces in the SURC as well as on campus through the CWU Scheduling Center.
- 02 Ability to request funding from the RSO funding pot for travel, RSO materials, and RSO specific events
- 03 Access to online portal and CWU club database within Presence.
- 04 Ability to archive RSO documents, track RSO membership, event participation, and various tools for RSO management.
- 05 Affiliation and legitimacy with Central Washington University.
- 06 General liability coverage for all CWU RSO sanctioned activities (must complete assumption of risk forms).
- 07 Access to the staff in SLICE for advising and support on organization management, growth & development, event planning, marketing support, travel planning, and more.
- 08 An account with the SURC accounting office to hold the organization's funds, contract and travel support, cash advances, as well as general support processing RSO transactions.
- 09 Utilize various university services at a reduced rate (examples include equipment rentals, RSO catering, etc.).
- 10 Marketing support and access to utilize the Publicity Center to promote and brand the RSO, events, and recruitment.
- 11 First access to tables at the quarterly Involvement Fairs as well as a university and RSO branded runner and black tablecloth specific to the organization provided by SLICE.
- 12 On-going leadership training series for RSO officers, RSO advisors, and RSO members.

NON-REGISTERED STUDENT ORGANIZATIONS

While certain privileges and benefits are reserved for Register Student Organizations, many University facilities and spaces are open to all students during their operating hours. New organizations looking to form may utilize open spaces while in the process of registering.

ORGANIZATION COUNCILS

EQUITY & SERVICE COUNCILS

- 01 Supported by the Diversity and Equity Center and ASCWU Director of Multicultural Affairs.
- 02 Equity & Service Organizations are Registered Student Organizations that represent, serve, and advocate for specific populations. The organization must be able to articulate how it meets the shared mission of advocating for equity, diversity, and inclusivity.
- 03 In order to transition an RSO into an organization under the Equity & Services Council, the organization must be an active, registered organization for one academic year. A representative from the organization must attend and be an active member in the Equity & Service Council weekly meetings as a non-voting member for a full academic year. (This process may be done simultaneously, an organization may apply and complete the process to become an ESC organization within their first registered, active year).

SPORT CLUB COUNCIL

- 01 CWU Sport Clubs are Registered Student Organizations centered around regular practices with the goal of competing in exhibitions, competitions, and tournaments on an inter-collegiate level in physical, contact sports.
- 02 CWU Sport Clubs are supported by the CWU Recreation Department.
- 03 In order to become a Sport Club, the organization's mission and purpose must be directly relate to the desired competitive sport. Students must demonstrate a desire for competition and work with CWU Recreation to establish the possibility of transitioning into a CWU Sport Club.

Tip: All Sport clubs and ESC orgs are RSOs. Not all RSOs are Sport clubs or ESC orgs!

ORGANIZATION PRIVILEGES

Student Leadership, Involvement, & Community Engagement (SLICE) reserves the right to remove active status from RSOs. SLICE reserves the right to revoke privileges and active status to RSOs should any of the following situations occur, including but not limited to:

- Failure to complete the renewal process by the stated deadline provided by SLICE.
- Failure to adhere to Central Washington University policies as outlined in the Student Code of Conduct.
- Failure to adhere to the policies and procedures outlined in this Handbook.
- Failure to adhere to the organization's constitution and/or governing documents.
- Misuse of university facilities or funding awarded.
- Failure to comply with local/state/federal law.



MEMBERSHIP IN RSOs

- 01 Registered Student Organizations at Central Washington University may only be comprised of enrolled students at Central Washington University.
- 02 Membership in any RSO must be open to all students at Central Washington University regardless of major.
- 03 Membership requirements must clearly outline the organization's constitution and must be quantified.
 - a. Organizations with limited membership requirements must clearly outline these requirements on both the organization's page in the online portal and the organization's constitution.
 - b. I.e., "Members must attend at least 50% of club meetings each quarter to be considered a member".
- 04 Organization dues can often provide a financial foundation to the organization.
 - a. Registered Student Organizations are not required to charge dues.
 - b. Organizations that require dues must clearly state in their constitution, the process for determining dues, the cost of dues, and the deadline for paying dues.
- 05 Any student involved in any RSO must complete the Assumption of Risk & Liability form each year provided by SLICE. By signing this document, you acknowledge that participating in club activity is subject to a basic level of risk.
 - a. Students only need to complete the risk waiver once per year, even if part of more than one organization.
 - b. New members of any organization must complete the Risk waiver upon joining if they have not done so for another organization.



BRANDING GUIDELINES & SOCIAL MEDIA

BRAND GUIDELINES

- 01 RSOs should be identified as student-based organization and cannot be branded to be confused with any university department or program.
- 02 RSOs should include the word "club", "organization", or likewise in the naming of the organization. This will identify the organization as a student-based organization. Possible word choices include "Club," "Association," "Society," "Students for..." etc.
- 03 RSOs may not register with any version of "Central Washington University" in their name.
- 04 RSOs may not include any CWU language in their online-portal registration.
- 05 RSOs may identify with CWU in branding and promotion, but the RSO's name should come before the university name. I.e., "Fishing Club CWU".
- 06 RSOs are encouraged to design and create their own unique logo to brand and identify their organization.
 - a. Organizations are strongly encouraged to work with the CWU Publicity Center to ensure their logos align with CWU branding standards.
- 07 Social Media accounts created by and managed by RSOs are not official university social media accounts.
- 08 RSOs that wish to host a social media account for their organization must follow any applicable laws and policies, including copyright and trademark laws, the relevant platform terms and conditions, the policies outlined in this Handbook, and the Student Code of Conduct.



HOW DO I START A NEW CLUB OR ORGANIZATION?

RSO ADVISORS

- 01 Registered Student Organizations will need a minimum of 4 interested and dedicated students to serve as President, Vice President, Secretary, Treasurer, as well as at least 2 general members on the initial roster.
- 02 RSOs will need a CWU staff or faculty member to serve as the advisor of the club.
- 03 The organization must build its constitution, bylaws, and any other governing documents that will support the operations of the organization. Constitutions must be approved by SLICE professional staff before the organization registers.

- 04 After officers are elected, initial members are established, and the constitution is finished, students must complete the Organization Registration form on the online database.
- 05 Officers of the new organization must complete an RSO Training for new organizations and officers hosted by SLICE.

Building the club's constitution and electing officers will come hand-in-hand as you decide how the club will operate and who will be responsible for what.

- 01 Community members may only serve as a co-advisor in addition to the faculty/staff advisor.
- 02 SLICE can provide support for organizations in search of an advisor.
- 03 The Club & Engagement Coordinator in SLICE serves as an additional advisor to all RSOs.
- 04 RSO advisors must be an employed staff or faculty member at CWU and have a CWU ID# and CWU email.

ORGANIZATION CONSTITUTIONS

RSO CONSTITUTIONS ARE REQUIRED TO INCLUDE:

- The name, purpose, and mission of the organization.
- The date created and any dates of revision.
- A statement that only currently enrolled Central Washington University students are eligible for membership, and that membership is open to any current CWU student.
- A minimum, quantifiable membership requirement to be recognized as a member.
- The rights and privileges of full members, including running for officer positions and voting in elections.
- An outline of frequency of meetings, and the procedures for calling regular and special meetings.
- Duties of all officers.
- There must be an officer responsible for tracking meeting attendance, membership, and updating the roster.
- Officers may not serve consecutive terms without re-election.
- Affiliations must be stated, even if none.
- Nomination procedures for elections.
- A minimum vote to elect officer positions.
- Procedures in case of a tie during officer elections.
- Decision making processes: when to use organization funds, when to request funds, and a process for making other organization decisions.
- Procedures for removing members, officers, and advisors.
- Procedures for determining club dues, cost of dues, and deadline for paying dues in terms of membership requirements.
- Procedures for both officers and general members to make amendments to the constitution, including a minimum vote for a change to be accepted.
- Any additional bylaws, regulations, or processes specific to the organization.

REQUIREMENTS TO MAINTAIN ACTIVE RSO STATUS



ACTIVE RSO STATUS

I registered a new organization! Now what?

- 01 **Attendance by at least 1 officer or member at 1 Council of Organizations meeting per quarter.***
- 02 Maintain minimum membership and a CWU Staff/Faculty advisor.
- 03 Register all meetings & events through the Event Registration Form on Presence and record attendees.
- 04 Keep RSO's page on Presence up to date with accurate meeting times, contact information, and updated constitution.
- 05 Ensure new members sign the Assumption of Risk & Liability Waiver on Presence upon joining.
- 06 Maintain an accurate roster. Add & remove members as necessary with respect to the club's constitution.
- 07 Follow the club's constitution. Review it often and make amendments as necessary.
- 08 Complete the Renewal process each Spring as announced by SLICE.
- 09 Follow all applicable policies as outlined in the RSO Handbook, CWU Student Code of Conduct, & WAC 504-28-010.

* Enacted Fall 2023

RSO RENEWAL REQUIREMENTS

- 01 To maintain active status each year, RSOs must re-register each Spring by completing the renewal process. This process ensures that new officers have access to the organization's page in the online portal and that the organization's page is fully updated.
 - b. Updating officer positions, including designated event schedulers and account signers.
 - c. Uploading the most recent version of the constitution, including all requirement components, to the organization portal.
- 02 The renewal process will be announced each year during Spring quarter by SLICE staff.
- 03 Renewal includes making the following updates within the online portal:
 - a. Updating roster with all active and former members.
 - 04 Updating the online organization portal with any other changes that were made in the past year.
 - 05 Transitioning leadership by passing on documents, accounts, and any other information that the next group of officers would need.



RSO ACCOUNTS WITH SURC ACCOUNTING

- 01 Each organization has access to an account with the SURC accounting office. Monies from organization dues, monies fundraised, and monies donated to the club must be deposited into the organization's account. SURC accounting accepts cash and checks.
- 02 Anyone can deposit money into an organization's account by sending a check made out to "CWU [Organization Name]". Checks can be mailed or dropped off to: SURC Accounting, 400 E. University Way SURC 263, Ellensburg WA 98926.
- 03 Only the Account Signatories, as provided to SURC accounting, can sign off on expenses from the account or withdraw funds from the account.
- 04 Organizations have the agency to choose how their funds are utilized (within certain parameters related to CWU Policy and state law) but should follow the process outlined in their constitution before withdrawing or using funds in their account.
- 05 Students are encouraged not to use their personal funds to financially support club activities. Students using their personal funds to support club activities should exercise caution, including keeping all receipts and a written log of all transactions.
- 06 Accounts are a privilege for RSOs at CWU. SLICE and SURC accounting reserve the right to freeze and deactivate RSO accounts based on organization status and conduct.

USING CASH FROM YOUR RSO'S ACCOUNT/CASH ADVANCES

REIMBURSEMENTS FROM YOUR CLUB ACCOUNT

- 01 Return your receipts to SURC Accounting. Two account signers must approve the reimbursement. Forms must be signed at the SURC accounting office, forms cannot leave the office. Afterwards, the member being reimbursed can pick up their monies.
- 02 Picture Identification in the form of CWU Connection Card or issued by a Government Agency is required for identification of both signers and the individual receiving the cash payment.
- 03 Please note, if the transaction is for less than the total of the recipes, it must be made clear what amounts are being reimbursed.

- 01 Alternatively to reimbursements from your club account, authorized account signors can withdraw money in advance to be spent on the club. This will be referred to as a "Cash Advance" in SURC accounting.
- 02 Two authorized signors will approve the cash advance amount (any amount up to \$300) and how the funds will be spent.
- 03 Any cash advance requests for over \$300 will need to schedule a meeting with SURC Accounting as different CWU policies apply to these kinds of transactions.
- 04 SURC accounting can be contacted at SURC/Club.Accounting@cwu.edu
- 05 A third club member (does not have to be a signer) can pick the cash advance.
- 06 Similarly, both signers and person picking up the cash advance must provide picture identification.
- 07 The club will have 7 days from when the cash advance is picked up to return any remaining change and receipts to SURC accounting.
- 08 If change and receipts are not returned within 7 days, the club account may be frozen.
- 09 All club signers should frequently check their '@cwu.edu' for any emails from SURC Accounting about missing forms/receipts.

Please be prepared to provide an invoice or receipt when using funds in your club's account.

REQUESTING FUNDS FROM SLICE

- 01 Funding is not supplied or guaranteed to Registered Student Organizations. RSOs may request funding from the RSO budget to support their events, projects, travel, and other expenditures on a case-by-case basis as approved by Student Leadership, Involvement, & Community Engagement (SLICE).
- 02 Only fully registered, active Registered Student Organizations are eligible to apply for Funding from the RSO funding pot.
- 03 Maximum request amounts for RSO events, projects, and travel are determined each academic year and are dependent on availability of funds year-to-year.
- 04 SLICE will announce funding request limits and travel funding limits at the beginning of each academic year.
- 05 If students are requesting funds to travel, they must fill out the travel request form on Presence as part of the process.
- 06 Funds can only be used to benefit currently enrolled CWU students.
- 07 RSO funds come from the Services & Activities (S&A Fees) supported by student fees for the express purpose of funding student services and programs.
- 08 RSOs must utilize S&A Funding & the RSO funding pot appropriately and in accordance with RCW 28B.15.045.
- 09 If an RSO is awarded funds, SLICE will attempt to support all costs up-front so students do not have to use their personal funds. This is dependent on the timing of the request. Reimbursements to students and advisors are available as long as the request is approved and all receipts are turned in.
- 10 All receipts must be turned into SURC accounting for reimbursement.
- 11 Food purchases are reimbursement only.

WHEN SHOULD I SUBMIT A FUNDING REQUEST?

- 01 Funding requests related to an event should be submitted at least 3-4 weeks prior to the event date.
- 02 Funding requests for projects and non-food materials NOT related to an event should be submitted 2-3 weeks prior to the date needed.
- 03 Funding requests including food, regardless of vendor, require additional university approval and should be submitted at least 3-4 weeks prior to the date needed.
- 04 Funding requests for club travel must be submitted at least 30 days prior to the date of departure, no exceptions. A travel request form will also be required if requesting funds to travel. See travel section below.
- 05 Funding requests including a paid service that requires a contract should be submitted at least 6-8 weeks prior to the event (i.e., guest speakers, DJs, artists, etc).
- 06 SLICE reviews all funding requests on a case-by-case basis. SLICE reserves the right to deny any last-minute funding requests.





PURCHASING FOOD

01 Except for CWU Catering and approved off-campus caterers, funding requests for food are **REIMBURSEMENT ONLY**.

02 If your organization is awarded funds for food, members must purchase food at their own expense from a commercially manufactured facility. Keep all receipts for reimbursement and turn them in to SLICE.

03 The request amount must stay within Federal Per diem rates, in other words, there is a maximum amount that can be spent per person on food. Federal per diem rates vary by location and are typically adjusted yearly.

CONTRACTS & SERVICES

01 Students and advisors do NOT have the authority to create and/or sign contractual agreements for student organizations.

02 If your funding request includes a contracted service, maintain consistent communication with SLICE staff and SURC accounting to ensure that contracts are processed appropriately.

03 Funding requests that include a contracted service must be submitted at least 6-8 weeks prior to the date needed.

04 The university is not liable for payment of services that have occurred without an approved university contract in place.

05 Examples of services that will require a contract include, but are not limited to:

- Off-campus catering
- Paid guest speakers and clinicians
- Businesses & individuals offering paid services: Photographers, DJs, artists, etc.



FUNDING REQUEST PROCESS

STEP 1: PREPARE TO SUBMIT A FUNDING REQUEST

BEFORE YOU SUBMIT A FUNDING REQUEST, YOU SHOULD BE PREPARED TO ANSWER ALL THE FOLLOWING QUESTIONS:

- 01 Have I discussed with my officers the need for funding?
- 02 Have I consulted with a member of the SLICE staff to see if my goal is an allowable use of funds?
- 03 Is my goal an appropriate use of Student Fee funds?
- 04 Have I followed the process outlined in my organization's constitution for requesting funding?
- 05 Did the rest of my organization agree with the decision to request funds?
- 06 What do I need funding for? How much money will I need?
- 07 Who will benefit from the funds?
- 08 When do I need to secure my funding by? Is there at least 2-4 weeks between now and the goal I want to accomplish?
- 09 When will the funding be used?
- 10 Where will the funding be used?
- 11 How will these funds help achieve my goal?
- 12 Can I meet my goal without funds?
- 13 How can I achieve my goal if funding is not awarded?
- 14 How does this funding request relate to the purpose and mission of my organization?
- 15 If my funding request includes purchasing food, did I include in the request a) The date, time, location of the event, b) How many people I expect to attend c) The vendor I plan to use (CWU Catering, off-campus catering, Grocery store food)?
- 16 Have I prepared a breakdown of expenses, including the item, the quantity of each item needed, and the vendor I plan to purchase from?
- 17 If my request is for travel: Have I gathered all of the information I need to complete the travel request form?

FUNDING REQUEST TIMELINE

- Funds Council meets biweekly. Meeting times are announced by SLICE at the beginning of each quarter.
- Funding requests must be submitted ONE WEEK PRIOR to the next Funds Council meeting to be reviewed at that meeting.
- The deadline for all Funding Requests each quarter is one week prior to the final Funds Council Meeting of the quarter.

STEP 2: PREPARE YOUR EXPENSE BREAKDOWN AND ANSWERS TO THE FUNDING REQUEST FORM

Sample Expense Budget for Clubs - Small Event

Fishing Club End of Year Awards					
	Item	QTY	Cost Per Item	Vendor	Total Cost
Expense 1	Balloons	5	0.60	Dollar Tree	3
Expense 2	Case of water bottles	1	3.99	Fred Meyer	3.99
Expense 3	Paper plates	1	2.99	Fred Meyer	2.99
Expense 4	Forks	1	1.99	Fred Meyer	1.99
Expense 5	1/4 sheet cake	1	29.99	Fred Meyer	29.99
Expense 6	Exploding kittens game	1	19.99	Amazon	19.99
Event Date					11/1/23
Event Time					3pm -4pm
Expected Attendance					15
Subtotal					61.95
Tax Estimate					6
Total					67.95



STEP 3: COMPLETE THE FORM AND SUBMIT

- 01 A sample expense breakdown can be found at cwu.edu/clubs.
- 02 The funding request form is available at cwu.edu/clubs.

STEP 4: MONITOR YOUR CWU EMAIL

- 01 Your request will be reviewed at the next Funds Council meeting with respect to the submission deadlines.
- 02 You will be notified via CWU Email from a member of the SLICE Staff about the results of your funding request. You may not access any RSO funding until you receive an approval email.

STEP 5: ACCESS YOUR FUNDS

- 01 Funding awarded from the RSO funds will be directly expended to the purchases indicated in your request. (Funding awarded from the Request will NOT be deposited into the organization's account.)
- 02 If you are using personal funds or club account funds with the intention of being reimbursed with the amount awarded from RSO funding, you must keep all receipts and turn them in (either to SLICE or SURC accounting.)

REMINDER

Cash advances from your RSO's account are available.

STEP 6: TURN IN YOUR POST-FUNDING FORM

- 01 Organizations who are awarded Funding will be sent a post-funding evaluation to complete.
- 02 The Post-Funding form will ask about how the funds were utilized and will ask students to reflect on their event, project, or travel.

FUNDS COUNCIL

- 01 The Funds Council is a group of 5-9 students who are members of different Registered Student Organizations.
- 02 Funds Council meets on a biweekly basis to review and vote on all requests.
- 03 Funds Council meetings are open and include space for public comments.
- 04 Students can apply to be a Funds Council member at the beginning of the Academic Year. Application timelines will be announced by SLICE staff prior to the start of the Fall quarter.
- 05 No more than 1 member from each organization may serve on Funds Council.
- 06 SLICE carefully considers the pool of applicants to ensure that students from a diverse range of organizational categories are represented.
- 07 Funds Council members are responsible for serving as non-biased decision makers.
- 08 Funds Council reviews Funding Requests with respect to the Funding Criteria Rubric located on cwu.edu/clubs
- 09 Funds Council reviews all funding requests submitted, deliberates on the requests, and votes to either approve, amend, or deny the submitted requests.

MEETINGS, EVENTS, & SCHEDULING

- 01 Only fully registered clubs and organizations may reserve campus spaces.
- 02 Only the designated schedulers, as indicated in the organization's page on Presence, may reserve campus spaces and schedule on behalf of their club.
- 03 All meetings and events hosted by Clubs & Organizations, regardless of location, must be registered on the Event Registration form on Presence and scheduled via the Scheduling center.
- 04 Please include your organization's name in the registered event name. I.e., "Game Night with Fishing Club", "Fishing Club Meeting", etc.
- 05 Expectations for using campus spaces:
 - The space that you are requesting is expected to be restored to the state in which you have entered it.
 - Trash must be cleaned up.
 - Any rearrangement of the furniture or equipment back to their original positions. Due to liability and damage concerns, only SURC staff can move furniture within the SURC rooms.
 - Any damages to space or equipment should be immediately reported. Charges associated with damages will occur.
- 06 For detailed instructions and strategies on Event Registration, please visit cwu.edu/clubs
- 07 Events are considered fully approved upon receipt of BOTH a 25live PDF confirmation from scheduling AND an Event Approval notification from Presence. Additional steps may be required.
- 08 All registered club and organization events will appear on the Events page in Presence at cwu.presence.io/events and the CWU Club Events Calendar (cwu.edu/clubs/calendar).
- 09 Any student that is attending a club or organization event and has not completed the Clubs & Organizations Assumption of Risk & Liability Waiver should complete the waiver before participating in the event.
- 10 RSOs should record attendance at all meetings and events and add attendees to the event.



EVENT TYPES

REGULAR MEETINGS

- 01 RSOs should schedule their regular meetings at the beginning of each quarter.
- 02 Each meeting and event must be registered through the Event Registration form on Presence.

TABLING

To schedule a table in the SURC for your organization, simply complete the Event Registration form, and select "SURC Tabling" under Event Type.

SPECIAL EVENTS

Any event that is not tabling or a regular meeting is considered a special event. Events hosted on campus by Clubs and Organizations, regardless of location, must be registered on the Event Registration form on Presence and scheduled via the Scheduling center. Students are strongly encouraged to meet with Scheduling center staff as part of the planning process of their event to discuss the details and the organization's needs. You can view availability of campus spaces on 25Live.



FOOD/CATERING (AT CLUB EVENTS)

FOOD AT MEETINGS & EVENTS

- 01 Approval from CWU Dining Services is required for any event where more than \$150 of food will be served. CWU Dining is the primary food provider on campus and holds the first right of refusal anytime food is served on campus.
- 02 Home-baked or home-cooked food items are prohibited from being served at club and organization events.
- 03 Food served at club and organization events must be from a commercially manufactured facility, such as a grocery store or restaurant.

FOOD SAFETY

- 01 When serving food, safety and sanitation is the most important aspect.
- 02 SLICE strongly recommends displaying full ingredient lists with possible allergens when serving food. It is important to be proactive and cautious to prevent possible allergic reactions.
- 03 Please see the FDA's list of Common Food Allergies at fda.gov/food/food-labeling-nutrition/food-allergies
- 04 Consider applying for a Washington State Food Handler's card at doh.wa.gov/community-and-environment/food/food-worker-and-industry/food-worker-card (\$10 and good for 2 years).
- 05 If serving hot or cold food for an extended period, temperature regulation will be required in your setup.

ON CAMPUS CATERING

- 01 On Campus catering is food provided by CWU's dining and catering services.
- 02 For more information please visit Catering's website at cwu.edu/catering



CATERING FROM AN OFF-CAMPUS VENDOR

- 01 CWU Dining has the first right of refusal anytime food is served on campus. Off Campus catering refers to bringing a non-CWU vendor to campus to cook, prep, and/or serve their own food.
- 02 When intending to bring an off-campus caterer to campus, the following must be considered:
 - a. Ample time before the intended event date (at least 6-8 weeks prior to the event).
 - b. Approval from CWU Dining to bring an outside food vendor.
 - c. Verification of liability Insurance, business licenses, food handling & safety certification.
- 03 Verification of safe means of food transport and serving apparatus.
- 04 Creation and signature of contract prior to event and service date.
- 05 Approval can be gained by emailing catering@cwu.edu (please copy SLICE@cwu.edu) sharing the date/time/location of food to be purchased as well as the menu – CWU Catering might be able to offer you a better price and service.
- 06 The request amount must stay within Federal Per diem rates, in other words, there is a maximum amount that can be spent per person on food. Federal per diem rates vary by location and are typically adjusted yearly.

For more information about requesting funds or using club account funds to support catering, please see Funding & Financial section.





FACULTY/STAFF

- 01 Registered Student Organizations are required to have a CWU Faculty or Staff member serve as the club's advisor. Advisors are intended to serve in an advising role to assist organizations in decision making and development.
- 02 Values of the Student Leadership, Involvement & Community Engagement include **growth** and **courage**. SLICE's goal is to prepare students to learn new skills, receive feedback, and learn from failure to pursue their full potential.
- 03 While the advisor serves as professional staff representation of the organization, advisors should allow student officers and members to handle all organization business. Advisors are encouraged to play a "hands-off" role, and allow the students reserve rooms, plan events, request funding, and otherwise decide amongst themselves how to conduct their organization.
- 04 The Club and Engagement coordinator in SLICE serves as an additional advisor to all Registered Student Organizations.
- 05 Clubs and organizations may have additional advisors that are not CWU faculty/staff, but they may only serve as co-advisor along with the CWU Faculty/staff advisor.
- 06 The advisor role is a voluntary position and has no term limit.
- 07 The advisor's role must be a mutually agreed partnership between the advisor and the organization.
- 08 Upon a new organization registering, the advisor must be confirmed willing and able to serve as the organization's advisor via email.
- 09 Advisors may not sign or otherwise agree to a contract or other obligation or agreement on behalf of the university for their student organization, even if the advisor has authority to sign contracts on behalf of the university as part of their university employment. Advisors must also confirm their role each year during the renewal process.
- 10 Advisors should not use their personal funds to support an organization's goals or events, as reimbursement is not guaranteed.
- 11 Advisors do not have voting rights within a Registered Student Organization.
- 12 Advisors may only assist the membership with the elections process and may not appoint officers.
- 13 Advisors may be removed from office by the internal processes established in the organization's constitution or other governing documents of the specific student organization. It is the organization's responsibility to find a new advisor if the current advisor is removed by these processes.
- 14 If an advisor needs to step down from their responsibilities, or is no longer employed at CWU, it is their responsibility to alert the organization of their absence. It is highly recommended that advisors find a replacement advisor for the organization prior to stepping down, but it is the organization's responsibility to find a new advisor. SLICE can aid organizations looking for a replacement advisor.

ADVISOR RESPONSIBILITIES

- 01 Offer guidance to the organization to ensure they follow all policies outlined in this handbook, as well as all CWU, local, state, and federal guidelines.
- 02 Ensure that the organization maintains an updated roster, and that new members are added and removed from the roster as appropriate.
- 03 Ensure that all students on the roster of the organization complete the Assumption of Risk and Liability waiver provided by SLICE.
- 04 Remain aware of the organization's events and activities and maintain regular communication with club officers.
- 05 Ensure that the organization follows all procedures outlined in the organization's constitution.
- 06 Assist the organization with review of the constitution and with the amendments process, as necessary.
- 07 Notify both the organization and SLICE if they need to resign from their advisor duties.
- 08 Report any problems or concerns within the organization to SLICE staff or the Behaviors of Concern report.



TRAVEL POLICIES

- 01 All student club or organization travel is subject to approval through CWU Student Engagement & Success, CWU Travel Desk, and Student Leadership, Involvement, & Community Engagement (SLICE).
- 02 Travel funding will only be awarded if the organization's travel leader(s) have attended a Travel Meeting prior to departure with the SLICE professional staff and signed off acknowledging that they are aware of CWU travel policies and guidelines. Failure to attend a travel meeting prior to departure may result in the organization being prohibited from future travel and may impact future organization status.
- 03 Funding from the RSO funding pot to support travel is limited to registration, transportation, lodging, and meals. Funding cannot be used for leisure activities or excursions while in travel status.
- 04 RSO sanctioned travel through SLICE is not permitted during the summer session, winter break period, or other university break periods (except spring break). RSO sanctioned travel is permitted through fall, winter, and spring academic quarters as well as during spring break.
- 05 Any organization requesting funding to travel must submit a Funding Request and Travel request form **no later than 30 days prior to departure. No exceptions.**
- 06 International travel is not permitted at this time.
- 07 Allowable club and organization travel is limited to conferences, competitions, workshops, and symposiums with a partnered organization related to the purpose or mission of the organization.
- 08 Club and organization travel that is not organized by a partnered organization, such as a retreat, must include a detailed agenda of all activities involved in the retreat.
- 09 RSO travel supported by RSO funds is subject to approval by SLICE and the Funds Council process. SLICE reviews all travel requests on a case-by-case basis and reserves the right to deny any travel request that is deemed not an appropriate use of student fee funding.
- 10 Any organization found misusing travel funding or exhibiting inappropriate conduct while in travel status may have their organization's active status revoked.

TRAVEL POLICIES - GENERAL

- 01 When traveling on behalf of their club or organization, students are expected to exhibit behaviors that reflect the standards set forth in the Central Washington University Student Handbook & Code of Conduct.
- 02 Clubs and organization requesting RSO funding to travel must complete the Funding Request process.
- 03 If an RSO is traveling without the support of RSO funds, SLICE can provide travel support, including emergency on-call response, upon request.

DISTANCE

- I. Club/organization travel is defined as travel 50 miles or more outside of the CWU campus.
- II. Travel within 50 miles will only need a Travel Request form submission if students are requesting funds specifically to assist with travel.
- III. Events within 50 miles of CWU campus may be considered an off-campus event.
- IV. Organizations hosting an off-campus event should follow the same procedure for event scheduling but indicate the address of the location in their first choice room.

TRAVEL FUNDING ELIGIBILITY

- I. All student travelers are subject to an eligibility requirements check, and only students deemed eligible will be approved to travel and approved to receive RSO funding for travel.
- II. Students are considered eligible to travel with an RSO as long as they meet the following criteria:
 - Enrolled in classes at CWU during the quarter of travel.
 - Listed as a member of the RSO on the roster as indicated in Presence.
 - Minimum 2.5 GPA.
 - Completion of the assumption of risk & liability waiver in Presence.

STEPS TO PREPARE TO TRAVEL

01 Decide which club member will serve as the travel leader for the trip.

02 Do your research. You should be prepared to answer all the following questions:

- What is the purpose of this trip?
- How will this trip help my organization's mission?
- Where is this trip located?
- How will we get there?
- When do we plan to depart and return to campus?
- Have I researched different lodging options? Where will we stay?
- Am I prepared to pay for this trip at my own expense if funding is not awarded? Have I met with a member of SLICE to discuss financial preparation for the trip?
- Have I researched different lodging options? Where will we stay?
- Am I prepared to pay for this trip at my own expense if funding is not awarded? Have I met with a member of SLICE to discuss financial preparation for the trip?

03 Your list of travelers must include, for all potential student travelers:

- First & last name
- CWU ID#
- Student cell #
- Emergency contact info

04 Prepare your travel itinerary.

a. Plan out your trip from to start to finish, including departure and arrival dates and times, methods of transportation, and plans for lodging.

05 Submit your travel request form a minimum of 30 days prior to departure, available at cwu.presence.io/forms > Travel request. Both forms must be submitted and complete for a funding request to be reviewed.

06 Submit your funding request form a minimum of 30 days prior to departure if requesting funds to travel. Both forms must be submitted and complete for a funding request to be reviewed.

07 Monitor your CWU email for any questions or additional information needed.

08 After travelers are approved as eligible & funding is approved by funds council, the travel leader/requester will get an email notification of approval from a SLICE staff member.

09 A SLICE staff member will contact the travel leader to schedule a required travel meeting.

a. During the travel meeting, the travel leader will have a chance to go over the travel itinerary with a SLICE professional staff member, confirm the final list of travelers, emergency procedures, and to sign off on the travel agreement.

10 Alert SLICE on-call phone when club has arrived at their destination, and when they have arrived back to CWU.

11 Alert SLICE on-call phone of any emergencies that may arise during the trip.

12 Following the trip, the travel leader should complete the post-travel form provided by SLICE.

CONTACTS

SLICE

509.963.1850 | slice@cwu.edu

SPORT CLUBS

509.963.3516 | sportclubs@cwu.edu

OFFICE OF RIGHTS AND RESPONSIBILITIES

509.963.1817 | student.conduct@cwu.edu

PUBLICITY

509.963.1677 | publicity@cwu.edu

ASCWU

(Student Government)

509.963.1693 | ascwu@cwu.edu

SURC ACCOUNTING

509.963.1329

SCHEDULING

509.963.1321 | schedule@cwu.edu

ESC

(Equity and Services Concil)

509.963.1697 | ascwu.equity@cwu.edu

DINING

509.963.1591 | dining@cwu.edu

DEC

(Diversity and Equity Center)

509.963.2127 | diversity@cwu.edu

