



UW-PARKSIDE

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Student Organization and
Advisor Handbook 2024-2025

CONTACT INFORMATION

Student Engagement & Connection

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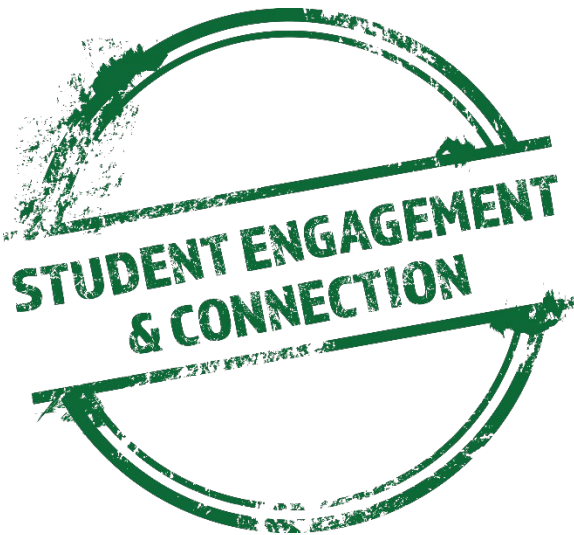
Hours

Monday-Friday: 8:00am – 4:30pm

Website

<https://www.uwp.edu/live/studentorganizations/>

UPDATED 08/2024



STUDENT ENGAGEMENT & CONNECTION

Student Engagement & Connection's (SEC) mission is to facilitate student learning and leadership development by providing opportunities for involvement that prepare students for leadership roles and active citizenship.

This handbook has been created to support new and established student organizations by providing information on policies and procedures of the University of Wisconsin-Parkside by which they are governed. A student organization should not assume that it might rightfully engage in any activity that is not specifically restricted by University regulations. If there is any doubt as to the appropriateness of the activity, the organization should contact Student Engagement & Connection in advance for advice.

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All information in this Handbook is subject to change. Student Engagement & Connection will keep student organizations and advisors up to date with any changes and revisions.

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UNIVERSITY REGISTRATION REQUIREMENTS

All University Registered Student Organizations (RSO's) and their events and meetings are a function of campus life and operate as integral part of Student Engagement & Connection as an internal partner. All active student organizations need to be registered with the University in order to take advantage of student organization privileges and to operate on campus.

1. All RSO's must have a staff or faculty advisor who is at least 80% employed by UW-Parkside. If an organization cannot find a faculty or staff advisor, they will still be eligible for provisional status for up to one year. Advisors must submit an Advisor Agreement Form to the Student Engagement and Connection office.
2. RSO's must have a minimum of four executive members
 - a. Suggested executive positions are: President, Vice-President, Treasurer, Secretary, Social Media Coordinator, Recruitment Coordinator, and Event Coordinator. Executive positions are decided by the student organization.
3. Each year, the primary contact (typically the organization president) must review the information listed on the student organization webpage: www.uwp.edu/studentorgs
4. Have four executive board members attend Fall executive board member training
5. All student organizations must:
 - a. update roster on student organization webpage (in official documents folder)
 - b. review and revise your constitution/bylaws on the organization webpage (in official documents folder)
 - c. submit a Private University Account Authorization Form to Student Engagement & Connection (if planning to use a private university account)
 - d. have one executive board member complete Risk & Liability Training (found in the Student Organization Resources Canvas Page)
 - e. sort through items held in org storage in the Student Involvement Center, if applicable.
6. **The deadline for University Registration is October 1.**
Registration for brand new organizations will be granted throughout the year, as needed.
7. Upon completion of the Registration process, a SEC staff member will confirm the status of the student organization based on its compliance with established criteria. Confirmation of registration will be sent to the president via email.

PROVISIONAL STATUS UNIVERSITY REGISTRATION REQUIREMENTS

Brand new or re-establishing formerly inactive student organizations may be granted Provisional Status with the University. Provisional Status allows an organization to function with some of the same privileges associated with full University Registration, but requires organization leadership to meet with Student Engagement & Connection staff regularly to help establish goals and ensure sustainability. Provisional Status is granted for one semester, but may be extended for a second semester if progress is shown. Provisional organizations may reserve spaces and advertise on campus as long as the intended purpose is for recruitment.

HOW TO GET AN ORGANIZATION STARTED

Identify and draft student organization mission, purpose, and goals and schedule a meeting with Mike Hagen (hagenm@uwp.edu), the Campus Activities Specialist via Navigate

During this meeting, you will:

- Review the intended purpose and mission of your organization.

- Review the requirements for and privileges of University Recognition. (New academic organizations will need to find a faculty or staff advisor at this point.)
- Discuss organization expectations and go over information listed in the *Forming A New Student Organization* pamphlet. Some expectations are:
 - Have at least 4 UWP students who will serve on the executive board
 - Create a constitution and bylaws and complete Risk and Liability training.
 - Participate in the next closest Student Involvement Fair (Sept./Feb.).

REGISTERED STUDENT ORGANIZATION PRIVILEGES

RSO's enjoy certain privileges to assist with their mission on campus and provide support. These privileges include, but are not limited to:

- Use of the UW-Parkside logo
- Opportunity to request funds through Segregated University Fee Allocation Committee
- Ability to post promotions about the organization and its events on campus
- Participation in the Involvement Fair, and similar events for student organizations
- Fundraising and raffle opportunities
- Use of duplicating and media services
- Use of technical and setup services
- Space reservation priorities and special rates
- Contracting and travel assistance
- University risk and liability coverage for organization-appropriate business
- Financial management assistance and services
- University e-mail account and listserv

MEMBERSHIP IN A REGISTERED STUDENT ORGANIZATION

Members:

1. An organization must consist of at least four UW-Parkside students.
2. Student organizations must be open to all UW-Parkside students. Organizations may not discriminate on the basis of age, creed, culture, disability, gender, health, heritage, marital status, nationality, political ideology, race, religion, sex, sexual identity, sexual orientation, socioeconomic class, or veteran status.
3. Academic achievement requirements are not regarded as restrictive since all students have an equal opportunity to achieve any given grade point average.
4. A student organization can require members to purchase membership in a National organization, but doing so will forfeit the organization's ability to receive student segregated fee monies.
5. Many student organizations at UW-Parkside are affiliated with local, regional, state and national organizations. These off-campus affiliates frequently have guidelines or regulations with which the affiliated organizations must comply in order to remain in good standing and to continue their affiliation. Such guidelines are considered important operating documents and must be on file in Student Engagement & Connection. Student organization affiliated with external organizations must also adhere to all University policies and procedures.

Officers: The organization should have a simple majority of student members and the student officers must be students who comply with the Student Life Eligibility Criteria. The criteria states:

1. To hold office in Student Government or any other campus student organization, a student must carry a minimum of six non-audit credits at UW-Parkside.

2. A student officer must have and maintain a minimum 2.0 cumulative grade point average (unless otherwise specified in the student organization's constitution), and be in good academic standing during their term of office. Students who have re-enrolled may have their grade point eligibility computed from the date at which they return to school.
3. UW-Parkside alumni, faculty and staff, along with members of the community, may be members of student organizations but cannot hold an officer position.

In addition to Student Life Eligibility Criteria:

1. All officers must be current UW-Parkside students. If the organization has no requirements for its officers other than student status and membership in the organization, the preceding statement will suffice. If the organization has additional criteria such as academic standing, length of membership in the organization, prior service to the organization, etc., those requirements should be specified in the constitution and bylaws.
2. The election process for new officers is decided by the individual organization. Generally, elections are held in the middle of the Spring semester prior to when the next year's roster is due to the Student Engagement and Connection Office in late April. It is recommended that a non-returning student in the organization, typically a graduating senior, oversee the election process to ensure fairness. Specific election requirements can be specified in the organization's Constitution and bylaws.
3. To remove officers from their position for any reason, follow guidelines laid out by the organization's constitution and bylaws.
4. If there is a change in organizational leadership, it must be reported to Student Engagement & Connection. RSO's must have 4 active UW-Parkside students serving on the executive board at all times.

STUDENT ORGANIZATION ADVISING MODEL

Student Organization Advising Expectations

1. In order to become a Registered Student Organization, all organizations must have a UW-Parkside faculty or staff advisor who is at least 80% employed. If an organization cannot find a faculty or staff advisor, they will still be eligible for provisional status for up to one year.
2. Student organization executive members are required to participate in a mandatory training at the beginning of the fall semester. If you are unable to attend one of the trainings you must review a recorded training session on Canvas and pass the quiz with an 80% completion.
3. Student organization executive members are required to meet with their advisor twice a semester to discuss SMART goals, and actionable items to accomplish throughout the semester. Initial semester meetings should happen no later than three weeks after the start of classes while end of semester meetings should happen at least three weeks prior to the end of the semester.
4. Advising Team members may meet with executive members and general members at times other than the required meetings (pending schedule and other expectations). They are encouraged to refer student organization officers/members to Student Engagement & Connection staff for administrative questions.
5. SEC will provide advisors guides to help facilitate meetings. Meeting conversations should be focused on the needs of the organization and growth.
6. SEC staff are not required to attend advising meetings or organization meetings. SEC staff will attend meetings on request if needed.

Student Engagement & Connection expectations:

Student Engagement & Connection will co-sponsor programs, answer questions, provide additional resources, and provide ongoing support and training on budgets, purchasing, travel, payroll, and other administrative functions such as fundraising, tickets, off-campus events, and risk/liability.

Breakdown of Student Organization Advising

Advising Group	Advised by	Comprised of
Academic & Honorary Organizations	Academic Department Designees	All active academic and honorary organizations
Governance	Established Campus Designees	<ul style="list-style-type: none"> - Parkside Student Government - Residence Hall Association - Student Athlete Advisory Committee
Programming	Established Campus Designees	Peer Health Educators
Greek	SEC Staff	Fraternities and Sororities
Multicultural	Office of Multicultural Student Affairs & International Student Services	<ul style="list-style-type: none"> - Black Student Union - Latinos Unidos - Parkside Asian Association - Muslim Student Association - Sacred Circle
Issues/Awareness/Arts	Faculty/Staff	All active issues, awareness, and arts organizations
Service & Religious	Faculty/Staff	All active service and religious organizations
All other organizations	Faculty/Staff	All active organizations who do not fit into the above categories.

Academic Student Organizations will be supported by the academic department and have a designated advisor *who is at least 80% employed*. Discuss advising expectations with the executive board and designated advisor.

FINANCES

The University is not responsible for debts or other liabilities of student organizations except in extraordinary circumstances. All new and continuing members of groups, as well as businesses where products and services are ordered, should be informed of this prior to making a purchase. Officers and advisors of the student organization may be held liable for financial obligations incurred.

Income or revenue for student organizations is usually derived from a variety of sources such as ticket sales, donations, fundraising activities, or special funds.

Expenses for an organization are typically operating expenses, such as national or regional membership dues, rental fees, postage, duplicating, and telephone charges. For special activities or programs, expenses can include entertainer fees, facilities rental, travel, lodging, publicity, and event insurance. A budget summary shows the income or deficit after expenses have been deducted. It is perfectly normal for the balance to zero because student organizations by definition are not profit-making entities.

Student University Fee Allocation Committee (SUFAC)

A portion of the Segregated Fee (a fee assessed each student, along with tuition) is designated for the support of student organization activities and programs. The funds are allocated by the Segregated University Fee Allocations Committee (SUFAC) and must be spent in accordance with University budget procedures as administered by Student Engagement & Connection, following state statutes. Upon the call of the Chancellor and the President of the Parkside Student Government, SUFAC annually prepares recommendations on the disbursement of Segregated Fees.

Please see Student Engagement & Connection with any questions about types of funding available.

SEGREGATED FEE FUNDS

The UW-System Fiscal Year is July 1-June 30th. All expense paperwork for the current fiscal year must be submitted no later than May 1st. Spending may begin on August 1st^h for the current fiscal year once the organization has been recognized.

Any student organization that receives monies from Segregated Fees must follow the UW-System guidelines and state statutes for expenditure of these funds. UW-Parkside may establish additional spending guidelines for this campus. Before spending any segregated fee funds, student organizations must complete a Project Money Request.

HOW TO REQUEST SEGREGATED FEE FUNDS

As voted on by the SUFAC committee, Parkside Student Government, and approved by the Chancellor, segregated fee spending for student organizations follows a “per request model”. Student organizations who want to request funds must start by submitting a Project Money Request form to the Student Engagement and Connection Office. All funding requests must be submitted as a “project” which is defined as any single or multi-day initiative or event hosted by a student organization which includes, but is not limited to, campus events, trips, fundraisers, or campaigns. Organizations may submit Project Money Requests as soon as they are officially registered.

Prior to receiving funds, student organizations must list all anticipated expenses in their Project Money Request form. If the total amount of expenses is \$199.99 or under, the office of Student Engagement and Connection may approve the purchase. If the total amount of expenses is \$200 or greater, a representative must present their request to the SUFAC committee at their next available meeting. Afterwards their request may either be approved, denied, or asked to be modified. Please see below for guidelines of appropriate and inappropriate segregated fee expenditures.

Student organizations should always try their best to list all expenses on a single Project Money Request form prior to their request. In the event that an organization has an unforeseen expense that was not listed in the original request, student orgs may add it to their original form. If an additional expense exceeds the \$199.99 threshold, the organization will be asked to present in front of the SUFAC committee for their additional expenses.

After funds have been approved (either by SEC or SUFAC) Student Engagement and Connection staff will make the purchase and notify the students when items arrive or services have been confirmed. ***Under no circumstances should students pay for organization-related expenses and expect to be reimbursed through segregated fee funds.***

APPROPRIATE SEGREGATED UNIVERSITY FEE EXPENDITURES [\(UW SYSTEM ADMINISTRATIVE POLICY 820\)](#)

1. Travel expenses (UW staff or students)
 - a. For educational, cultural, social, recreational, or UW-P athletic events
 - b. For representing UW-P or a student organization in the fulfillment of their mission
 - c. For recruiting athletes

2. Expenses related to educational, cultural, social, and recreational activities
 - a. For personal or professional services (performers, lecturers, etc.)
 - b. For expenses while hosting performers, lecturers, etc.
 - c. For expenses for producing and advertising events and programs
 - d. For honor banquets or receptions (needs specific SUFAC approval)

3. Student media expenditures
 - a. For publishing newspapers, programs and other print media
 - b. For operation of student radio and television facilities
 - c. For student film and videotape productions

4. Officially recognized athletic program expenditures
 - a. For uniforms, athletic equipment, personal services
 - b. For athlete housing and meals prior to opening of a semester or during vacations
 - c. For grants-in-aid as allowed by the conference
 - d. For medical expenses relating to injuries occurring during recognized athletic events

5. Expenditures relating to the operations and activities of
 - a. Student Organizations
 - b. Student Health Services
 - c. Student Centers

- d. Parking
 - e. Intramurals
6. Promotional items to promote a single event or an organization's services.
 7. Special and ceremonial campus activities in which students are primarily involved (homecoming, family weekends, spring fests, etc.)

INAPPROPRIATE SEGREGATED UNIVERSITY FEE EXPENDITURES

1. Direct financial aid to an enrolled student
2. Gifts, donations, or contributions (including charities and non-profits)
3. Awards to UW-P faculty or staff (non-monetary de minimis awards are allowed)
4. Cost of legal services
5. Lump sum payments to student organizations
6. Expenses in contradiction of a State Contract and/or process.
7. Expenses not benefiting the student organization and its mission.
8. Direct contributions to political campaigns

PRIVATE ACCOUNTS

A Private Account may be set up through Student Engagement & Connection to serve as a repository for organization revenues, such as those obtained through fundraisers, donations, and event admission. Private Accounts are maintained at no charge. Transactions with an organization's private account are much more flexible than using segregated fee funds. Generally, most private account transactions will be approved, however Student Engagement and Connection reserves the right to deny a private account transaction request if the request is not in the best interest of the organization. Most student organizations utilize their Private Accounts to purchase items that cannot be purchased with segregated fees or to help fund events that cannot be covered because of a limited organization budget.

Student organizations may not maintain off-campus savings or checking accounts. However, Greek fraternities and sororities *may* be approved for an exemption once an appropriate federal tax identification number is on file with Student Engagement & Connection.

If a student organization is not active for three consecutive years (or has gone defunct) and there is money remaining in the Private Account, Student Engagement and Connection reserves the right to sweep the funds into the Campus Events account. These funds may then be used for UW-Parkside student organization operations instead of reverting to the state treasury as unclaimed property.

If a student organization reactivates within three years of being defunct, they are able to access the funds within the organization's private account.

Student Engagement & Connection Staff is authorized to transfer money from private accounts to cover outstanding UW-Parkside invoices for legitimate organizational expenses.

PRIVATE ACCOUNT DEPOSIT SALES TAX CONSIDERATIONS

When selling baked goods, T-shirts, and other items as fundraisers be aware that there is a Wisconsin state sales tax. Fundraising deposits made to the private account are subject to 5.5% sales tax, which is applied quarterly. See the list below of taxable and non-taxable considerations.

If the organization is buying merchandise for resale, obtain UW-Parkside's tax-exempt number from Student Engagement & Connection **before** the purchase is made to avoid paying double sales tax. ***Seg Fees may NOT be used to purchase resale items*** Remember to build the sales tax into the organization's selling price or be prepared to earn less money from your fundraisers.

Note: if an organization is selling merchandise and collecting donations, there must be two distinct locations with two cash boxes and a sign clearly stating 'no goods or services will be given in exchange for donations.'

TAXABLE DEPOSITS INCLUDE BUT ARE NOT LIMITED TO:

- Admission to athletic and recreational events, banquets, dinners, concerts, and dances
- Advertising revenue
- Bake sale proceeds
- Sales of tangible items such as: balloons, books, t-shirts, candles, jewelry, rocks, candy
- Sales of services (examples; date auctions, push-ups, tutoring, car-wash, etc....)

NON-TAXABLE DEPOSITS INCLUDE, BUT ARE NOT LIMITED TO:

- Admission to educational events and lectures
- Commission on vendor sales
- Donations
- Dues and membership fees
- Trip deposits
- Deposits on keys, equipment, supplies and uniforms
- Raffle proceeds
- Sales of educational services

SERVICES AND RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS

A-FRAMES

A-frames are available to student organizations as another option for promoting events and programs. Frame space for 24''x 36'' color printed promotions may be reserved in Student Engagement & Connection.

ART DISPLAY CASE

Located in the Parkside Student Center, this display case really draws attention. It is near the Grand Staircase, and is 8 ft. (tall) x20 ft. (wide) x 10 ft. (deep). Organizations can reserve this display case for

upcoming events, and can use their imagination to fill this 3D space. This space can be reserved for a maximum of three weeks at a time email reservations@uwp.edu.

BRIDGE TABLES

Tables are located on the west side of the Bridge between the Student Center and Molinaro Hall. Organizations can reserve a table to promote upcoming events, conduct bake sales, or facilitate other fundraising events. Tables are available Monday-Friday, and can be reserved through the EMS Web system <https://vems.uwp.edu/EmsWebApp/> or by emailing reservations@uwp.edu There is no charge to the organization.

BUTTON MAKING

Student Engagement & Connection has a button maker that can be used by all recognized organizations.

CASH BOX REQUEST

Student organizations may request cash and/or a cash box from Student Engagement & Connection to use for organization-related activities. Cash boxes are on a first come, first serve basis. It is recommended that your organization reserve a cash box at least 3 days ahead of time.

CATERING

Catering has created a special, lower cost menu to assist recognized organizations in keeping costs down. Contact catering@uwp.edu or go to the website www.uwp.edu/explore/cateringse/ for more information.

COPY MACHINE/PRINTER

There is a copier/printer machine in the Student Involvement Center which is available to all registered student organizations. Each registered student organization has a 4-digit printing code, which can be obtained from Student Engagement & Connection. There is a complimentary monthly **no-cost limit of 500 pages** of copying/printing. Student organizations are responsible for any costs associated with exceeding the monthly limit. The current price per page is \$.04 (a double-sided copy would be \$.08). The copy code should only be used by student organization members and for student organization-related business.

CREATIVE SERVICES

Creative Services provides a wide range of services for student organizations including copying, transparencies, technical equipment, graphic design, color copies, laminating, and enlargement services. Student organizations are responsible for all printing costs. To place an order, go to the UWP Creative Services page and use the Student Organization Store Front. See Student Engagement & Connection for organization log-in information.

DRIVER AUTHORIZATIONS

Driver authorizations are required for all student organizations who wish to travel on student organization business whether by personal vehicle or rental. Contact Student Engagement & Connection for information on becoming driver authorized.

E-MAIL ACCOUNTS

Student Engagement & Connection can set up an e-mail list serve for each organization through Campus Technology Services. At any point in time during the year, student organizations can add or remove people from the list by filling out an New organizations, please allow 2-3 weeks to complete this process.

Please note, these email addresses **are not inboxes. They are a way for student organizations to email multiple individuals without needing to type in the individual addresses*

FUNDRAISERS

Permission is granted by the Dining Services and Conference & Event Services for student organizations to fund raise through bake sales and other means. When reserving a table, you must indicate that it is for a fundraiser in your reservation. Items must be homemade and stable at room temperature to prevent any risk and liability to the University and dining service company (store purchased food is not acceptable). Other types of food or beverage sales need approval from the Student Center Director before moving forward. This includes Kringle sales, Girl Scout cookies, candy bars, tamales, eggrolls, etc. See Administrative Policy 22 on the University's Governance webpage for more information.

MAIL ROOM/POSTAL SERVICES

The University postal service may be used by recognized organizations that need to send organization-related business items off campus. All regular fees apply and are the responsibility of the organization. Any mail to be sent to a student organization should use the following address:

Organization Name, SCTR L104
UW-Parkside
900 Wood Road
Kenosha, WI 53144

On-campus mail may be sent via inter-departmental envelopes: Organization Name, SCTR L104

MIDNIGHT RANGER

The Midnight Ranger is your weekly newsletter with your up to date campus activities, announcements, and information. Check your inboxes weekly for a new edition! Student organizations are invited to submit events to appear in Midnight Ranger at: <https://creative.uwp.edu/product/Letusknow>

OFFICE SPACE

Each year, student organizations must submit an office renewal application to the office of Student Engagement and Connection. If an organization fails to apply or justify why office space is needed for their organization, an application will be sent out to all RSO's to apply for the vacancy. Applications will be reviewed by SEC staff. Office space allocations are based on the size of the organization, their needs for an office, and how they plan to use the space. Academic organizations should request office space through the academic department. See policy section related to the SIC.

ORGANIZATION AND LEADERSHIP RECOGNITION

Ranger Shout Out- a monthly recognition program for students who has done something noteworthy or above and beyond through involvement in a student organization, service to UW-Parkside, or service to the community at large.

Student Leadership Banquet- individual and organization awards are given out each spring at our recognition banquet. Organizations can recognize members during this annual event. Look for nomination forms each March!

PARKING

When student organizations have guest speakers on campus they may request special visitor parking for the speakers. Email reservations@uwp.edu for assistance in obtaining daily parking permits.

PROMOTIONS ROOM

The Promotions Room located in the Student Involvement Center is available to all members of registered student organizations. The promotions room is a great place to create oversized standout posters at no cost to organizations. Organizations have access to the Ellison Die-Cut machine, construction paper, billboards, poster paints, and various other crafting. If you need craft materials or things like scissors, a stapler, removable sticker, etc. please stop in SEC and some will be lent to you. Storage cabinets are also available upon request.

POSTING PROMOTIONS

All recognized organizations have the opportunity to post their marketing materials in designated spots across campus. The promotion must include title, date, time, place, the UW-P logo, and sponsorship. If an organization is not registered, these materials will be taken down. If segregated fees are being used to purchase food at an event, the promotion must state that.

ROOM RESERVATIONS

Student organizations can reserve university spaces for meeting and events. Classrooms in Molinaro, Greenquist, and Wylie do not have an associated cost while unique event spaces like the Cinema, Den, and Main Place do have an associated cost. To reserve a classroom space, please email reservations@uwp.edu. In order to reserve a room with an associated cost, please first submit a Project Money Request form to the Student Engagement & Connection office and list your reservation request on the form. A confirmation will be sent to you once the reservation is complete. If you have a question about whether an event space has an associated cost, please email studentengagement@uwp.edu.

SCALA SYSTEM IN THE STUDENT CENTER (DIGITAL SCREENS)

Scala boards are located throughout the Parkside Student Center. Organizations can use these television screens to promote their upcoming events. Simply e-mail a .jpeg image to studentengagement@uwp.edu. Once your promotion is approved it will be uploaded to the system.

SIDEWALK CHALKING

Student organizations are permitted to promote their organizations and events by chalking. Chalk is available from Student Engagement & Connection. Sidewalk chalking should be on open sidewalks and not under over-hangs or in entry ways. Chalking needs to be done in a place where it can be washed away with the next rain.

STORAGE

Student Engagement & Connection has a locked storage room for organization use, as well as some storage cabinets in the Promotions Room. Storage cabinets in the Promo Room are available to registered orgs that do not have office space and they are assigned on a first come, first served basis.

STUDENT ORGANIZATION PROMOTION

Student organizations should submit their event through the [Let Us Know form](#) at least two weeks prior to their event. This will add your event to the University Calendar, as well as give you the option to be in the Midnight Ranger.

Student organizations with handbills for upcoming events can bring a small stack to SEC to be placed on a shelf of the display. All material not managed through the office is subject to removal from the shelves. Handbills may not be left on tables and abandoned. Handbills should be used for promotion while actively tabling.

The Student Engagement and Connection office can help digitally promote your event through social media. Please let us know ahead of time.

STUDENT ORGANIZATION WEBPAGE

Each Registered Student Organization receives a webpage on the UW-Parkside website (<https://www.uwp.edu/live/studentorganizations/>). Each page includes a brief description of the organization, student contact information, meeting information, links to social media pages, and folders for org documents and pictures. The better the information on the page, the more effective it will be as a recruitment tool.

TELEPHONE SERVICES

Organization-business-related telephone calls may be conducted in Student Engagement & Connection office

TICKETING SERVICES

Event ticket services, along with ticket management services, are available to student organizations at a subsidized rate, with a maximum of 200 tickets printed at one time (you can order less, or have more tickets printed if you run out). Organizations needing tickets should contact Student Engagement & Connection. If your organization would like to use a ticketing system other than the University's system, please see Student Engagement & Connection for approval.

Tickets will be sold at the Campus Concierge for an event and the revenue deposited into either the student organization's segregated fee or private account. All charges for services will be applied accordingly. Contact the Student Center Director for additional information.

TRAVEL ASSISTANCE

Student Engagement & Connection can help your organization with any travel needs, such as transportation, hotel accommodations, and conference registration. Travel arrangements must be made through the State's Travel Agent which has to be processed through Student Engagement & Connection. A step-by-step guide for travel assistance, including all necessary forms, is available in SEC.

VENDOR POLICY

Student organizations sponsoring off-campus vendors who sell merchandise must have the Wisconsin Temporary Event Operator and Seller Information on file with Student Engagement & Connection. See SEC for assistance.

Distribution or vending of credit card information or global technologies (including internet services, cellular phones, paging system or other telecommunication services/devices) is permissible on campus once per semester, per company. These companies must be sponsored by a student organization. Storage overnight is not available for vendors wishing to leave materials overnight because we cannot guarantee security.

WINDOW PAINTING

Bridge windows can be painted by an organization to promote any upcoming events. Windows are reserved on the EMS Web system or by emailing reservations@uwp.edu, and window markers can be checked out in Student Engagement & Connection, L104. Bridge and Library windows are reserved on a weekly basis, and can be reserved for up to three consecutive weeks. The weekly charge for each window is \$4 to supplement the cleaning costs.

UNIVERSITY POLICIES RELATED TO STUDENT ORGANIZATIONS

ACTIVITY HOUR – ADMINISTRATIVE POLICY 2

The Activity Hour is schedule on Monday, Wednesday, and Friday from 12:00-12:50 p.m.
For more information, see <http://www.uwp.edu/explore/offices/governance/policy02.cfm>

ALCOHOL USE- ADMINISTRATIVE POLICY 4

4.01 Background

UW-Parkside neither solicits nor promotes the sale or consumption of alcoholic beverages on its campus. The following policy has been established to ensure that the service of alcoholic beverages at the university follows all state and federal laws. This policy also reflects the university's philosophy that the service of alcoholic beverages must promote and encourage the responsible use of alcohol.

Under the University of Wisconsin System guidelines, the Office of the Chancellor has designated the responsibility for approval to dispense or sell alcoholic beverages on campus to the Parkside Student Center in consultation with the Dean of Students office. Faculty, staff, and students are not licensed to sell or otherwise dispense alcoholic beverages on campus except for personal use as covered under UWS 18.06 (13) which reads:

The use or possession of alcohol beverages is prohibited on all university premises, except in faculty and staff housing and as permitted by the chief administrative officer, subject to statutory age restrictions. The chief administrative officer may generally permit the use or possession of alcohol beverages by promulgating institutional regulations in consultation with appropriate staff and students, or in specific instances by written permission.

4.02 Legal Drinking Age

4.02.01 Alcohol beverages will be served only at such times and conditions consistent with local, state and federal regulations governing such service.

4.02.02 To be served, a person must be of legal drinking age and able to show identification in the form of a UW-Parkside ID, Wisconsin State ID, Wisconsin State driver license, or by legal age identification as otherwise permitted according to Wisconsin State Law.

4.03 Definitions

4.03.01 Alcoholic beverages are defined as those containing alcohol including beer, wine, spirits, etc.

4.03.02 Internal Group is made up of one or more of the following: administrative or academic units, University recognized student organizations, other recognized organizations (not an administrative or academic unit but is directly related to the mission of the institution).

4.03.03 Sponsored Group – An organization or group that is not recognized by the university but is authorized to use the facilities because of sponsorship by an Internal Group.

4.03.04 External Group – All other groups, businesses or individuals that do not meet the criteria listed above including state, county or local government units or agencies.

4.04 Beverage Service on Campus

4.04.01 Alcoholic beverage service must be provided by University Dining Service. The University, in conjunction with the University Dining Service contractor, reserves the right to establish protocol to ensure compliance with Wisconsin state statutes and UW 18.06 related to alcohol beverage service.

4.04.02 The Parkside Student Center is the only place on campus where alcoholic beverage service is allowed with continuing authorization. Prior approval must be given to permit service and/or sale of alcoholic beverages at an event held outside the Parkside Student Center. Requests for alcoholic beverage service outside the Parkside Student Center should be forwarded in writing to the Dean of Students for approval at least 21 business days in advance. University Reservations/ Conference and Event Services and Catering and the sponsor of the event will then be notified of the Dean of Students decision.

4.04.03 Regular alcoholic beverage service is available in the Parkside Student Center Den and Cinema.

4.04.04 Alcoholic beverages may only be consumed in the area in which it was purchased or dispensed or the established controlled service area (e.g. beer garden).

4.04.05 Requests to close beverage service during specific programs may be made to the Director of Parkside Student Center.

4.04.06 Beverage service is automatically closed during dances or parties unless otherwise approved by the Director of Parkside Student Center. Admission to dances/parties where alcoholic beverages are served will be limited to UW-Parkside students and community guests over the age of 21 years. (See Dance, Party & Other Events with Police Policy for additional information.)

4.04.07 Student organizations requesting alcoholic beverage service for an event must receive approval from the Directors of the Parkside Student Center and Student Engagement & Connection. Alcoholic beverages are not to be used by student organizations as a recruitment tool.

4.04.08 Student organizations are prohibited from having alcoholic beverage service for regular organizational meetings.

4.04.09 Alternative non-alcoholic beverages must be available at events or places on campus where alcoholic beverages are served. Water may not be considered as the only non-alcoholic beverage alternative. The availability of food or snacks when alcoholic beverages are being served is also required.

4.04.10 The Parkside Student Center reserves the right to require University Police at any function or event where alcoholic beverages are served. The sponsoring organization is responsible for costs incurred by hiring University Police.

4.04.11 The co-sponsorship of programs between a University organization and a brewery, alcoholic beverage wholesaler, retailer, distributor, etc. is permitted, but only as defined in the Corporate Sponsorship of Campus Events Policy. The promotion of alcoholic beverages through reduced prices is prohibited on campus. Promotions and/or advertising must focus on the event rather than the availability of alcoholic beverages, company logos, and also must not emphasize such beverages over non-alcoholic beverages being served.

4.04.12 State funds, including segregated fee monies, may not be used to purchase alcoholic beverages nor related expenses (e.g. promotion).

4.04.13 The Parkside Student Center reserves the right to refuse or amend any alcoholic beverage request when the request appears incompatible with responsible alcoholic beverage use (e.g. an organization requesting a 1/2 barrel of beer for an event where only ten people will be in attendance).

4.05 Alcohol Vendor Relationships

4.05.01 The University of Wisconsin-Parkside adheres to the alcohol marketing resolution adopted by an inter-association task force representing key professional organizations dealing with university student concerns. The organizations are: The National Association of Student Personnel Administrators, The Association of College Unions -International, National Association for Campus Activities, The American College Personnel Association, The Association of College and University Housing Officers International, and The BACCHUS Network. (<http://www.iatf.org/iatf3c.htm>)

4.05.02 Violations of the guidelines will be monitored and considered when decisions are made as to what products will be made available on campus.

4.05.03 Vendor promoted uncontrolled sampling as part of a campus marketing program is not permitted. If controlled sampling is approved by UW-Parkside, specifically stated time and quantity limitations must be pre-agreed upon by the vendor and institution (e.g. sampling of ethnic wines as part of a cultural educational program). Principles of good hosting must be observed including the availability of alternative non-alcoholic beverages (water not included), food and a planned program. In no instance should the sole purpose of such an activity be the consumption of alcoholic beverages and likewise, "drinking contests" should never be part of any such activity.

4.05.04 Vendor promotional activities should never tie into or be associated with an existing campus event or activity without the prior knowledge and approval of the appropriate institutional officials. Such events or activities must comply with Corporate Sponsorship of Campus Events and Campus Posting and Promotion policies.

4.05.05 Vendors wishing to promote informational marketing programs must demonstrate that there is a strong educational value to the program and subscribe to the philosophy of responsible and legal use of the products. Such events must be coordinated through Conference & Event Services and require a recognized campus sponsor.

4.05.06 Vendors of alcoholic products on the UW-Parkside campus will support campus alcohol awareness programs that encourage responsible decisions about the use or non-use of alcoholic beverages.

- a. A few examples of sponsored events might include but are not to: financial support to a program for Weeks of Welcome, a speaker about alcohol use/abuse, or materials to support a Peer Health Educators or student organization program.
- b. The sponsored program shall be agreed upon by the vendor, sponsoring department and a member of the AOD committee.

4.05.07 Vendors advertising on campus or in institutional media should never portray drinking as a solution to personal or academic problems or as necessary to social, sexual or academic success.

4.05.08 Vendor advertising should never associate alcohol consumption with the performance of tasks that require skilled reactions such as the operation of vehicles or physical activities requiring specific coordination and timing skills.

4.05.09 Vendors must not provide alcoholic beverages as awards, prizes or in any other form including uncontrolled sampling, nor provide free product to individuals or student organizations.

4.05.10 Display or availability of promotional materials should be determined in consultation with Director of the Parkside Student Center.

4.06 Sponsored and External Group Functions

4.06.01 Sponsored and external groups which sponsor functions in university facilities must be familiar with the alcohol beverage service policy and guidelines. Sponsors must accept responsibility for assisting in proper identification and restricting consumption to authorized areas. They must accept financial responsibility for any theft or vandalism associated with the sponsored event.

4.06.02 Sponsors are expected to maintain responsible standards concerning the use of alcohol beverages at the event. Any use leading to offensive behavior or disorderly conduct will result in the immediate dismissal of service to the individual(s) involved or to the sponsoring group. Further disciplinary action may be taken if necessary.

4.06.03 State and federal laws prohibit the resale of alcohol beverages for profit except by the licensee and tax stamp holder. Therefore, proceeds from the sale of wine, beer, or alcohol cannot be returned to the sponsoring organization by the university under any circumstances.

4.06.04 The length of time of alcohol beverage service shall be determined between the sponsoring organization and the Director of the Parkside Student Center or designate.

CAMPUS RAFFLES – (See ADMINISTRATIVE POLICY 34 for more information)

1. The Raffle must be pre-approved and printed by Student Engagement & Connection, Student Center, L104.
2. The Raffle Ticket Request must be completed at least 7 days prior to the start of ticket sales for the raffle. All information on the form must be completed for ticket printing.
3. The raffle report form must comply with State of Wisconsin Guidelines for Raffles. Additional information is available in Student Engagement & Connection.
4. A \$ 5.00 payment to the Campus Events Account will be made following the raffle to help pay for the cost of the license.
5. **A final report must be completed within 48 hours in Student Engagement & Connection.**
6. **Student organizations who abuse or ignore the Raffle Ticket Guidelines and State Rules & Regulations risk losing their University Recognition and privileges thereof.**

For more information see SEC for a Raffle Ticket Request Form & Guidelines.

CAMPUS SALES, SOLICITATION, FUNDRAISING, AND CORPORATE SPONSORSHIP – ADMINISTRATIVE POLICY 44

This policy is for any organization on campus to follow when seeking corporate sponsorship for an event, whether the event is held on-campus or off. If the organization is in any way identified with the University of Wisconsin-Parkside then this policy is to be adhered to.

Campus Sales, Solicitation and Fundraising

Campus sales of merchandise or subscriptions must be approved as follows:

1. Registered student organizations must have a space reserved through University Reservations for the campus sale or fundraiser. If the fundraiser is questionable, the Campus Activities Specialist and Student Center Director will be consulted for approval.
2. University departments must have approval through the appropriate Dean and reserve a space through University Reservations/Conference and Event Services.

Solicitation of items and financial contributions from the community must be approved as follows:

1. **Registered student organizations will submit a Solicitation and Fundraising Request for approval from Student Engagement & Connection. The student organization may not**

solicit from the businesses requested until list of requested solicitations has been approved.

2. University departments need to confer with University Advancement before soliciting.

Individuals staffing a sales or promotional table or area, shall not aggressively solicit, or otherwise pressure a person to buy goods or services.

For Profit Entities

1. For profit entities sponsored by an internal group will be allowed on campus a maximum of four days each academic year. (E.g. financial institutions, car dealerships etc.) Some vendors will be required to complete and file a *Wisconsin Temporary Event Operator and Seller Information* form with Student Engagement & Connection.
2. The sponsoring group must reserve space through University Reservations
3. 14.03.03 If there is a financial relationship between the sponsor and for-profit entity, the relations must be clearly identified. For example, if the sponsoring internal group receives a percentage of sales, this financial agreement must be displayed publicly in the sales area.

COPYRIGHT POLICY – ADMINISTRATIVE POLICY 76

University Obligations Regarding Copyright: UWP sets forth these procedures for all faculty, staff and students to demonstrate our respect for intellectual property and commitment to proper fair use:

A. The utilization of copyrighted work must meet the fair use exception. Copyright laws in the U.S. protect works even if they are not registered with the U.S. Copyright Office and even if they do not carry the copyright symbol (©). Copyrighted works may be in print, video, electronic or digital form and include, but are not limited to, books, magazines, newspapers, cartoons, trade journals, training materials, newsletters, printed articles from publications, TV and radio programs, videotapes, compact discs, DVD's, music performances, photographs, training materials, manuals, documentation, software programs, databases and World Wide Web pages.

B. Faculty, staff and students must obtain permission from copyright holders directly, or their licensing representative, when the reproduction exceeds fair use. An appendix to the UW System Policy on Ownership of Copyrightable Instructional Materials (GAPP 27) includes a sample letter (http://www.uwsa.edu/fadmin/gapp/gp27at_c.cfm) requesting permission to use copyrighted materials. Alternatively, permission may be obtained from centralized clearinghouses for the use of various kinds of works:

- Books or articles: Copyright Clearance Center
- Musical works: ASCAP, BMI or SESAC
- Motion Pictures: the Motion Picture Licensing Corporation

CREATIVE SERVICES STUDENT WORK ORDER PROCEDURE

1. Organizations wishing to use creative services for printed materials must first fill out a Project Money Request or Private Account Check Authorization form prior to submitting their request. After the payment form has been turned in to Student Engagement and Connection, they may begin placing their order.

2. To place an order for printed materials related to student organization business, go to <https://www.uwp.edu/explore/offices/creativeservices/> and use the “**Student Organization Store Front**” link.
3. Log in using your organization’s e-mail and the password assigned to your organization’s Creative Services account. **See Student Engagement & Connection to obtain the password.**
4. Select the type of printing you need, select quantity and size, and upload your image as a PDF.
5. Name the job (makes it easy to distinguish between orders).
6. Click “Add to Cart” and then “Proceed to check out.”
7. Provide a contact name and number.
8. Click “Place Your Order.”
9. Correspondence from Creative Services will be directed to your organization’s e-mail.
10. Submit your Project Money Request Form. Organization orders will be placed on hold if a form is not submitted to SEC

DANCE, PARTY & OTHER EVENT POLICY & PROCEDURES – updated 8/2022

A. Student Organization, Student Coordinator & Monitor Responsibilities

1. Must complete a reservation for a dance, party or event date a minimum of 21 business days prior to date to ensure all arrangements can be met and scheduled (i.e. technical needs, Parkside Police and cashier.).
2. Make an appointment with Student Engagement & Connection no later than 21 business days prior to the dance, party or event to review the guest and monitor lists, marketing plan, DJ or band information, admission costs etc. for the dance, party or event. Complete the Dance & Other Events Checklist.
3. Provide a minimum of ten (10) student monitors to be stationed in facility during the dance, party or event and work with the police officers to provide a safe environment for guests. Monitors can rotate stations. Additional responsibilities include:
 - a) Monitors and alternate monitors must wear a staff t-shirt for the entire shift. This will serve as an identifier for both guests and the Parkside Police.
 - b) Alternate monitor names can be provided and are expected to be listed on the Dance & Other Events Checklist. All alternate monitors must attend the pre-event meeting with the police if they are going to assist with the dance.
 - c) Monitors must assist in ensuring that perimeter doors are secured.
 - d) All monitors listed on the Dance/Party/Event Checklist must meet with police officers 30 minutes prior to the event start time and doors opening, and sign off on the rules and regulations. The senior officer will discuss any last minute issues with student coordinator and monitor staff. If a monitor is not in attendance at this point, they will not be able to be a monitor for the dance.
 - e) Monitors and alternates will be searched upon entrance for the meeting prior to doors opening.

- f) If a situation is beginning to become volatile, in the interest of public safety, police officers will take the appropriate action to handle the situation. Monitors will be expected to assist the police when asked. Moreover, monitors have the responsibility to assist in calming down attendees and ensuring that attendees are free from harm.
 - g) Monitors will contact the nearest police officer at the sign of any disturbance.
 - h) Monitors will assist with crowd control before, during and after the event. This assistance will be at the direction of the senior police officer.
 - i) Monitors will observe and be mindful of the capacity limitations of rooms in which events occur and will notify the police when it appears that the limit has been reached.
 - j) Monitors cannot leave and come back to the event.
 - k) Guests of the monitors must be present at the start time of the party/dance and will be searched upon entrance. Any monitor's guest showing up after the start time will not be allowed entrance.
 - l) Monitors will not be allowed to drink alcoholic beverages or illegal drugs prior to nor during the event.
 - m) The Parkside Police have the right to decide if the event will start and/or stay open pending their contact and communication with monitors.
 - n) Monitors cannot participate in dance activities while on duty.
 - o) Monitors must be present at closing time and assist clearing guests. In addition, they will help remind resident students of housing's quiet hour policy.
4. The student coordinator must meet with Parkside Police at least 14 business days prior to the event.
 5. Parkside Police must have a final guest list and a final monitor list no later than 2 days (48 hours) prior to the dance.
 6. Money cannot be taken out of the register to give to the student organization and/or advisor for any reason.
 7. May have a representative count the receipts at the end of the evening with cashier and Building Manager. All receipts will be deposited and balanced on the next business day by the Student Center Cash Office.
 8. Responsible for ensuring the full payment of all charge-backs (costs) related to the dance, party or event (i.e. Parkside Police, technical, cashier and other Parkside Student Center charges.)
 9. Student organizations paying for expenses through their private account must have a minimum account balance of \$400 at the time of making the reservation.
 10. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. Plan ahead to make sure both you and the monitors are ready to go on time.
 11. The sponsoring student organization is responsible to make sure all performing and contacted guests (DJ, dancers etc.) are aware of Policy & Procedures.

B. Parkside Police Responsibilities

1. Provide a standard of two (2) police officers and one (1) community service officer at a dance, party or event. If there will be alcohol served in a 'beer garden' at least one (1) additional officer will be on staff.

2. Additional officers may be added regarding other concerns upon further discussion with the Assistant Director of Student Engagement & Connection and the student organization. Meet with Pre-approved monitors to ensure everything is in order for a successful event 30 minutes prior to start of event.
3. Parkside Police must have 14 calendar days to review details of the party and no later than 2 days (48 hours) prior to the dance date a finalized guest and monitors list must be provided.
4. Metal detectors will be used at all dances and parties.
5. Parkside Police will coordinate a weapon and knives check of all guests, performers, contracted guests, Parkside staff and student monitors.
6. Meet with the student coordinator at least 14 calendar days prior to the event to review details.
7. Forward all updates on the Dance & Other Events Checklist to Student Engagement & Connection.
8. Arrive a minimum of 30 minutes prior to the start of event and stay at least 30 minutes after the dance, party or event closes to assist with clearing the facility.
9. Enforce state statutes; it is their duty to provide a safe event, which helps ensure your organization's success.
10. Ensure the cashier is properly monitoring the facility capacity with wristbands.
11. Parkside Police will check identification of all guests and event personnel.
12. Have the authority to shut down the event if policies and procedures are not followed.

C. Cashier and Building Manager Responsibilities

1. Cashiers will arrive in the den one hour prior to the dance/event start time.
2. Cashiers will pick up the cash bag and take admission until the dance, party or event closes.
3. Cashier and Building Manager will deposit the event revenue according to Student Center Cash Handling procedures.
4. Money cannot be taken out of the register to give to the student organization or advisor for any reason.
5. Cashiers and Building Managers will help check identification and wristband if requested by Parkside Police.
6. Cashiers will add all guest names to the "guest list" to provide legibility of handwritten names.
7. Building Managers will assist the cashiers and adhere to maximum capacity for facility and notify police officers when facility is full.
8. Building Managers will close the building at established closing unless an exemption has been made and is processed through the reservation.
9. Building Managers will post 'quiet hour' signage at all exits to housing and remind residential students.

D. Conference & Event Services Responsibilities

1. Forward all updates on the reservation to the Parkside Police, student organization, Student Engagement & Connection, and Parkside Student Center staff.
2. Follow-up with the event coordinator to confirm and/or update the reservation details.

E. Student Engagement & Connection Responsibilities

1. Meet with each organization's dance, party or event coordinator a minimum of 21 business days prior to event to complete all contracts, Dance & Other Events Checklist, and payment procedures.
2. Consult with both the student organization and Parkside Police regarding additional officers or other needs and concerns about the dance, party or event.
3. Forward all updates on the reservation and Dance & Other Events Checklist to the student organization, Residence Life, Parkside Police, Conference & Event Services, and Parkside Student Center staff.

F. Guest Policy

1. UW-System campus students are limited to one guest and each guest must be registered prior to entrance into the dance. All non-UW-Parkside students must be over 18 years of age and present a valid Driver's License, State Identification Card or Passport for entry.
2. Non-UW-System guests are not admitted unless they are a registered guest of a UW-System campus student with a valid school ID.
3. No non-UW-Parkside student under the age of 18 will be admitted.
4. If deemed appropriate upon discussion with Student Engagement & Connection and the sponsoring organization, Parkside Police will coordinate a weapon and knives check of all guests and contracted performers. Metal detectors will be used at all dances and parties.

G. Dance, Party or Event with Alcohol Service

1. At a dance, party or event with alcohol service guests 21 years of age will be wrist banded.
2. If the area which alcohol is being served is in a different room than the dance, party or event, then admission to the area with alcohol service will be limited to guests of 21 years of age.
3. If the area which alcohol is being served is within the same venue as the dance, party or event, then only UWP students (no matter the age), and community members over the age of 21 years will be admitted to the dance, party or event.

H. Additional Parameters

1. Each student organization is permitted to reserve a maximum of two (2) dates per semester. However, student organizations can only ask once each semester for an event to have extended hours.
2. Progressive pricing is not allowed. The opening of a party/dance will not be delayed longer than 30 minutes from the original start time for any reason. The Parkside Police will make the final decision to close should a delay occur.
3. A dance, party or event will end by 1am unless a request for exception has been approved. All requests for exceptions to the Dance, Party & Other Events Policy & Procedures must be submitted in writing to the Student Center Director a minimum of 21 business days in advance of the dance, party or event date.
4. Facility capacity for The Den is 350. The organization's guests and monitor staff, DJ, and DJ guests will be counted in the capacity number.
5. Once capacity is reached, both a monitor and police officer will inform guests who are in line that they can no longer wait for entry and must leave the property.
6. Sponsoring organization will arrange for barricades, tickets, or wristbands as part of the reservation when needed.

7. Apparel: hats are permitted as long as they are kept in a forward style on a person's head. Metal belts and chains are not permitted.
8. Preliminary dance, party or event charges will be detailed on the reservation confirmation.
9. Performing and contracted guests (i.e.: DJs, band members, etc.) must have a valid Driver's License or State Identification card for entry.
10. UW-System students, guests, monitors, organization members, DJ and/or performers are not allowed to re-enter the dance once they have exited.
11. Failure to abide by these policies will result in either probation or the loss of student organization privileges.
12. Beverages and food cannot be carried into the event.
13. On-going evaluation and review will continue and changes may be made if necessary for safety reasons. Updated information will be distributed by Student Engagement & Connection.

DESIGNATED AREAS FOR UNPLANNED "FREE SPEECH" EVENTS – ADMINISTRATIVE POLICY 6

To accommodate unplanned free speech events, the University has designated two areas on campus which can be utilized by any member of the campus community without advanced reservation. These areas are:

1. In the main complex: Student Center L1 Commuter Lounge across from the Student Involvement Center. Individuals must stand on the carpet when in this area.
2. Outside the main complex: southwest cement seating wall on the Student Center Plaza between the Student Center and Molinaro Hall.

In the event that a free speech area is not available, the University, through University Reservations/Conference and Event Services, will make an effort to find an alternative location.

Such "free speech" activities cannot block entrances or drives or disrupt normal university activities such as classes and work. In these matters, the University will recognize "equal protection" considerations, thus providing for opposing views on issues.

For more information, see <http://www.uwp.edu/explore/offices/governance/policy06.cfm>

DINING SERVICES (& CATERING) – ADMINISTRATIVE POLICY 21

University Dining Service at UW-Parkside is provided through a service contract which is bid through the process as identified by UW System Purchasing and as required by state law. During the term of the contract, the successful contractor has exclusive rights of operation for all manual food and alcohol services campus-wide unless otherwise specifically designated within the contract or directly approved by the contractor. Manual food service includes, but is not limited to: all snack bars, dining rooms, pubs,

delicatessens, restaurants, cafeterias, catering and conference facilities, and concessions operations. Campus-wide is defined as all buildings and lands assignable to the University.

Food Service Policy Appendix A: General Food Safety Guidelines for Bake Sales and Non-Potentially Hazardous Food Sales

1. Sound sanitation practices, such as using clean equipment, must be followed when preparing, packaging, serving, transporting, displaying, and selling bake sale items.
2. The food handlers preparing, packaging, transporting, displaying, or selling bake sale items must be free of communicable diseases such as colds, the flu and hepatitis. Their hands and arms must be free of wounds, cuts and sores.
3. The food handlers contributing to or participating in the event must wash their hands with soap before working and after each break (e.g. restroom).
4. The food handlers should not handle the money exchange; a separate organization member should serve that role.
5. Organizers should maintain a list of everyone contributing food items to the sale or event. This list should include each contributor's name and contact information.
6. A disclaimer should be displayed indicating "Ingredients information is not available so if you have a food allergy, please make a safe purchase decision".
7. All food ingredients used must be pure, wholesome, free from contamination, and be obtained from a licensed and approved food source (e.g. grocery store).
8. All food items and plates or containers they are transported in, served on, and displayed in should be completely wrapped (e.g. plastic wrap, tin foil, container lid). It is encouraged that serving and selling portions are individually wrapped.
9. Any eating utensils provided should be single use and disposable, and wrapped to prevent contamination.

For more information, see <http://www.uwp.edu/explore/offices/governance/policy21.cfm>

FACILITIES USE POLICY – ADMINISTRATIVE POLICY 18

The University reserves the right to make changes at any time to accommodate the greatest number of requests or to assign the most appropriate facility for the event.

Although Internal, Sponsored and External Groups may request use of a specific room, facility, or other location, University Reservations/Conference and Event Services shall make final space assignment decisions. For more information, see <http://www.uwp.edu/explore/offices/governance/policy18.cfm>

HAZING POLICY

Hazing, in any form, by a student organization or members of a student organization is prohibited. Hazing is any planned or spontaneous activity or situation, whether on or off campus, that is demeaning to an individual; calculated to produce ridicule, or harassment; produces physical or mental duress; reduces a person to a state of subjection by physical or psychological means which impairs or destroys

an individual's freedom of thought; or in any way threatens or endangers the health or safety of an individual. Such activities or situations include, but are not limited to:

- a. Any form of paddling
- b. Any activity that causes physical discomfort, pain or excessive fatigue
- c. Any morally demeaning, embarrassing or humiliating experience
- d. Activities that produce physical, psychological or emotional duress
- e. Any unnecessary mandatory activities that interfere with academic class schedules or other scholastic activities

MOTION PICTURE VIEWING POLICY

There are two options available for showing a motion picture on the UW-Parkside campus.

Option One: Obtain a Public Performance License for the film to be exhibited. There are two companies that can issue this license, and it must be in the organization's/department's possession PRIOR to the exhibition date. One is Swank Motion Pictures and the other is Criterion Pictures, Inc. Student Engagement & Connection has contacts for both companies and will be happy to work with any organization or department.

Option Two: Educational Exemption. To obtain this exemption, there are six points to be met and a showing must meet ALL six to be exempt.

1. Must be a legitimate (original) copy
2. Must be a part of the systematic course of instruction and not for the cultural entertainment or recreational value of anyone present
3. Must be done by the instructor or a pupil
4. Must be in a place devoted to instruction
5. Must be part of the teaching activities of a non-profit institution
6. Attendance must be limited to instructors, pupils and guest lecturer

Beginning immediately, anyone wishing to exhibit a motion picture must produce factual information as to where the license was obtained. Willful infringement is a federal crime carrying a maximum sentence of up to one year in jail and/or a \$100,000 fine. Even inadvertent infringers are subject to substantial civic damages, ranging from \$500 to \$20,000 for each illegal showing. The University has also been informed that not only is the sponsoring group responsible, but the University itself. Since colleges and universities are the most frequent violators they are closely monitored.

MUSIC POLICY

The UW System has negotiated System-wide licenses with ASCAP (American Society of Composers, Authors and Publishers), BMI (Broadcast Music Inc.), and SESAC (Society of European Stage Authors and Composers), which are organizations that represent their member composers and music publishers in the licensing of non-dramatic music performing rights in musical compositions.

The ASCAP, BMI and SESAC licenses also do not cover synchronizing sound recordings with video images in any medium such as on a DVD, a website, or karaoke performances with video. Synchronizing copyrighted music to video images requires a separate synchronization license which can be costly and difficult to obtain. In these situations it may be more efficient and cost-effective to use "cleared music" which is available from a variety of providers for free or a small fee

OFFICE POLICY AND PROCEDURES

Student Organizations with office space located in individual academic departments must adhere to that department's policy and procedures for use. Student organizations with offices located in other areas of campus must adhere to the following policy and procedures in order to keep this privilege.

Campus Hours during the academic year: Sunday 7a.m.-10p.m.
 Monday-Saturday 7a.m.-midnight

The Student Center may grant an extension of privileges for organization members to be in the office after building hours for the SIC for official organization business.

STUDENT ORGANIZATION OFFICE ACCESS POLICY AND PROCEDURES

Purpose: To establish and implement an effective access control policy and to establish "key" procedures for the issuance and retrieval of keys; and to establish issuing authority.

Access Responsibility & Accountability: The responsibility for student organizations offices in academic buildings, the Parkside Student Center facility access will be shared between the Parkside Student Center and Student Engagement & Connection. The Parkside Student Center is responsible for keys issued to building staff and student employees, and contracted vendor employees. Student Engagement & Connection is responsible for all student organization office access.

Access Issuance: For wired/wireless accessed-student organization offices located in the Parkside Student Center access will be granted by the Ranger Card ID upon authorization of the Office Access Authorization Form which should be submitted and updated to Student Engagement & Connection.

- a. All access is granted, and subsequently approved by Student Engagement & Connection is responsible for retrieval of access via Ranger Card ID before individuals end their tenure with the University.
- b. Student Engagement & Connection is responsible to immediately report inappropriate use of access for wired/wireless access spaces to the Student Center Director.
- c. Access issued to student organization officers will be verified between fall, winterim, spring, and summer semesters. Students not authorized by the student organization will have their access removed.
- d. Access will be terminated and updated at the end of each academic and summer by Student Engagement & Connection as appropriate.

Office Access Records: Wired/wireless door access records will be maintained by Student Engagement & Connection and the Student Center.

TRAVEL GUIDELINES- Subject to Change

Travel for a student organization is one off the highest risks incurred by each individual, the student organization and the university. All travel must follow University travel policies, regardless of funding source. In addition, all drivers must successfully complete a Vehicle Use Agreement and two authorized drivers for each vehicle is required for most travel situations. Safety is a must!

1. What if we are not using rental vehicles?

If the travel is related to student organization business then all travel policies are still relevant and drivers must be approved. If a reimbursement for mileage is due to the driver from a segregated fee account, the driver must have an approved Vehicle Use Agreement on file.

2. When can students use vehicle rental service?

- a. Drivers must be UWP students who are at least 21 years of age and have successfully completed a Vehicle Use Agreement would be eligible to drive a rented vehicle.
- b. Students may use vehicles for official student organization business only. (I.e. conferences, organization meetings, etc.)
- c. To make rental vehicle arrangements through state contracted vendors, contact Student Engagement & Connection, Student Center L104.
- d. SEC staff must verify the status of all student drivers prior to initiating vehicle usage arrangements.
- e. A minimum of two drivers may be included on the travel authorization: It is the responsibility of the primary driver and trip coordinator to ensure that only those individuals listed are allowed to operate the vehicle.
- f. The vehicle must carry additional insurance offered through the rental company; the organization is responsible for this cost.

3. Who is an authorized driver?

- a. Drivers authorized must have at least 2 years of driving experience to be considered for authorization. Excessive negligence, speeding, and/or DUI ticket will be a concern and may negate approval.
- b. Authorizations expire annually on June 30 and must be resubmitted after July 1 for the new fiscal year.

4. What size vehicle can we rent?

- a. Rental vehicles must be reasonable in size as determined by Student Engagement & Connection member initiating the reservation based upon the information given on the Request for Rental Vehicle form.
- b. Vehicle costs are based on predetermined state rates along with actual mileage incurred.

5. When do I have to return the vehicle?

- a. The vehicle must be returned by the date and time listed on the original travel request.

- b. The UW-Parkside staff member responsible for the original arrangement is the only person who may change contract times for rental vehicles and only for appropriate reasons.
 - c. Rental vehicles need to be refueled upon return to the company.
- 6. What kind of documentation do I need to turn in before the trip to receive reimbursement or to have direct billing? (All reimbursements are made electronically)**
- a. Travel Request form with authorized signatures
 - b. Conference brochure, meeting agenda , or flyer advertising the event
 - c. List of attendees
 - d. Hotel information
 - e. Authorized drivers
 - f. Copies of meeting agenda, ticket stubs, etc.
 - g. Original hotel and meal receipts (date, time, amount, location)
- 7. What happens if I get a ticket or lose the keys?**
- a. Charges for locksmith service, parking tickets and traffic citations are the responsibility of the authorized driver and must be paid immediately.
- 8. What happens if I should violate any of these policies?**
- a. Failure to abide by these policies will result in the loss of travel privileges. In addition, the student is responsible for reimbursement to the institution for any unauthorized expenses.
 - b. Repeated or multiple minor infractions may result in a loss of driving privileges.
 - c. Other various minor or major violations of fleet policies may result in either probation or immediate suspension of driving privileges, depending upon the nature of the infraction as described below.
- 9. Minor infractions place the driver on probation for one semester. Minor infractions include:**
- a. Eating food or smoking in the vehicle
 - b. Returning the vehicle dirty or leaving trash in it
 - c. Unauthorized use of the vehicle which includes checking it out early and returning it late
 - d. Excessive mileage beyond state established distances
 - e. Not refueling a state contracted rental vehicle before returning
- 10. Major infractions would place the driver on immediate suspension of driving privileges, and possibly permanent suspension. Major infractions include:**
- a. Unauthorized use of vehicle
 - b. Unauthorized drivers using the vehicle
 - c. An at-fault accident
 - d. Evidence of alcohol and/or drug use or transport in the vehicle
 - e. Abandonment of a vehicle
 - f. Multiple violations of privileges on behalf of an organization
 - g. Second minor infraction while on driver probation

STUDENT INVOLVEMENT CENTER POLICY AND PROCEDURES

OVERVIEW

What is the Student Involvement Center?

The Student Involvement Center (SIC) is designed to create a friendly, professional community for students and their organizations. It is an essential contact point for student leaders as well as a communication center for all. The SIC offers a variety of spaces for use by recognized student organizations including private office spaces, open office areas, promotions room, lounge seating and tables for group work and storage areas. In addition, the center houses student organization paperwork, and other organization resources.

Hours of Operation

The Student Involvement Center is open whenever the Student Center is open for operation. If an organization needs after hour access, the president of the organization may request access. A request should be directed to the Student Center Director and should include the date and time needed and the reason for the request.

Promotions Room

See: SERVICES AND RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS

Storage Space

See: SERVICES AND RESOURCES FOR REGISTERED STUDENT ORGANIZATIONS

POLICIES

Etiquette and Behavior

1. Users of the SIC are expected to treat other users of the facility and the facility itself with respect, therefore, courtesy and respect are expected to maintain a pleasant and usable work environment.
2. Organizations shall maintain an organized, clean space that doesn't infringe upon fellow SIC users. Please help keep the space clean and dispose of food and service wear to the Brickstone Grill & Eatery dish return.
3. Do not leave valuables unattended.

Copier Use

The copier in the SIC is available for student organization business only. If more than 20 copies are needed, organizations should use Creative Services. Copier use is regularly monitored by Student Engagement & Connection. Excessive copy counts will be invoice to the student organization.

Custodial Care

The Student Center custodial staff will provide general custodial services for the facility including vacuuming and cleaning of common areas and emptying of trash. Custodians will empty trash in the common area on a daily basis and will clean the private office spaces once a week. It is expected that occupants of the private offices will maintain the cleanliness of the individual office spaces.

Equipment

The SIC is equipped with computers and a centralized printer for use by organizations. In an effort to share resources, individual office printers will not be replaced and organizations will be required to utilize a centralized printer unless there is a special circumstance that warrants an exception. Any special circumstances will be reviewed by the Student Center Director. In an effort to reduce energy usage, refrigerators and microwaves will not be allowed in individual offices.

Office Door Access

Approved organization members will be granted access to private offices. Organizations must submit a Door Access Form to Student Engagement & Connection listing who should have access to the space. This list must be updated each semester, or as necessary. It is the organization's responsibility to update Student Engagement & Connection with current officer information in order to manage the electronic door access.

Office Space Assignment

Offices in the SIC are designated for recognized student organizations with open memberships. In many cases, the offices are shared by one or more organization. If an organization fails to utilize their assigned office space during the academic year, Student Engagement & Connection may request that their office privilege be reviewed.

Open office areas are available for use by any member of a campus organization. Priority is given to student organization work.

Selection Process for Office Spaces

An annual review will be conducted by the Student Engagement & Connection and applications will be distributed to recognized student organizations for spaces. Besides the walled offices, Student Engagement & Connection may designate desk spaces with or without computers, and with a locking file cabinet, for annual use by a student organization. The desk spaces within the center of the SIC can be assigned through the selection process for office spaces if needed; computers at these desks would allow for the organization to have a specific login so that it is no longer a general use computer.

Posting & Window Painting

There is a designated bulletin board within the SIC for use by student organizations for recognized student organization promotion of activities. All posters must conform to the Campus Policy on Posting Promotional Materials Policy #32.

Window painting is not allowed on any office windows or window-doors.

Technology

The Student Involvement Center is equipped with computers for use by student organizations. Computers provided in the SIC will be similar to the computers available in labs across campus. Any exceptions must be approved by the Student Center Director.

Wireless access is also available in the center. University network policies apply to the Student Involvement Center. In an effort to protect the integrity and stability of the network, no private access points or routers are permitted.

BUDGET

The SIC budget, as approved annually by SUFAC, provides for the following equipment and supplies: computers, centralized printer, telephone services, copying, promotion supplies and office supplies. The budget will be developed by the Student Center Director and reviewed by the Student Center Advisory Committee and Student Life Committee prior to presentation to SUFAC.

COMPLAINT PROCESS

Any individual who has a concern, issue or complaint regarding the Student Involvement Center and its occupants should address those concerns to the Student Center Director.

RISK MANAGEMENT AND YOUTH COMPLIANCE

All University Recognized student organizations and their events and meetings are a function of campus life and operate as integral part of Student Engagement & Connection as an internal partner.

Should an event or program be determined of higher risk to the University, the student organization will meet with the Student Engagement & Connection staff, Student Center Director and/or Dean of Students office to review precautions; if necessary, the student organization may be advised to purchase UW-System special event insurance.

STUDENT ORGANIZATION RISK ASSESSMENT

Create a Risk Management Plan Using the Risk Management Planning Worksheet

DESCRIBE THE EVENT IN QUESTION: What? How? Why? When? Where? Who?

ASK FOUNDATIONAL QUESTIONS:

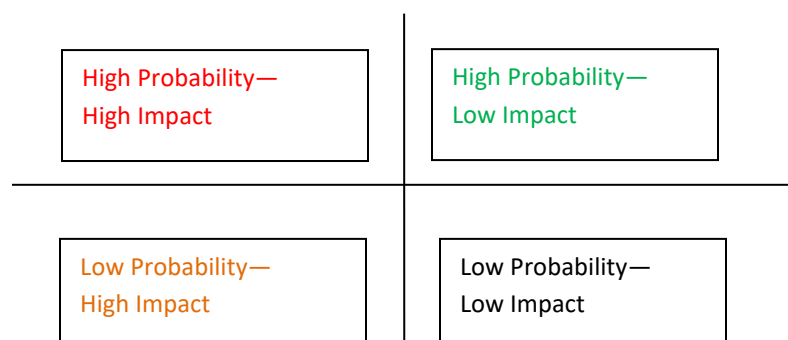
- How does this activity benefit your organization?
- How does this activity benefit the university?
- How does this activity fit with the mission / values of your organization? Of the university?
- Are there other activities that we can do that capture the spirit of what they're trying to achieve here?

IDENTIFY RISKS:

The student organization should coordinate with various university officials to identify ALL RISKS associated with this project, regardless of how minor they may seem. As starting points, Consider:

- Risks of injury by individuals managing event
- Risks of injury by individuals participating in the event
- Presence of alcohol, thereby reducing student's decision-making skills
- Presence of non-students

Use the simple risk matrix below as a visual tool to aid in the discussion of how risks should be ranked. Determining the likelihood of the risk occurring and the likely consequences may require research and consulting with your organization advisor or Student Engagement & Connection.



EVALUATE RISKS:

Analyze each of these risks and identify where they fall in terms of priority. Match them with the corresponding steps:

If Low:

- Take reasonable steps to prevent or reduce loss.
- Incorporate training and supervision and develop appropriate policies and procedures. Incorporate appropriate physical and other limits on time, location and duration that promote safety and reduce risk.
- Provide supervision and instruction during activity.
- Use protective equipment if necessary.
- Make sure relevant university officials, including police and fire department, have notice of event, contact information of organizer and event information.

If Medium:

- Take reasonable steps to prevent or reduce loss.
- This activity requires the use of protective equipment if available for activity.
- Maintain a first aid supply and cell phone on site.
- Consider and document limits on participation and access.
- Consider liability releases and purchase of insurance.

YOUTH COMPLIANCE – UW-SYSTEM POLICY 625

Under UW-System Administrative Policy 625, it is crucial that we as an institution follow proper protocols to protect minors in our care. If you are planning on hosting an event where you would have custodial care or individuals under the age of 18, please contact the Student Engagement and Connection Office and UW-Parkside's Youth Compliance Specialist, Trina Patterson, at patterst@uwp.edu prior to your event. Custodial Care is defined as the temporary responsibility for supervision, care, or control of minors without accompanying parents, guardians, or chaperones.

Success Tips

Organizational Skills

Organization Matters Because . . .

- Your will get better results
- You will get more done in less time
- It will reduce stress levels

How

- Have clear goals: Why are you working together? What are you expected to accomplish?
- Find ways to break down the task into smaller units
- Allocate responsibility for different aspects of the work
- Find ways to allocate organizational responsibility
- Create a sample time line with suggested checkpoints for stages of work to be completed

Goal Setting

Feeling unmotivated or lacking direction?

A Goal...

- Is something you would like to achieve
- Provides direction with the intent of improving performance
- Clarify and communicate what you are striving for

Goals Should be **SMART**

Specific – You must be able to describe/envision it.

Measurable – are you able to demonstrate how you met the goal?

Achievable – is your goal within reach?

Relevant – how does your goals align to your objectives?

Timely – The goal must be set within a timeframe, and be aligned with specific deadlines.

The Goal Setting Process

- Have a plan and a way to get there. What is your goal? What specific things are you going to do to reach it? By when?
- Have a way to check your progress. How will you know if your goal is working? When will check in with yourself?
- Have a way to hold yourself accountable. What will happen if you don't do what you promised yourself you'd do? What will you change?
- Have a way to adapt to change. What will you do to adjust to change or when things don't go as planned?
- Have rewards built in along the way. Don't forget to reward yourself for reaching minigoals along the way to reaching your big goals!

Organization Quick Tips

Membership

Recruiting- Motivating- Retaining

Recruiting New Members

- Have a reason for their involvement
- Keep your organization's goals and purpose in mind.
- Attend the Involvement fair
- Have a mission statement

Retaining New Members

- Make new members feel welcome
- Know and use everyone's name
- Discourage cliques
- Give new members some direction ask for their input
- Create opportunities for members to share

Motivating Members

- Give responsibility to others
- Communicate and listen effectively
- Praise efforts of others
- Give attention to the individual
- Match abilities to tasks
- Build on achievements and all successes
- Involve them in the decision-making process

Make Meetings More Exciting

Attendance down? More questions than answers?

Ideas to wake up any Meeting

- Rotate meeting roles.

- Make the meeting's purpose specific.
- Start each meeting with an icebreaker.
- Skip meetings that don't require Interaction (use email etc.)
- Create a sense of urgency by keeping the time tight.

Common Goals of Meetings

- EXCHANGE information
- SOLVE problems
- MAKE decisions
- SHARE concerns
- EXPLAIN issues.
- HAVE FUN!

Organization Quick Tips Cont.

Fundraising

Bake Sales

- Need to be approved by SEC and reserved through Reservations (reservations@uwp.edu)
- All items must be homemade and stable at room temperature.
- Other types of foods sales also need the approval from Dining Services.

Raffles

- Must be pre-approved by SEC
- Raffle Ticket Request forms must be submitted 10 days prior to the start of ticket sales
- All tickets and stubs, along with a final report, must be returned to SEC within 48 hours of raffle.

Motivating Members

- Must submit a Solicitation and Fundraising request and get approval before soliciting from businesses

Fundraising Tips

- Set feasible goals.
- Motivate your members to buy into the plan.
- Keep your purpose in mind.
- Be polite and courteous- always thank contributors.
- Plan ahead and start early.
- Don't be afraid to try new and creative things.

~Parkside Student Org Event Planning Checklist~

Come up with an idea (3-5 weeks prior to program)

- What do you hope to accomplish?
- What population will your event or activity attract?
- Does the event reflect your group's mission? If not, what are some downfalls or benefits to this?
- Does this event have any safety concerns? Should you contact SEC before proceeding?
- Consider other organizations/departments that might wish to co-sponsor the event.

3 weeks before program- but sooner the better!

Choose a date and reserve a room/space

- What other events are going on this week? Is there a conflict?
- Does this date give you enough time to plan and/or fundraise?
- Can you get a room on your desired date? The Ballroom and Den are sometimes reserved for weeks or even months out. Room reservations are made through VEMS or the Conference & Events Office, STCR L209.
- For outdoor events, be sure to also reserve an indoor space in case of inclement weather!
- Consider your Audio/Visual needs and update your reservation accordingly.

Budgeting

- Is the event cost effective? If it is a fundraising event, will it yield a desirable profit?
- If costs are too high, could you collaborate with another Student Org or Department?
 - o How much is each group willing to give of their budgets toward the event?
 - o Create a written agreement about which group will take on specific responsibilities and costs.

Event Details

Having food?

- You are required to work with Dining Services, our campus caterer: catering@uwp.edu

Need to purchase items for your event?

- Complete necessary order forms in Student Engagement & Connection.

Bringing an entertainer/speaker/musician to campus?

- Do you need a contract or are they sending one to you? **Don't ever agree to a contract on your own or you could be personally liable for the commitment you think you have made on behalf of the student organization.**
- Complete a Check Request Form early (no later than two weeks prior to the event date) so payment can be ready on the day of the show.

Showing a movie?

- Work with SEC to secure the movie rights through our contract. (You cannot bring your own copy)

Having a raffle or giving away prizes at the event?

- Check with Student Engagement & Connection to make sure WI State laws are followed.

Other details:

- Need tickets? Contact SEC for most up to date procedure.
- Contact SEC to get a parking permit(s) for speakers and entertainers.
- Are you stuck? Not sure what to do or need some advice? Stop in Student Engagement & Connection (STCR L104) for help- don't delay—go today!

2 weeks before program!**Advertising your Event**

- How much money are you willing to allocate for advertising? Place order through Creative Services and/or make a banner in the Promo Room in the Student Involvement Center.
- What methods are you going to use to advertise?
 - ★ Painting a bridge window or table- use EMS Web to make your reservations and pick up markers from SEC.
 - ★ Submit to Midnight Ranger
 - ★ Post on Facebook, Instagram, and other social media sites
 - ★ Have posters, flyers, and table tents printed and put around campus in accordance to the Campus Posting Procedures – All must have the Parkside logo in addition to organization name.
 - ★ Word of mouth!
- Need a display case? Reserve the Student Center Art Display Case
 - ★ Start putting a display together that is creative and eye-catching!

Other Details

- Confirm catering, contracts, technical needs, room reservations and hosting details.
- Sidewalk chalk is available in SEC.
- Will you need a cash box or cash bag? Reserve one through SEC.

Week of the Program

- Update your Event Spending Worksheet/Budget.
- Do troubleshooting with organization members over final program details/coverage during event.
- Complete final marketing plan- including the day-of marketing blitz!
- Need assistance on anything else or troubleshooting? Contact Student Engagement & Connection ~ that's what we are here for! Can't stop in, email us at studentengagement@uwp.edu

Day of the Program

- Double-check set-ups and catering prior to your guests arriving.
- Social Media teasers
- If a check is being presented to entertainer/presenter, pick up from SEC. Complete Check Verification Form with the guest and return the form to SEC.
- Have a host or MC introduce program, along with upcoming events and recruit new members.
- Have evaluations on hand to gain feedback from your participants and committee.
- Clean up after program.

Day after the Program

- Send thank-you letters or email to presenter/entertainer, volunteers, and other people who have been particularly helpful.
- Evaluation: information discussion with organization members, share feedback about program and write up a formal evaluation. Put in the organization file for review at the next event or to share when transition to new officers.

Have Fun and a Great Event!

EVENT SPENDING WORKSHEET

Organization Name: _____

1. Proposed Event: _____
2. Event Date and Time: _____
3. Room Reservation: _____
 Rain site (if outdoor event): _____ Green Room needed? Yes No
4. Do you need to meet with your advisor or Student Engagement & Connection?
5. Met with organization treasurer to find out how much \$ can be used? Yes No

6. EXPENSES	SUB-TOTALS	TOTAL
Amount of Contract		\$
EMS Invoice		\$
Room Reservation	\$	
Production Services	\$	
Catering/Backstage Refreshments	\$	
Other:		
Marketing		\$
Printed Publicity (posters, banners, etc.)	\$	
Promotional items	\$	
Other Costs (supplies, decorations)		\$
1.	\$	
2.	\$	
3.	\$	
4.	\$	
Total anticipated expenses		

7.
REVENUES

	Ticket Revenue Anticipated (deduct sales tax)	\$
	Subtract cost of printing tickets	
	Co-Sponsorships	\$
	Total anticipated revenue	\$
	Total Cost of Event (subtract revenues from Expenses)	

STUDENT ORGANIZATION EXPENSE PLANNING FOR 2024 - 2025

*Prices are subject to change and are only to be used as estimates

Contact Student Engagement & Connection for further assistance: studentengagement@uwp.edu 262-595-2278

Catering through University Dining Services:

Please submit a Student Org Catering Form and Project Money Request form to Student Engagement and Connection to order Catering.

Creative Services—log into your Student Org account:

Handbills: 100 color – \$6.75 100 black print on color paper-- \$1.25

Hanging Flyer 25 – 8.5 X 14" color – \$15.60

Hanging Flyer 50 – 8.5 X 14" B&W – \$1.75

Poster 1 – 24 X 36" - \$15.00

Reservation Charges for Standard Requests

Bridge Tables	\$0 – FREE
Bridge Windows	\$4 per window/week
Classrooms (with no set up)	\$0 - FREE
Concourse Tables (any part of campus except the Bridge)	\$15 per table
The Den (not for dance)	\$75
The Den (for a dance)	\$150
Upper Main Place	\$400
Full Ballroom	\$375
Ballroom A (no windows)	\$262.50
Ballroom B (windows)	\$206.75
Cinema	\$75
Terrace	\$212.50

Office Supplies

Organizations using Seg Fees must purchase office supplies, party items, and other items too numerous to list, through a State Contracted Vendor (typically ShopUW+). Please bring your request to Student Engagement and Connection prior to spending money or placing an order elsewhere. UWP is tax exempt.

Movie Licenses

Cost: \$450-1000 (may cost more depending on movie). There is a licensing cost even if you own the DVD. Motion Picture Viewing Licenses MUST be purchased along with the movie.

Most movie licenses are available through Swank or Criterion Motion Pictures. Contact studentengagement@uwp.edu for more information.

Promotional Items

See Student Engagement and Connection to confirm appropriate purchase and to place your order.

A good price for shirts would be keeping the cost below \$6.50. On top of that will be added shipping charges and a screen print set-up fee **for every color you use**. If you are purchasing with Seg Fees, you will need to order additional promo items to give away to the general campus. Here are the segregated fee approved websites you can use for promotional items.

Company Name	Website	Agency Rep Email
Cyan Creative	https://www.cyancreative.com/	jennifer@cyancreative.com
4Imprint	www.4imprint.com	
Custom Ink	https://www.customink.com	
Brown and Bigelow	https://brownandbigelow.esppwebsite.com	joywilson@charter.net

State Contracted Lodging Rates

The maximum nightly rate for lodging in WI ranges from \$96 to \$131. The exact maximum that Seg Fees will pay cannot be known until paperwork is completed and turned into SEC. Lodging arrangements must be made by Student Engagement & Connection personnel on the authorized “Travelwise” website.

Parkside Police for Dances / Parties / Other Deemed-Appropriate Events

\$63/hr for a Sargent \$57/hour for a police office \$16/hour for a Community Service Officer (CSO)

Standard Turnaround Times for Requests & Approvals

*estimated time it takes for Student Engagement & Connection staff to fulfill, approve, or deny requests. Please note that processing cannot take place if submitted forms are incomplete or completed incorrectly. Student Engagement & Connection staff will do their best to reach out to students when forms are submitted incorrectly.

Creative Services promo and printing	If they design it: Plan for design to take up to two weeks Printing from Creative Services can take 1-4 business days (up to one week for large format). You must pick it up there.
Check Request (Private Account)	3-5 business days
Contract- to pay speaker, performer, etc.	3 days to process contract. AND THEN... Plan for 3 weeks to one month AFTER performer signs and returns contract. Do not promise performers they will be paid on the day of the performance.
Payment/Purchase Request: 1) Office Supplies 2) Equipment under \$500 3) Equipment over \$500 4) Promotional items (shirts, pens, etc.)	2-5 days Up to 3 weeks 3 weeks 3 weeks
Solicitation/Fundraising Request	1 week

Cash Box Request with start-up cash Cash Box only Request	3 business days Immediately
Travel Reimbursement	SEC will submit form online after receiving receipts from traveler. Check ready 1-2 weeks AFTER recipient has approved and submitted the email that is sent to them.
Travel – Lodging Request Travel – Conference Registration	Plan for 3 weeks to one month for all travel-related needs to be fulfilled. Lodging and registration must be paid for by SEC personnel online.
Driver Authorization	1 week
Door Access Authorization Update	3 days
Raffle Ticket Requests—Are regulated by the State of WI and have strict rules! Do not attempt on your own.	3- 5 days to process request 1 week to print tickets

Updated 08/2024