



Student Organization Resource Manual

ASU's West campus

2010 – 2011

Office of Student Engagement
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Editor’s Note:

Arizona State University, in conjunction with the Office of Student Engagement and Student Affairs, supports several types of student groups. This publication is intended to provide all student groups with useful information regarding the University, West campus, the Office of Student Engagement and Student Affairs, organizational privileges and program planning.

While the manual is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

- 1) it is not a complete statement of all procedures, rules and regulations of Arizona State University; 2) the University reserves the right to change, without notice, any procedure, policy or program that appears in the *Student Organization Resource Manual*; and
- 3) the various colleges and departments may have their own policies and procedures that apply to student organizations.

Resources

Office of Student Engagement (OSE)

University Center Building, Room 320

(602) 543-8200

westcampusclubs@asu.edu

<http://www.west.asu.edu/ose>

OSE offers many services for registered student organizations at ASU. It is our job to ensure that student organizations are informed about policies and procedures as well as have an opportunity for personal growth and leadership development through the various programs offered by our office. We, in Student Engagement, view ourselves as a resource. Please feel free to come by and obtain forms or organization lists, ask questions, talk about organization concerns or issues, brainstorm ideas, or just share information. We appreciate knowing what your organization is up to so we can help support your efforts.

Our four primary functions are to:

1. Register and maintain a current list of registered student organizations.
2. Support organizational workshops and leadership training for registered organizations and advisors.
3. Assist registered organizations with event planning and scheduling of University facilities, and provide guidance in programming campus events, managing risk, and navigating University policy.
4. Provide mailboxes (located in UCB 320).

Advisement

Student Engagement provides advice and support in any area related to running your organization, including:

- Help with developing and strengthening your organization
- Promotion of your organization on our web page and in other printed materials
- Interpretation of University policies and regulations
- Advising on programming, publicity, fundraising, and risk management
- Providing financial advisement – creating a budget, requesting funds, keeping financial records, etc.
- Assistance with event planning
- Advising on nuts and bolts of running an organization – running an effective meeting, time management, handling conflict, communication, etc.

We are available for individual or group advising. It is the organization's responsibility to ensure that the faculty/staff advisor is also aware of any situations that may arise where Student Engagement has been asked to intervene.

Contracting

If you are planning to employ the services of speakers, performers, or if you are scheduling other forms of entertainment, make sure you consult with OSE before you make any arrangements. We can discuss the paperwork and approvals that are required.

Under no circumstances are students clubs/organizations permitted to enter into a contract, written or verbal, without the written consent of the University. If this occurs, organizations or individual members can be held liable for their contracts and agreements. The University is not a party to contracts made by student organizations.

Leadership Development

OSE is committed to developing strong leadership skills among student organization members and leaders. The office offers many different types of leadership workshops, seminars, and trainings, dependent upon the needs of each individual organization. Topics can range from recruiting, team building, communication, and much more. OSE will cater to the specific needs of each group, and take all aspects into consideration when planning a leadership development seminar for each particular organization.

OrgSync

In an effort to utilize more sustainable practices, the University will be utilizing OrgSync (<http://asu.orgsync.com>) as an online club management database. Various forms (including the annual registration form) and information can be found within this website. OrgSync allows student organizations the opportunity to increase communication between officers and members, promote their organization, and maintain accurate records.

Blackboard

OSE maintains a Blackboard community designed to provide organization officers with information, documents, and resources related to effectively leading their group. Officers are also welcome to utilize the communication features within Blackboard, such as discussion boards and e-mails.

Lockers

Locker space is available for organizational use. Locker rentals are \$10 per year, which can be paid for from your student organization budget. If you are interested in renting a locker for storage space, please inquire in Student Engagement. Lockers are available for the academic year only, on a first come, first served basis. Storage space is also available, at no cost, in the Devils' Den. If interested, please speak with a representative from ASASUW.

Mailboxes

Mailboxes are available free of charge for registered student organizations. It is the organizations responsibility to pick up their mail in a timely manner (suggested pick-up time is once per week). Campus departments as well as community members utilize the mailboxes to distribute information of interest to student organizations. Student organization mailboxes are located on the 3rd floor of the University Center Building in Room 320 (OSE).

Mail for your organization can be sent to:

Organization Name, MC 2850
Arizona State University's West campus
P.O. Box 37100
Phoenix, AZ 85069

Undergraduate Student Government West (USGW)

University Center Building, Room 226
(602) 543-8186
<http://asasuwest.asu.edu>

USGW is a student government organization comprised of students working for students. USGW has the responsibility of fulfilling your needs as a member of the West campus community and is interested in your participation in the opportunities we have to offer.

USGW provides services for student organizations registered at ASU's West campus to enrich the organizations and assist them in running smoothly. For more information about these services, please contact USGW.

Copies

USGW offers a limited number of free copies per semester to be used to publicize activities, events and meetings. Copies can only be made in USGW offices. Call for deadlines and policies.

Easels/Carts

USGW offers the use of easels for meeting and event promotion. Easels are available on a first come, first served basis. Carts are also available for picking up food orders from Aramark or hauling equipment for an event. Call for information and policies.

Funding

USGW will fund items or events that contribute to the functioning of an organization within the framework of the organization's mission unless otherwise stated in the USGW Constitution and Bylaws or prohibited by applicable law or University policy. Funding shall be rendered in amounts deemed appropriate and necessary by the USGW Senate.

Funding request packets are available in the USGW office. Please note that no funding will be granted without the completion of the necessary paperwork.

Three types of funding are available:

Student Organization Funding

Registered student organizations are allocated funds from USGW to be used for banners, office supplies, events, etc.

Special Events Funding

These funds may be requested by any on-campus organization hosting an event or speaker at ASU's West campus that is open to all students. Funds may also be used to purchase promotional materials to help market or publicize an officially registered student organization or ASU's West campus while participating in an on- or off-campus event. Students requesting special events funding must go before the Senate to submit their proposal. Student organizations are encouraged to work with their assigned Senator in preparing their proposal.

Professional Development Funding

Professional development funds are available to all students currently enrolled in an undergraduate or graduate degree-seeking program at ASU. Students who are employed full-time by the University are not eligible to request funds. Students requesting this funding must go before the Senate to submit their proposal.

*Please visit USGW for information about deadlines and additional requirements related to each type of funding. It is the responsibility of the organization to submit all paperwork by the assigned deadline in order to receive funding. No spending is permitted until you have received written approval; purchases made without approval will not be reimbursed.

General Services

Reserving Space on Campus

All registered organizations are granted access to designated University facilities for the use of organization meetings, activities, and events.

Classrooms

All reservations for classrooms will be scheduled through Astra Web Client (<https://astra.oasis.asu.edu/astraweb>). An instruction manual can be found in Blackboard and OrgSync. If your organization is not listed as a "Customer," please e-mail westcampusclubs@asu.edu. Requests must be made at least six (6) business days in advance. Questions about the specific classrooms can be directed to rooms@asu.edu. A/V equipment from Event & Meeting Services (E&MS) will not be reserved for classrooms, as these rooms already have the necessary media equipment. Food is not permitted inside classrooms.

University Center Building & Outdoor Spaces

Organizations wanting to request rooms within the University Center Building or any outdoor spaces should complete a Room/Table Request Form on the Student Engagement website (www.west.asu.edu/ose). Hard copies are also available in UCB 320.

- All requests must be made **at least six (6) business days prior** to the date of the event in order to allow time for the process to be completed. If all information is filled out correctly and none of the requests violate University policy, a Student Engagement staff member will sign and submit the request to the E&MS Office.
- Upon receipt of the Room Request Form, E&MS will process the request and will take all requests into consideration.
- Requesting a specific room, date, time, or equipment does not guarantee that it will be available for the initial request made. E&MS will make all efforts to accommodate each request.
- A contract with the date, time, and location of the event will be emailed to the primary contact person on the "Room/Table Request" form.
- The contract must be signed and returned to E&MS. The signed confirmation must be received in order for the request to be complete.
- In the event that a student organization will need to cancel or change the reservation, they will need to send an e-mail (including the event number) to eventschedule@asu.edu. This must be done **within two (2) business days** of the event.
- Failure to comply with such request may result in denial of future usage of University facilities and equipment or a monetary fine.

Media/Audio-Visual Services

Various types of equipment are available for student organization usage for events. Requests should be directed to eventsmedia@asu.edu, and are processed through the E&MS. Access to television, VCR, laptop computers, overhead screens, and other types of services are available. The request should be made once an event contract has been received and the organization should be as specific as possible when making the request. The same consideration must be taken, should an event be canceled, in regards to equipment.

For any special audio-visual requests, it is necessary to meet with a staff member in E&MS to clarify the equipment needed, proper set-up and any other technical needs. This meeting should occur a minimum of one week prior to your event.

Other Equipment Requests

Events and Meeting Services will also provide tables, chairs, canopies and any other equipment from Event and Meeting Services inventory as requested for any event scheduled through Events and Meeting Services into space they manage. They do not need to know what the tables will be used to hold. They do expect that all equipment will be protected from damage and not exposed to heat, chemicals, paint, severe weather, physical stress such as hammering, drilling, etc. In the case of electronic equipment, this includes water and other liquids.

The only exceptions to providing this equipment would be matters of inventory or weather conditions:

- In the situation where another event already has requested use of equipment and their inventory is insufficient to support both, priority is given to the event that made the request first. They would be glad to work with the other event to arrange for rental of the needed equipment. In that situation, the cost of renting equipment would be passed on to the event using the rented equipment.
- When weather conditions (including but not limited to rain and wind) make it likely that equipment would sustain damage or create a hazard, E&MS reserves the right to make the decision on whether the equipment is provided.

If an event needs academic space and Event and Meeting Services space, those reservations are submitted separately, through AdAstra for academic space and through E&MS for other schedulable space. Tables, chairs, etc to be used in space managed by E&MS would be scheduled through E&MS as part of the reservation of that space.

Reserving Space at Other Campuses

Registered student organizations are welcome to schedule events and meeting on the Downtown Phoenix, Polytechnic, and Tempe campuses. Please contact each campus directly for their respective policies and procedures.

Downtown Phoenix campus

- To reserve space in the Wells Fargo Student Center, please complete the form found on West campus Student Organizations Blackboard.
- To reserve classroom space, please e-mail rooms@asu.edu.

Polytechnic campus

- Student organizations can reserve space online for the Student Union and Student Union Annex at <http://www.poly.asu.edu/union> - Click on "Reserve space" link in the center of the page.
- To reserve classroom space, please contact Lisa Frank with Academic Services (480-727-1116).

Tempe campus

- To reserve classroom space, please e-mail rooms@asu.edu.
- To reserve space in the Memorial Union, please visit http://www.asu.edu/studentaffairs/mu/event_meeting_services.htm
- To reserve the Alpha Drive Fields, please visit <http://www.asu.edu/studentaffairs/mu/greeklife/alphadrive.htm>
- To reserve the Student Recreation Complex fields, please visit <http://src.asu.edu/Facility/Rentals>
- To reserve PV Beach, please contact Residential Life at 480-965-3515.

Catering

Aramark can provide a variety of services for your organization, from light refreshments to elegant dinners. Arrangements should be made at least **two weeks** prior to your event. Aramark's staff can help you plan a menu to fit your program and your budget.

- All registered student organizations that will be utilizing their on-campus organization account to purchase catering for their event, **must** submit a Request to Spend Form to ensure that funds are available for such a purchase.
- A Business Meals Form must be filled out and returned with the Request to Spend Form.
- Student organizations may contact Aramark for a price quote. Please include menu, date, time, number of people, location, and budget in your initial request.
- Within the University Center Building, all food needs to be purchased through Aramark.
- For outdoor events, student organizations must receive prior approval from Event and Meeting Services and Aramark to bring ANY food or beverages from outside vendors or donators.
 - Food waivers must be submitted to Barbara Gibson at least **two weeks** prior to the event date.

Copy & Digital Printing Services

A variety of services are available from Copy Services, located in the lower level of the Faculty and Administration Building (FAB) B23. Copy Services has three high quality multi-featured photocopier machines, a color copier/printer and a poster maker and is able to provide digital printing, high quality images in color or black and white, and color posters with minimal turnaround time. In addition to photocopying, other services are offered, including spiral binding, tape binding, laminating, custom cutting and fax services. For online order forms and additional information about Copy Services please call (602) 543-5575 or email them at west.copy.services@asu.edu. You may also visit their website at: <http://www.west.asu.edu/adaff/auxs/copyservices/index.cfm>

Student Organization Finances

USGW Funding

To request to spend student organization funding from USGW, please be prepared to provide the following information:

- Request to Spend Form
- Itemized budget for the event/expenditure (including prices, quotes, etc.)
- List of funding from other sources (i.e. fundraising, ASU department, etc.)
- One paragraph description of the purpose of expenditure (Public Purpose)
- Current member roster
- Complete annual budget for your organization
- Sheet describing your organization's purpose and goals, along with a contact name, phone number and e-mail address
- Copy of meeting minutes in which your organization approved the expense
- Business Meals Form (if purchasing food)
- Vendor Request Form (for off-campus purchases, one form per vendor/store/company)
- Flyer/advertising/announcement for the meeting or event (if applicable)

Student organization funds are swept on May 1st of each year, as per the USGW Bylaws. Please plan your budget accordingly.

Off-campus Bank Accounts

Some organizations may choose to keep some of their money in an off-campus account at a bank or credit union. Any money appropriated from USGW or a University department may not be withdrawn from your on-campus account and deposited into an off-campus account. Monies obtained from dues, fundraisers or donations must be deposited off-campus. An off-campus account is not held to the policies of the University. Please be advised that neither Student Engagement, nor the University, takes any responsibility in the management of your off-campus funds. Student Engagement will not track these expenses and will not keep record of your account number, your balance, or your approved signers.

Tax Identification Numbers (TIN)

(Also known as Employer Identification Numbers - EIN)

The United States Treasury Department and the Internal Revenue Service require an organization to disclose its TIN/EIN when opening any type of deposit account. To obtain an off-campus bank account, you will need this number. Registered student organizations at ASU cannot use the University's TIN/EIN. For more information about applying for a TIN/EIN, please visit the IRS website (<http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>).

In applying for a TIN/EIN, the organization officer who is listed as the executor of the number will be required to provide his/her social security number. When transitioning between officers, it is recommended that the executor of the TIN/EIN be switched as well. This will protect the outgoing officer and ensure that his/her name is not associated with the account after he/she leaves office.

Opening an Off-Campus Bank Account

When preparing to open an off-campus bank account, please consider the following:

- Is there a monthly fee?
- Is there a minimum balance required?
- Is there a charge per transaction?

- Will the funds in the account earn interest?
- Can we have two-signature checks? **This is recommended!**
- What will we need to open our checking or savings account?
- What is the process for changing authorized signers?

FAQs

- **Can we use a member’s personal account?**

We strongly discourage this. Your organization operates in the name of the entity and not in the name of the individuals who are part of your organization. Business records should be maintained in the organization’s name, not in the name of the officer. Keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

- **Who should be able to sign on the account?**

Your organization must designate one or more members authorized to withdraw funds from your account. Ideally, checks and withdrawals should require two officers’ signatures to be valid. This reduces the risk of any unauthorized expenditures.

- **Do we need to notify the financial institution when authorized signers have changed?**

Yes, you do. It is imperative that you keep the authorized signers current at the financial institution. If your signers are gone, you will experience a major delay in withdrawing any funds. Changes to your account must be in writing to the financial institution from the current authorized signers. Contact your financial institution to find out how they process a change of signers. Most require that at least one of the original signers authorize the change. Advisors are welcome to be listed as an authorized signer, if they so choose.

- **Do we have to file Federal Income Taxes?**

Most student organizations do not earn enough income to require filing federal income tax. Please refer to the IRS website (<http://www.irs.gov>) for more information. Student organizations are responsible for filing, if appropriate.

- **How can we become a tax-exempt (non-profit) organization?**

If you would like to register your organization as non-profit, you must apply with the IRS. For a description of the process, please visit <http://www.irs.gov/charities/article/0,,id=136196,00.html>. For questions related to the application, please visit <http://www.irs.gov/charities/article/0,,id=136200,00.html>.

Fundraising

Many student organizations choose to hold fundraisers to obtain additional money. Whether the proceeds will be given to a charity, used for a specific function, or deposited into an off-campus account, be aware that there are some specific guidelines organizations will need to follow when raising funds on campus.

Organizations must have ownership of all activities (i.e. a representative of the organization must be present the length of the activity, and a banner with the organization insignia should be prominently displayed). All relevant University rules and regulations, as well as federal, state and local laws must be followed. Failure to comply with these may result in *Student Code of Conduct* disciplinary action against the organization and/or specific individuals.

Money boxes are available on a first come, first served basis. If your registered organization is going to sponsor a fundraising event, stop by OSE to reserve a box.

Admission Charges

If your organization would like to charge admission or a registration fee to an event in order to raise funds, please be advised that your space and equipment rental from the University will not be free. Because University funds cannot be used to make money, there will be a charge for your space, set-up and equipment usage. If you would like to accept donations rather than charge a set admission, you may do so without incurring a space reservation charge. However, this means that your event is open to all, regardless of whether or not they are willing to donate.

Raffles

Raffles are considered a form of gambling and are prohibited activities for organizations and departments of ASU. For more information on this policy, please visit <http://www.asu.edu/counsel/brief/raffles.html>.

Sales

Registered student organizations are permitted to sell items (except food) on campus for organization fundraising. The following guidelines must be followed:

- Consult with Student Engagement to ensure the activity is within University policies.
- Have procedures in place for:
 - Inventory control – controlling access to inventory, issuing items to be sold, verifying quantities of unsold items returned, physical inventory counts, ordering merchandise, and receiving purchases
 - Revenue control – safeguarding assets under your control, receiving sales proceeds, reconciling cash and sales, and depositing sales proceeds
 - Accounting – verifying deposit of proceeds, verifying the accuracy of inventory receiving, preparing vouchers, reviewing physical inventory results, investigating variances, preparing financial reports, and reconciling change in inventory
 - Authorization – approving invoice payment and reconciliations and reviewing asset variances

Student organizations wishing to conduct sales of food or beverages on University property must receive approval prior to the sale, and are responsible for meeting all health and safety regulations.

Vendor Program

Student Engagement has created a vendor fundraising program for registered student organizations on campus. This program allows organizations to charge vendors (i.e. banks, local businesses, etc.) a fee for setting up an information table on campus. If your organization is interested in participating in this program, please contact Student Engagement.

Advisor Information

Who are Advisors?

ASU requires that all registered student organizations have an advisor who is a full-time or part-time ASU faculty member, academic professional, or staff member. The advisor assists the organization in developing a constructive program within University policy. If an advisor's employment status changes and he/she is no longer eligible to advise an organization, it is his/her responsibility to notify the student organization as well as Student Engagement. Student organizations may also utilize a secondary advisor, who may or may not be affiliated with the University.

Role of the Advisor

Advisors are first and foremost educators. In this role, advisors will provide information, present alternatives, encourage responsibility, support creativity, and challenge students to develop as leaders. In this role, an advisor walks a fine line between leading the organization and giving the organization strength to lead itself.

The advisor should have some basic knowledge as to the history, structure, and purpose of the group being advised. This can be done through a review of the group's constitution and budget, meeting attendance, discussions with group leaders, and/or consultation with the previous advisor.

Advisors should not assume the role of leader, officer or voting member with the organization. The advisor's role can be divided into five categories: planning assistance, leadership skill development, resource guidance, policy interpretation, and transition.

The advisor should not assume the responsibility for setting goals or policies for the organization; rather, the advisor should guide and encourage the students to accept responsibility for their organization by assisting with the development of goals and objectives for the group.

Duties of the Advisor

- To assist the organization in developing realistic goals for the academic year.
- To be familiar with the organization's constitution and bylaws, and all other governing documents, in order to advise effectively.
- To attend executive office or general meetings and organization events whenever possible.
- To receive and review monthly financial reports from the organization's treasurer.
- To encourage the officers of the organization to share information with the general membership.
- To assist in the orientation of new members and with the transition process each year.
- To be familiar with the *Student Code of Conduct* and other institutional guidelines that establishes expectations for student behavior and activities.
- To guide the group and its officers to establish policies, answer policy questions, and explain the consequences for choosing to operate outside their parameters.

Policies

Student Organization Registration – USI 1302-01

Policy

To register as a campus organization, campus organizations must:

1. meet and follow membership and officer requirements
2. follow registration procedures (see the appropriate campus office for registration information)
3. follow conduct rules specified in this policy
and
4. have a full-time or part-time ASU faculty member, academic professional, or staff member as an advisor to assist the organization in developing a constructive program within University policy.

Membership and Officer Requirements

1. The organization must be created and controlled by currently enrolled students of ASU.
2. A minimum of three currently enrolled ASU students is required to register a student organization.
3. Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of the student organization as guests. Guests may not vote and may not have the same privileges as a member. The number of ASU student members shall always exceed the number of guest participants.
4. All officers of a registered student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
5. All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as an organization member.
6. At least one officer must either participate in a mandatory organization orientation session or meet with an appropriate staff person prior to registration.
7. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e. age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

Registration

Eligible organizations are permitted to register and maintain registration during the registration year unless the University finds that the organization:

1. Seeks to accomplish its objectives, goals, purposes, or activities through the use of violence
or
2. engages in activities that materially or substantially interfere with the discipline and normal activities of the University or with the rights of others
or
3. seeks personal gain
or
4. engages in activities that present a danger to property, personnel, and/or orderly function of the University
or

5. refuses to comply with federal or state laws, including the *Americans with Disabilities Act of 1990*, Board of Regents' policy, or University rules and regulations.

Note: Registration of an organization does not constitute University endorsement or approval of the organization's policies and activities. It does not guarantee the availability of funding. It does, however, signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the University and Board of Regents.

In denying or revoking registration, the University considers among other factors:

1. individual members' past conduct
2. the organization's past conduct
3. the organization's stated objectives
4. failure to meet financial obligations to the University
and
5. failure to adhere to University policies, procedures, or requirements.

If registration is denied or revoked, the organization may appeal the decision unless the denial or revocation was initiated under the *Student Code of Conduct*.

Conduct

Registration as a student organization obligates the organization to comply with the University's and Board of Regents' policies, including the following:

1. registered student organizations and their members are subject to:
 - a. all state and federal laws
 - b. the rules and regulations adopted by the Board of Regents and the University, including the *Student Code of Conduct*
and
 - c. the "ASU Extra-Curricular Activities Conditions for Participation" (see below)
2. a registered organization may not represent or imply that it speaks for or in the name of the University
and
3. a registered organization must follow ASU graphic standards guidelines as outlined in the Graphic Standards Manual (<http://commguide.asu.edu/elements>).

Misconduct

1. A registered organization and its officers may be held collectively or individually responsible for policy or *Student Code of Conduct* violations committed by:
 - a. its own members
or
 - b. those associated with the organization, if the organization, its officers, its leaders, or its spokesperson have given tacit or overt consent or encouragement to these violators.
2. The University president may require officers, leaders, or spokespersons to take appropriate action to prevent policy or *Student Code of Conduct* violations by organization members or those who are associated with and may be acting for the organization.
3. Sanctions for an organization's misconduct may include:
 - a. denial of use of University facilities for an indefinite time
 - b. denial or revocation of recognition or registration
and
 - c. other sanctions permitted by the *Student Code of Conduct*.

Under the same *Student Code of Conduct*, sanctions may be appealed to the University Hearing Board as provided in the *Student Disciplinary Procedures*.

Failure to Register

Registration is an annual process and organizations must register each academic year. Failure to register by the designated deadline will result in:

1. denial of University facilities use and other campus resources available to registered student organizations
and
2. no description of the organization in published campus materials, Web sites, etc.

Conditions for Participation in ASU Extracurricular Activities

ASU extra-curricular activities provide valuable opportunities for students to enhance their educational experience at ASU. The privilege to participate in these activities is conditioned on the important responsibility to represent the University with honor, dignity and integrity. The student's responsibility in representing the University extends to conduct that relates directly to the activity as well as all other conduct on and off campus. Failure to meet this responsibility may result in loss of eligibility to participate in some or all ASU extra-curricular activities.

Participation in ASU extra-curricular activities includes membership in recognized student organizations, elected or appointed office in student government, participation in academic and non-academic internships and externships, and participation in any ASU sponsored activity in which the student is or reasonably could be understood to be representing the University.

Any of the following University officials, or their designees, may remove a student from eligibility to participate in ASU extra-curricular activities: the Office of Student Engagement staff, the Associate Dean of Student Affairs, the Dean of Student Affairs, the Vice President for University Undergraduate Initiatives, and the President of the University. If the student is paid by ASU in connection with participation in an ASU extra-curricular activity, these University officials or the student's direct supervisor may terminate employment or immediately stop other payments to the student if the student fails to represent the University with honor, dignity and integrity. For purposes of this policy, any act that violates University or Board of Regents Policy or local, state or federal law (even if the violation is not prosecuted by relevant authorities) may be grounds for loss of the privilege of participation.

This policy is not intended to diminish the important values of freedom of expression and academic freedom, but is intended to clarify the responsibilities inherent in the privilege to participate in activities in which the student represents ASU. This policy is in addition to and is not intended to replace other published membership or eligibility requirements, termination provisions, codes of conduct or other policies that may apply to the individual activity.

http://www.asu.edu/studentaffairs/mu/clubs/docs/asu_extra-curricular_activities_conditions_for_participation.pdf

Misuse of University Assets – ACD 123

Misuse of University assets is a violation of policies of the Arizona Board of Regents (ABOR), the *Academic Affairs Policies and Procedures Manual (ACD)*, the *Staff Personnel Policies and Procedures Manual (SPP)*, the *Student Code of Conduct*, and other policies of the University (collectively “board and University policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the University, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of University assets.

Disciplinary action against employees or students for misuse of University assets will be pursued under one or more of those policies, using the procedure applicable to that category of employees or students in connection with those policies.

The policy is available at <http://www.asu.edu/aad/manuals/acd/acd123.html>.

Freedom of Expression

ASU’s West campus is strongly committed to academic freedom and free speech. Respect for these rights requires that it tolerate expressions of opinion that differ from its own or that it may find abhorrent.

These values of free expression justify protection of speech that is critical of diversity and other principles central to the University’s academic mission. However, values of free expression are not supported but are undermined by acts of intolerance that suppress alternative views through intimidation or injury. As members of an institution of higher education, we must stand against any assault upon the dignity and value of any individual through harassment that substantially interferes with his or her educational opportunities, peaceful enjoyment of residence, physical security, or terms or conditions of employment (collectively, “protected interests”).

For additional information, please visit <http://www.west.asu.edu/cet/policies.html>.

Graphic Standards

ASU Logo, Word Mark, & Signatures

The ASU logo, word mark and signature may be used only by faculty, staff and units of the University when conducting ASU business. Student organizations are not permitted to use logos, word marks or signatures.

The Athletic Mascot

Use of Sparky, the official ASU mascot, is limited to Intercollegiate Athletics, registered student organizations, and the Alumni Association. Sparky is a registered trademark of the Arizona Board of Regents. Sparky must not be redrawn or modified in any way without prior authorization from the President’s Office. Please consult the Graphic Standards Manual (<http://commguide.asu.edu/>) for guidelines.

Registered student organizations should contact Student Engagement for authorized digital files. Any items using the ASU name or mascot must be approved before they can be printed. Submit all proofs to Student Engagement. Items using the ASU name or mascot that do not meet University approval will not be processed for payment using University funds (including money allocated by ASASUW).

For additional information about use of the University logo, word mark, signatures, and/or mascot, please contact the Trademark Licensing Office at (480) 965-5499 or (480) 727-7848.

Computer, Internet, and Electronics Communication Policy

<http://www.asu.edu/aad/manuals/acd/acd125.html>

Equal Opportunity/Affirmative Action

<http://www.asu.edu/aad/manuals/acd/acd401.html>

Hazing Prevention

<http://www.asu.edu/aad/manuals/usi/usi104-03.html>

Prohibited Transactions

<http://www.asu.edu/aad/manuals/fin/fin401-03.html>

Sales and Solicitation on Campus

<http://www.asu.edu/aad/manuals/usi/usi802-02.html>

Student Code of Conduct and Disciplinary Procedures

<http://www.asu.edu/aad/manuals/usi/usi104-01.html>

Risk Management

The Office of Student Engagement (OSE) is dedicated to provide resources to student organizations to assist in identifying the perceived and potential risks involved in their activities. Officers, members and advisors are encouraged to meet with an OSE staff member for more information about risk management.

Students should consider the following questions:

- What can you do to mitigate the possible risk?
- How does this actually mitigate the risk?
- How can you put this strategy in place?
- What resources will you need to make this happen? Who is responsible for this?

There are five types of risk that you should consider when planning your events:

- **Physical** – may include things such as food poisoning, injuries that may result from physical activities, and injuries that may result from travel related accidents
- **Reputation** – may include things that may result in negative publicity for your organization, ASU, your advisor, and/or the venue where you are holding the event
- **Emotional** – may include things that can cause a participant at your event to feel alienated or negatively impact the feelings of a member or members of the ASU community
- **Financial** – may include things that negatively impact the financial stability of your organization and/or other organizations financially supporting your event
- **Facilities** – may include things which may cause property damage, prevent your event from being held (bad weather, not enough space for the number of participants, lack of equipment or materials needed for the event)

Guidelines for Student Organization related Travel

ASU recognizes that student organizations travel for many purposes including retreats, conferences, competitions, and social events. While travel can be extremely beneficial to advancing the mission of the organization, it is important to remember that travel can be a high-risk activity that requires adequate planning and preparation. Proper planning can mitigate many of the risks often associated with travel.

Student organizations should consult with their advisor in order to properly plan any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A travel worksheet should be completed with the assistance of the advisor no less than 7 days prior to departure. In addition to the travel worksheet, student organizations should have participants submit a copy of the Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form. Finally, if personal vehicles will be used, all drivers must submit a photocopy of their current driver's license and insurance to the advisor. The advisor should be left with a copy of all relevant documentation. A post-trip evaluation should be completed with the advisor once the trip has commenced. Consider what was successful and what can be improved. This will assist with future planning.

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for travel, the driver assumes all liability associated with the trip. Whenever possible, student organizations should use chartered bus/van service for transportation. Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is **prohibited** at Arizona State University. Student organizations and student groups **are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.**

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose. Student organizations that wish to travel outside of the United States should consult with staff from OSE no less than 14 days prior to departure. A travel worksheet must be completed prior to departure.

Additional travel policies and downloadable forms are available at: <http://www.asu.edu/clubs>.

**RELEASE, INDEMNITY, AND ASSUMPTION OF RISK
(Includes travel)**

Activities:

Name of Participant:

I am signing this Release so that I can participate in the activities described above. This Release, Indemnity and Assumption of Risk Statement covers all events and occurrences associated with the activities, including any associated travel, meals or lodging. I understand that if I have any concerns about my health or ability to participate, it is my responsibility to discuss my concerns with my physician before deciding to participate.

I agree to assume the risk that unexpected events may occur and result in harm, injury or illness to me or damage to my property while I am participating in or observing the activities or while I am traveling to or from the activities. I agree to indemnify ASU and not to sue ASU for any harm or damage associated with my participation, observation, or travel if the harm or damage is not due to the negligence or fault of ASU. I understand that my participation in these activities is voluntary.

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person:

Home Phone: _____ Work Phone: _____

If the Emergency Contact Person I have listed is not available, please contact:

Doctor: _____ Phone: _____

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering the treatment.

In this agreement, "ASU" means Arizona State University, the Arizona Board of Regents, the State of Arizona and their employees and agents.

Signature of Participant:

Date: _____

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign:

Signature of Parent or Legal Guardian:

Date: _____

Sun Devil Pride Leadership Awards

Each year, the Office of Student Engagement honors students at the West campus who have shown exemplary leadership on campus and in the community. Awards are given to student organizations, advisors and student leaders who have exceeded expectations, contributed to the success of the campus and/or community, and set a positive example for West campus students. Nominees and winners are recognized at a banquet in the spring semester.

Student Organization Awards

Group Awards:

- Outstanding Student Organization - Awarded to a West campus student organization that has demonstrated excellence in their commitment to members, the University and the community.
- Outstanding New Student Organization - Awarded to a West campus student organization, first registered for the current academic year, that has demonstrated excellence within their first year.
- Most Improved Student Organization - Awarded to a West campus student organization, first registered prior to the current academic year, that has shown significant improvement in the current academic year.
- Outstanding Student Organization Program - Awarded to a West campus student organization for an exemplary program hosted during the current academic year.
- Outstanding Community Service Project - Awarded to a West campus student organization that has positively impacted the community through a group service project.

Individual Awards:

- Outstanding Student Leader Award - Awarded to a West campus student organization officer or member who has shown a commitment to the success of their organization and its members.
- Outstanding Advisor Award - Awarded to a West campus student organization advisor who has shown a commitment to the success of the organization, and its members.

General Awards

- Excellence in Achievement - Awarded to an ASU student who has consistently made positive decisions that align with personal values and goals.
- Excellence in Engagement - Awarded to an ASU student who has actively contributed to the development of self or others by integrating oneself into the campus community.
- Excellence in Responsibility - Awarded to an ASU student who has positively impacted their community by making responsible choices.
- Student Employee of the Year - Awarded to an ASU student, who is currently employed by the University as a student employee, to recognize outstanding quality of work.