

RSO Handbook



**STUDENT ORGANIZATIONS
& INVOLVEMENT**

DEPARTMENT OF STUDENT ENGAGEMENT

Revised Fall 2026

Welcome Letter from Student Organizations & Involvement!

Dear Registered Student Organization Leaders,

Welcome and congratulations on being a member of a Registered Student Organization (RSO)! On behalf of the Student Organizations & Involvement staff, we would like to thank you for taking the time to get involved at Florida State University. Involvement is a central aspect of your FSU student experience; decisions you make through your student organization experience will contribute to your leadership development and lay the foundation for your professional careers. We hope that this handbook will help guide your RSO in making decisions and will contribute positively to your student experience.

While this handbook is designed to give you a foundation of knowledge for how to lead and manage a Registered Student Organization at Florida State University, it is not your only resource for knowledge. All RSO leaders should also become familiar with the SGA Financial Manual and the training materials provided through Lead FSU and FSU HQ. Together these resources are designed to give you access to the information you need when you need it!

The Student Organizations & Involvement staff are excited to work with you, our RSO leaders, and have designed this handbook to address the roles and responsibilities and expectations of Registered Student Organizations at Florida State University. If you have any questions, please feel free to contact our office at 850-644-6673 or SOI@FSU.edu or visit us on the 3rd floor of the Student Union!

Best wishes,

Student Organizations & Involvement Staff
Florida State University

Registered Student Organizations

Registered Student Organizations are what make FSU feel like home to so many of our students. With over 750 organizations, our student organizations cover a wide range of interests including academic honor societies, international and multicultural organizations, sports clubs, special interests, and more! We believe that the opportunities that come from being an engaged member of an RSO prepare students with the leadership skills needed to be successful after college. RSOs enhance the overall college experience through leadership opportunities, new friendships, and countless memories.

Defining Registered Student Organizations (RSOs)

Registered Student Organizations are defined as “Organizations that have been approved by the [Office of Student Organizations & Involvement], as designee of the Vice President for Student Affairs, to function at Florida State University”¹. RSOs foster interpersonal relationships, explore educational opportunities, develop professional skills, and enhance academic experiences by serving the campus community and cultivating leadership at FSU. More than 600 Registered Student Organizations currently thrive at FSU and new organizations are continuously being registered.

Registration of a student organization is a process that must be completed once per calendar year by all student organizations to receive and maintain privileges on campus. **“Registration does not constitute university endorsement, support, or concurrence”¹.**

Registration

Registration is a process that must be completed annually by all student organizations to receive and maintain privileges on campus. Registered Student Organizations (RSOs) are expected to provide up-to-date information each year and provide updates (change of officers, advisor, or constitution) throughout the year as needed for verification and continuation of registered status. RSOs can be broken down into one of two categories: New or Returning Student Organizations.

Scope & Privileges of RSOs

Involvement in registered student organizations at Florida State University is limited to **currently enrolled Florida State Students**. Participation in RSOs can be extended to University faculty and staff if their involvement is consistent with the related organization’s constitution and bylaws.

Registered Student Organizations are expected to adhere to University rules and regulations as well as all federal and state laws and local ordinances. Additional information regarding organization responsibilities and expectations can be found in the [“RSO Accountability”](#) section of this guide.

RSOs may engage in activities on- and/or off-campus that may reflect their affiliation to Florida State University. However, RSOs are not official representatives of Florida State University and do not have the authority to act, engage, or speak on behalf of the University.

RSOs have access to...

- ✓ Reserve space on-campus at no-cost or a discounted rate
- ✓ Tabling at Market Wednesday
- ✓ Access Student Publications for free artwork, website, and logo design
- ✓ Free printing for organization events
- ✓ Organization FSU HQ page
- ✓ Use of FSU/Florida State as a part of the organization name according to the branding policy

Benefits and Privileges of Registration

- In order to be eligible to receive privileges and services, student organizations must complete the registration process with Student Organizations & Involvement each academic year. Below are several examples of benefits for registered student organizations:
- Registered student organizations are automatically included in a list of current organizations at hq.fsu.edu
- Campus posting privileges including chalking, distribution of handbills, and posting flyers in compliance with the University Posting Policy (<http://posting.fsu.edu>).
- Eligibility to win awards such as “Student Organization of the Year”, or the “Student Leader of the Year” Awards at Leadership Awards Night held each spring – nominations are due in early spring. Visit <http://leadershipawards.fsu.edu>.
- Ability to co-sponsor events with Union Productions - contact Union Production’s Co- sponsorship Coordinator at upcosponsor@fsu.edu, for more information.
- RSO Leaders will receive a newsletter with upcoming events sponsored by RSOs. Organizations can also utilize the RSO Connect to promote events and information to other student leaders.
- Tabling during Market Wednesday - <https://soi.fsu.edu/events/market-wednesday>
- Tabling at semesterly Involvement Fairs – typically held the first week of classes – <https://soi.fsu.edu/events/involvement-fair>
- RSOs can reserve rooms for meeting and event space on campus through Campus Event Services. Groups can also reserve Union tables and banner space. Campus Event Services is located in the Student Union and can be contacted by calling 850-644-6083, emailing ces@fsu.edu or by visiting their website <http://union.fsu.edu/ces>.
- Ability to utilize Student Publications with Student Governance & Advocacy. RSOs can print for free with Student Publications (RSOs must provide the paper) and can request marketing and logo design help. For more information about Student Publications visit their website: <http://sga.fsu.edu/student-pub.shtml>

Types of RSOs

Many of the more than 750 Registered Student Organizations at Florida State University can be categorized into one of the types of organizations found in the table below.

Affiliated Student Organizations (ASOs) and General Student Organizations (GSOs) are eligible for activity and service (A&S) funds through the Student Government Association (SGA). Organizations interested in applying for such funding may consult the Registered Student Organization Financial Manual produced by the Student Government Association & the Congress of Graduate Students. Additional insight on funding and fundraising can be found later in this guide.

Florida State University			
	<i>University Supported Student Organizations</i>	<i>Affiliated Student Organizations</i>	<i>General Student Organizations</i>
Defining characteristic	University delegated certain limited authority to perform specific tasks aligned with University mission and receives dedicated funding from the university	Legally separate from Florida State University. May have a relationship to or oversight of GSOs (i.e. a governing board) and defined student populations.	Legally separate from Florida State University but sought to be registered by the University
Membership Criteria	Exclusively Florida State University Students	Exclusively Florida State University Students	Exclusively Florida State University Students
Constitution process	Required. USSOs that are affiliated with SGA may function under the SGA statutes in place of a constitution	Not required- replaced by a constitution addendum	Not required- replaced by a constitution addendum
Responsibility & Liability	Coverage through the University's general liability insurance and worker's compensation plan for members when serving as an USSO volunteer	No university coverage provided for student volunteers. Designated Florida State University Employee Advisors receive coverage.	No university coverage provided
Access to tax exemption	Yes	No	No
Use of University name	Only with permission	Only with permission	Only with permission
Staff support	Advisor required – Florida State University Employee	Designated Florida State University employee at University's discretion	Not required
Registration process	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement
Eligible for shared office space on campus	Based on availability	Based on availability	No private space
Off-campus Bank Accounts	Solely funded through FSU & FSU Foundation funds, not permitted to have an off-campus bank account	Off-campus accounts required for self-generated funds	Off-campus accounts required for self-generated funds
Policies Accountable to	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.	All Federal, State, & Local Laws as well as all FSU Policies & Procedures, including but not limited to the Student Conduct Code and the Student Organization Conduct Code.

FSU HQ

The Office of Student Organizations & Involvement provides a variety of resources to help Registered Student Organizations (RSOs) effectively manage their organizations and stay connected to involvement opportunities across Florida State University.

FSU HQ (hq.fsu.edu) serves as the central engagement platform for student organizations, campus events, and student involvement opportunities. Through FSU HQ, organizations can manage their operations, complete required university processes, promote events, communicate with members, and connect with the broader campus community.

Some of the key features available to organizations through FSU HQ include:

- Maintain and manage an up-to-date roster of active members
- Customize the organization's profile with descriptions, photos, contact information, and links to external websites and social media accounts
- Access and store important organizational documents, including constitutions and governing materials
- Create and distribute electronic forms for applications, event registrations, elections, and member feedback
- Communicate with members through announcements , emails, and more.
- Submit organization registration materials
- Manage events and track attendance
- Submit Event Proposals
- Showcase upcoming meetings, programs, and engagement opportunities to the FSU community
- Access leadership and involvement resources provided by the Office of Student Organizations & Involvement

Organizations are expected to list their advisor, if they have one, within their FSU HQ organization profile and ensure advisor information remains current. Advisors should be granted appropriate access to the organization's page to support organizational continuity and compliance. Organization officers can add or update advisor information through their organization management tools within FSU HQ.

Budgeting & Funding

RSOs are eligible to apply and obtain Activity and Service (A&S) fees to help fund their organization should they meet SGA/COGS deadlines. To request A&S funding, an organization must be registered by the University, have a treasurer, become financially certified through SGA, and submit a funding request through Student Government Association.

There are also several funding boards established to allocate funding to student organizations. Please check with the Student Governance & Advocacy accounting department (<http://sga.fsu.edu/>) or visit them on the 3rd Floor of the Student Union for more information about funding opportunities.

Review the Florida State University Registered Student Organization [Financial Manual](#) for substantive information regarding budgeting and funding. This manual is accessible from SGA's website at <https://sga.fsu.edu/accounting> and can be produced in alternative formats upon request.

Fundraising

SGA & COGS regulations regarding funding are explicit about what money can be used toward what purchases on behalf of an RSO. Registered Student Organizations may choose to raise funds through dues, fundraisers which do not utilize A&S funds, or donations. This funding is commonly referred to as "self-

generated funds,” as described in the FSU RSO Financial Manual. Organizations that wish to deposit monies received through fundraising into an SGA/COGS self-generated account may work with the FSU Foundation to have those funds deposited. Explicit guidelines regarding Foundation funds are referenced in the FSU RSO Financial Manual.

Popular types of fundraising programs include but are not limited to merchandise sales and ticket raffles. Fundraisers are allowed on Florida State University’s campus as long as the RSO submits an Event Proposal and does not charge admission into a reservable space. As a registered student organization, the RSO has the privilege to reserve space on campus free of charge. If the RSO wants to charge students for an event on campus, they will have to pay for the venue space.

****Note: RSOs are allowed to ask for optional donations to attend an event on-campus****

Some fundraising ideas on campus include:

- Sell merchandise while tabling on Landis Green (tip: RSOs need to be very detailed on what food they’re selling, where it’s coming from and how it is being handled for the Event Proposal. Environmental Health & Safety reviews and approves all Food Permits.) Merchandise guidelines are available on the trademark website.
- Host a carnival event where students pay for tickets to participate in certain booths
- Host a coin war competition with different organizations
- Promote social media challenges (i.e. Dye hair a certain color when monetary goal is reached)

****Note: RSOs should not use online platforms such as GoFundMe for their organization****

RSOs are expected to adhere to all federal and state regulations and local ordinances in the execution of their mission and function. Various permitting guidelines exist within the Event Registration process regarding the presence of food at events and the collection and management of funds from such an event. RSOs are expected to consult with staff in the Office of Student Organizations & Involvement to effectively execute such a fundraising opportunity.

This extends to any program that may use gambling as a form of fundraiser. This includes but is not limited to raffles where tickets for the raffle are sold in exchange for an opportunity to win money or a prize(s); games or tournaments that have an entry fee; betting on, wagering on, or selling pools of any University athletic event.

Types of Gambling	
Gaming	Where the outcome is decided largely by chance. Examples include bingo, raffles, and card games including blackjack.
Betting or Wagering	To assert something of value on an issue or uncertain event. Examples include horse racing, sports betting, and internet betting.
Speculation	Conjecture regarding a venture without firm evidence, in the hope of gain but with the risk of loss. An example includes gambling on the stock market or pyramid schemes.

FSU Foundation & Institutional Fundraising

The FSU Foundation

The Florida State University Foundation is the official 501(c)(3) non-profit fundraising and funds management arm of the university. It is responsible for securing, investing, and administering private philanthropic support to fund student scholarships, academic programs, campus facilities, and other student and university needs.

The FSU Foundation is available to help Registered Student Organizations (RSOs) secure philanthropic support for their official initiatives through approved university channels.

Please contact our Advancement Team in the Student Affairs Office if you have any questions or would like to discuss fundraising ideas you may have for your RSO.

SPARK FSU Crowdfunding

SPARK FSU is the university's official online crowdfunding platform managed by the FSU Foundation. It allows student organizations, faculty, and staff to raise money for specific projects, travel, competitions, or initiatives. The platform focuses on storytelling, project milestones, and peer-to-peer engagement over a short-term campaign period (typically 30 days).

- **Fee Structure:** Unlike external commercial platforms, 100% of the platform support goes directly to FSU initiatives.
- **Account Requirements:** To utilize SPARK FSU, an RSO must have an established, approved fund structure managed in coordination with the university. Because donations are charitable gifts to FSU, funds are collected and held by the Foundation in a designated project account and are administered according to FSU policy. Funds cannot be deposited directly into a student's personal or unverified off-campus account.
- **How to Apply:** RSOs interested in launching a SPARK campaign must go through an application and approval process. Contact the **Division of Student Affairs Student Advancement Team** (Thomas Vatter tvatter@fsu.edu) to review eligibility and assist in coordinating your campaign setup with the Foundation.

Tax Deductibility & Third-Party Platforms

Important Tax Compliance Rule:

- **Eligible for Tax Deductions:** Donations made directly through the FSU Foundation or official platforms like SPARK FSU are eligible for charitable tax deductions, as they are processed by a registered 501(c)(3) organization. Donors will automatically receive an official tax acknowledgment.
- **NOT Eligible for Tax Deductions:** Donations made directly to an RSO's private off-campus bank account, cash collection, or third-party digital payment apps (e.g., personal Venmo, CashApp, or GoFundMe) are **NOT** eligible for tax deductions.

Digital Funding App Restriction: Per the *SGA Financial Manual*, RSOs utilizing digital payment apps for self-generated funding (like dues or basic fundraising) must use an account explicitly registered under the organization's federal Employer Identification Number (EIN). **Organizations are strictly prohibited from using a student's personal digital payment account** to collect or hold RSO funds.

Sponsorships

If you are seeking sponsorships to support your RSO, please contact the Advancement Team in Student Affairs. Sponsors must be approved by the FSU Foundation to ensure compliance with FSU policies and IRS laws.

RSO Registration Process

Registration

Registration is an annual process that all Registered Student Organizations (RSOs) must complete to receive and maintain university recognition and associated privileges. Organizations are expected to keep their information current throughout the year, including updates to officers, advisors, constitutions, and membership rosters. Failure to maintain registration may result in the loss of organizational privileges and cancellation of scheduled events and reservations.

Requirements for Annual RSO Registration

1. Complete Hazing Prevention Certification

Four members of the organization must complete the required Hazing Prevention Course during the academic year in which registration is sought.

- Visit FSU.prevent.zone and log in using your FSU credentials.
- Complete all required hazing prevention training modules.

2. Complete the New Officer Checklist in FSU HQ

Required officer training and certification are completed through the New Officer Checklist in FSU HQ.

The checklist includes:

- RSO 101 Module
- RSO 101 Quiz
- SGA Financial Manual Review
- SGA Financial Quiz
- LeadFSU Student Leadership Training

All required quizzes must be completed with a score of 80% or higher.

3. Submit the RSO Registration Application in FSU HQ

To complete registration:

- Log in to FSU HQ (hq.fsu.edu) using your MyFSU credentials.
- Navigate to the Organizations tab.
- Select Register an Organization from the left-hand menu.
- Choose your organization from the list or select Register a New Organization.
- Complete and submit the registration application.

As part of the application process, organization officers must complete and sign the following forms:

- RSO Agreement Packet
- Constitution Addendum
- SGA Statement of Understanding Form
-

Organizations must also provide an updated roster through FSU HQ. Applications may be saved and completed later. If an application is denied, organizations may edit and resubmit the original application rather than starting a new one.

New Student Organizations

Organizations seeking recognition for the first time must complete a New RSO Consultation with the Office of Student Organizations & Involvement before beginning the registration process.

During the consultation, SOI staff will:

- Discuss the proposed organization's mission and purpose
- Review registration requirements and expectations
- Explain university policies and procedures
- Answer questions regarding organization operations and recognition

New organization consultations can be scheduled through the New RSO Consultation Bookings Link available on the SOI website.

Organizations are required to complete the registration process once every 12 months. SOI will send reminder communications before an organization's registration expires. Organizations that fail to complete re-registration will lose their registered status and associated privileges until all registration requirements have been fulfilled. This includes the cancellation of any scheduled events and room reservations associated with the organization

Organization Name and Logo

Students naming or re-naming a Registered Student Organization should consider an organization name that accurately and succinctly reflects the purpose and function of the organization. RSOs that wish to use the university's name as part of their organization's name may do so if sponsorship or endorsement by the university is not implied or stated.

- Recognized Student Organization must include the word "club" or similar identifier in the name of the organization. Identifiers include but are not limited to: Club, Society, Association, Sorority, Fraternity, Council, Institute, Group, Committee, Students, Students For..., Campus Ministry, Ambassadors, Recruiters, Fellowships, Community, Greek Letters and/or Chapter.
- Recognized Student Organization names cannot imply the RSO is endorsed by the university or otherwise affiliated with the university.
- Recognized Student Organizations may include the words "at Florida State University" along with or as part of their organization's name. Acceptable alternatives include "at Florida State" or "at FSU." This designation may not appear larger than the rest of the Recognized Student Organization name.
- RSO Logos must be uploaded as a part of the Registration process. The approved RSO logo should be the Group profile photo on FSU HQ.

Constitutions

A constitution is a set of rules for the organization. A well-written constitution can be a great asset to the group and serve as a basis for organizational decision making. The organization's constitution should be made available to all members of the group. Each year, all organization Presidents and Treasurers must sign a university constitution addendum that must be added to the end of all RSO constitutions. If students in the organization need help writing their constitution, they can contact the Office of Student Organizations & Involvement at 644-6673 or SOI@FSU.edu.

Organization Rosters

- Remember that every RSO is required to have a minimum of six (6) members who are currently enrolled students at Florida State University. This information may be verified by Student Organizations & Involvement or Student Government Association as part of the registration or funds allocation process, respectively. Members who have graduated or left the organization must be removed from the roster prior to the registration process.
- Every RSO is also required to have a minimum of two (2) officers. Of the six (6) members, one (1)

of which must be President or an equivalent role (i.e. Chair, Executive Director, etc.) and the other must be a Treasurer or equivalent role.

- Additionally, all officers must be currently enrolled in at least six (6) credit hours as an undergraduate and one (1) credit hour for graduate students at FSU. They also must be in good academic standing with FSU by maintaining a cumulative 2.0 GPA. However, if an organization's constitution requires a higher cumulative GPA, we will uphold the higher standard.
- Individuals who are not currently enrolled at FSU are not permitted to be a member of the organization

Completion of the Hazing Prevention Module

- Florida State University is committed to creating and maintaining a hazing- free community. Therefore, it is important for student leaders to be informed as to how the University works with the State of Florida to define hazing and identify ways to prevent it from happening in their RSO.
- Four individuals from the organization should have completed the training within the last 12 months.
- If you want to get a head start on this, send the following link to the individuals that will be completing it: <https://fsu.prevent.zone/>. Students will use their FSU ID and password to log into Prevent Zone.

My application went through... now what?

Your application will now go through the review process! This is where our office cross-checks the information you provided. Should there be any discrepancies, you will receive a message from a staff member in our office via FSU HQ along with commentary as to what is needed to complete the review. You can respond directly to our staff through the chat feature on your application. The most common issues are:

- The officers of the RSO have not completed the RSO 101 Quiz or the SGA Financial Manual Quiz in the Officer Checklist
- Organization name or logo violates branding guideline
- One or more individuals have invalid (outdated or duplicate) Hazing Prevention Module certificates
- Any documents with required signatures are not signed
- The wrong documents were uploaded

Again, the responsibility of addressing these discrepancies and resubmitting the application falls on the person that completed the application as their name and e-mail are attached to it. **Additionally, the office of Student Organizations & Involvement reserves the right to request a meeting with or additional documentation from the organization as part of the review and approval process should there be further questions regarding the organization's purpose, activities, structure, etc.**

Once your organization is approved for registered status, you will receive an approval message from a staff member in our office via FSU HQ.

RSOs are responsible for remaining knowledgeable of all University regulations related to copyrights and trademarks that belong to the University. RSOs are recommended to consult with University Communications in order to remain compliant with such regulations.

Policy Compliance

University policies are designed with the interests of promoting a safe and healthy community for our students to grow as scholars and engaged citizens. Registered Student Organizations play an important role in committing to such an environment.

The following is explicitly outlined in the University policy regarding Registered Student Organizations:

“(2) Each registered student organization’s purposes and activities shall comply with applicable provisions of the United States Constitution, federal laws, the Constitution of the State of Florida, state laws, rules and regulations of the Board of Governors, the Florida State University Board of Trustees, Florida State University, and the Florida State University Student Conduct Code, and the purposes set forth in the Student Body Constitution, and the constitution of the student organization. The student organization and its officers are responsible and accountable for all actions of the organization. Any violation of law, Board of Governors’ rules and regulations, Florida State University Board of Trustees rules and regulations, or Florida State University rules shall be considered as offenses committed by the organization. Its officers or members shall be subject to action pursuant to the provisions of the Florida State University Student Conduct Code. Any violation by a student organization shall render the organization’s registration subject to review and possible revocation. Benefits of registration include but are not limited to, use of university name and facilities, eligibility for activity and service fee funding, and participation in university events” (FSU-3.0015).

RSOs at FSU are responsible for their events and activities, as well as the actions or negligence of the organization membership. Take a moment to thoroughly read the liability information detailed below. Be sure to review the information with your organization at the beginning of each semester and discuss how these issues might affect your group’s activities. The president and advisor must initial and sign the RSO Agreement Packet stating they have read and understand the liability information.

All student organizations must comply with the University’s Nondiscrimination Policy. In cases where the nondiscrimination policy conflicts with the organization’s religious beliefs, tenets, or doctrines, or an organization’s limitation of membership to a particular gender, as allowed by law, the organization may request in writing an exemption from the part of the policy that is in conflict. Requests for exemption will be submitted to the Director of Student Engagement (or designee) who will determine whether the exemption will be granted. Denial of a request for exemption may be appealed to the Vice President for Student Affairs, whose decision shall constitute final University action on the matter. The Office of the General Counsel at the Florida State University may be consulted as necessary regarding legal issues associated with the request.

Insurance Clarification

Florida State University has no insurance covering the activities of student organizations. In accordance with the laws of the State of Florida, Florida State University, and the Florida State University Board of Trustees, the University is unable to provide insurance that covers any student organization or activity. The only exceptions to this rule are for salaried officers of the Student Government Association acting within the scope of their office. Completing the registration process with the Office of Student Organizations & Involvement as a student organization is not registered by the State Risk Management Trust Fund and does not establish or fall within the State of Florida, Florida State University, or the Florida State University Board of Trustees coverage under that fund.

Approval of a student organization or activity by the Office of Student Organizations & Involvement or the Office of Student Governance & Advocacy does not establish State of Florida, Florida State University, or the Florida State University Board of Trustees liability coverage for that organization or activity.

Responsibility and Liability

In consideration of the participants of the organization and its members in the stated activities of the organization and others that may occur during the academic school year, the organization's officers and individual members have both an organizational and personal legal responsibility to adhere to all local, state, and federal laws, and Florida State University administrative policies and procedures. It is understood that neither Florida State University, the Florida State University Board of Trustees, nor the State of Florida can defend the activities of the organization under its present insurance coverage or defray the costs, including attorneys' fees, of defending any lawsuit or claim against the organization, its officers or members. The organization agrees to indemnify and hold harmless the State of Florida, Florida State University, The Florida State University Board of Trustees, and their officers and employees for and against any claims caused by the activities of the organization, its officers, and members. The organization may be held fully liable for its activities and any claims that may result will be against the organization, its officers, members, and possibly advisors.

Acknowledgement

The chief officer and advisor of this organization shall declare in writing by signature on the application for student organization registration that they both fully understand and acknowledge their reliance wholly upon their own judgment, belief, and conscious appreciation of the particular activities and dangers involved in the organization's events, programs, and functions. Further, they acknowledge and understand that the State of Florida, The Florida State University Board of Trustees, and The Florida State University disclaim liability for any and all damage, injury, or loss of life that may occur with respect to the activities, functions, and programs of the organization. By signing the following form, they also acknowledge their responsibility to notify all members of the organization of these terms and conditions, and the provisions stated in Section 6C2-3.0015, Florida Administrative Code, found in the FSU Student Handbook and FSU General Bulletin. The term of registration is valid for twelve months, and it is the responsibility of the signing officers to notify any future officers of the terms and conditions of this disclaimer of liability. They understand that signing this form does not relieve FSU from liability for its negligence, as stated in Section 768.28, Florida Statutes.

Non-Profit Status/Tax-Exemption

Official registration of any club or organization does not constitute university endorsement or grant university-specific privileges. As a result, tax-exempt status is not granted when organizations receive registration. If you would like more information on how to register as a tax-exempt organization, please visit <http://sga.fsu.edu/accounting.shtml>

Risk Reduction

All members of a student organization, including advisors, are expected to engage with the organization in a manner consistent with common sense and FSU policies and procedures. The University's Student Conduct Code and Student Organization Conduct Code governs procedures for alleged misconduct for students and student organizations. Both documents can be reviewed online at <https://sccs.fsu.edu/conduct-codes/student-conduct-codes>

Students take responsibility for the actions of their respective organizations when they assume a leadership role within these groups. A question often asked is "Can I be held responsible if something happens to my organization?" and the answer can be more complicated than a simple "No". Florida State University expects that all parties involved with a student group or organization engage with said group in a manner consistent with common sense and in congruence with FSU policies and procedures.

Each organization engages in varying degrees of risk through the execution and implementation of its interests. This is often the case due to the various activities associated with the purpose of an organization as well as the execution of its duties. For example, the execution of a boxing match for a Boxing Club at FSU will have different risk factors associated when compared to a panel discussion moderated by the debate club.

Here are some other tips in managing liability and risk reduction:

- Identify specific risks involved in the event. These could include physical risks (such as an event with physical activity) and liability risks (events involving alcohol, minors, or travel).
- Be willing to tell an organization that what it is doing, or planning to do, is wrong, inappropriate, illegal, or risky, and to offer alternative suggestions. For example, if a planned activity may constitute "hazing," advisors have an obligation to take appropriate steps to ensure that the activity is not undertaken, including informing the Office of Student Organizations & Involvement and FSU Police Department, if necessary.
- Ensure the student organization obtains release of liability/hold harmless agreements from members of the organization participating in activities, such as retreats, off-campus trips, etc.
- Provide proper instruction, preparation, or training for participants in an activity.
- Report potentially unsafe facility, grounds, equipment or vehicle conditions to institutional officers and assisting the organization in any decision not to conduct the planned activity in light of those conditions.
- Give special attention to events which involve consumption of alcoholic beverages.
- Educate the executive board of the legal implications of the various risks and liabilities (e.g., alcohol, presence of underage participants, physical dangers, etc.) of planned activities and events.
- If several members from the organization need to travel a long distance for an activity or event, consider contracting buses to transport attendees in order to reduce risk. This is especially a good idea if there will be alcohol served at the activity or event.
- To reduce organizational and personal liability, as a requirement for participation in an organization's activities and events, the board should have members sign a release/waiver of liability form. Consider having all members complete release/waiver forms at the beginning of each year or when they initially join the organization.

Keep in mind FSU provides resources for advisors to help assess and limit liability:

- Visit <https://dsst.fsu.edu/resources/student-handbook> <https://ces.union.fsu.edu/event-proposals> for more information about event planning
- The *FSU Student Handbook* is the source for university rules and regulations: <https://dos.fsu.edu/resources/student-handbook>

- Visit <http://alerts.fsu.edu> for FSU emergency notification information.
- Visit <http://hazing.fsu.edu> for comprehensive information regarding hazing. Hazing is NOT permitted by FSU under any circumstances. Hazing is a violation of state law.
- Utilize <http://report.fsu.edu/> to share important information regarding incidents or concerning behavior happening in the FSU community including sexual misconduct and stalking, concerning behavior, ADA/accessibility issues, hazing, conduct violations, on-campus housing incidents, acts of discrimination, and student organization violations (non-hazing).

Additional Organizations Notes

Sport Clubs

Sport or recreation-based student organizations that desire to be a part of the Sport Club Program within Campus Recreation, must apply for admission on an annual basis through Campus Recreation. Once membership is confirmed by the Sport Club Program, the registered student organization shall be classified as a Sport Club by the Office of Student Organizations and Involvement and shall be subject to the administrative requirements of the Sport Club Program and budgetary processes of the Sport Club Allocations Committee. For requirements related to admission into the Sport Club program, visit the Sport Club Program website at <http://campusrec.fsu.edu/sports/clubs/>.

Student Government Association Affiliates

For a Florida State University Student Government Association (SGA) Affiliate to be registered as a student organization on the Florida State University campus, they must first be promulgated in SGA statutes. Upon confirmation of promulgation, registration materials will be processed by SGA and the Office of Student Organizations & Involvement. To be an affiliate of the Student Government Association, please contact SGA at www.sga.fsu.edu.

Student Academic Programs (College of Law/College of Medicine)

Student Academic Programs (SAP) are unique in their relationship with academic units and their multiple funding sources. While these organizations are unique, they will still be held accountable to adherence to University policies. For this reason, the Memorandum of Understanding confirms the necessity for SAP groups to participate in the registration process under the auspices of Student Organizations & Involvement.

The requirements for registration, as well as these other limitations, are on file in the Office of Student Organizations & Involvement, Fraternity & Sorority Life, Student Government Association, and Campus Recreation.

Hazing

Florida State University believes “no student should be harmed, demeaned, and/or put at any safety risk while joining, during membership, or after membership of any student organization, club, group, or university entity” (Hazing Education Initiative).

All students involved in social activities at Florida State University should visit <http://hazing.fsu.edu> to learn about our community’s strong stance against hazing behavior.

On the web site, students can hear student leaders discuss the issue, read Florida’s criminal hazing law and FSU’s policy, test their knowledge about hazing information and resources, report incidents they observe in the community, and list their name and organization’s commitment to providing a safe and hazing-free environment.

FLORIDA’S HAZING LAW

Florida’s hazing law is called the ‘Chad Meredith Act’

In 2001, University of Miami student Chad Meredith returned from a concert and began drinking with two officers of Kappa Sigma, a fraternity he wished to join. After several hours of drinking, the group tried to swim across Lake Osceola near campus. Meredith had a blood alcohol level of

0.13. He drowned 34 feet from shore in six feet nine inches of water. Although, the fraternity officers protested that the incident was not a fraternity-sanctioned hazing event, a jury found otherwise, and awarded the deceased student’s family a \$12.6 million verdict in a negligence suit based on hazing.

Under Florida’s law, "hazing" includes, but is not limited to:

- Pressuring or coercing the student into violating state or federal law;
- Any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that which could adversely affect the physical health or safety of the student;
- Any activity that which would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that which could result in extreme embarrassment;
- Other forced activity that which could adversely affect the mental health or dignity of the student.

Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In 2005, Florida became the first State to designate hazing as a felony

A person commits hazing, a **third degree felony**, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.

A person commits hazing, a **first degree misdemeanor**, when he or she intentionally or recklessly commits any act of hazing upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.

In Florida and at Florida State University, you cannot defend hazing behavior by stating:

- ◆ The consent of the victim had been obtained;

- ◆ The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization
- ◆ The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

Andrew's Law

Andrew Coffey, a junior undergraduate at Florida State University, was an aspiring new member in the Fall 2017 pledge class for the FSU chapter of Pi Kappa Phi Fraternity. On November 3, 2017, Mr. Coffey participated in an off-campus fraternity event associated with the chapter's "big/little" ritual, which involved the over-consumption of alcohol. Based on a subsequent police investigation and media reports, fraternity members who were present at the event allegedly discovered Mr. Coffey was intoxicated and needed medical attention. These fraternity men feared facing prosecution, and instead of calling for medical attention, members moved Mr. Coffey to a couch. Mr. Coffey died as a result of alcohol poisoning after he was forced to drink a bottle of Wild Turkey bourbon.

Senate Bill 1080, known as "Andrew's Law," expands the crime of hazing, a third-degree felony, to include when a person solicits others to commit or is actively involved in the planning of hazing. It also expands the crime of hazing, a first-degree misdemeanor, to include when a person solicits others to commit or is actively involved in the planning of hazing. Finally, the law provides immunity from prosecution to persons who meet specified requirements.

The following language is directly cited in the 2019 summary of Andrew's Law.

"The bill amends and reorganizes the definition of hazing in s. 1006.63, F.S., to include the perpetuation or furtherance of a tradition or ritual of any organization operating under the sanction of a postsecondary institution.

Currently, s. 1006.63, F.S., protects persons who are members of or applicants to a student organization from hazing. The bill adds a person who is a former member of the organization as a person who is protected under s. 1006.63, F.S.

Persons who solicit others to commit the crime of hazing or who plan any act of hazing may be prosecuted as if they actively participated in the hazing event under the provisions in the bill. If the hazing results in a permanent injury to the victim, the crime is a third-degree felony.

The bill provides that a person who provides aid, before medical assistance, law enforcement, or campus security arrive on the scene or if an individual is the first to call 911 seeking medical attention for a hazing victim, and who otherwise cooperates with and assists first responders may not be prosecuted for the crime of hazing. These provisions are named "Andrew's Law" by the bill" (SB 1080, 2019).

The provisions of this law take effect October 1, 2019. SOURCE: CS/CS/CS/SB 1080 – Hazing (2019). http://www.flsenate.gov/PublishedContent/Session/2019/BillSummary/Criminal_CJ1080cj_1080.pdf

FLORIDA STATE UNIVERSITY

The Student Conduct Code & Student Organization Conduct Code outlines behavior expected of all students.

Hazing is any group or individual action or situation that intentionally, recklessly, or negligently endangers the mental or physical health or safety or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is generally related to a person's initiation or admission into, or affiliation with, any group or organization, it is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the organization, for a charge of hazing to be upheld. The actions of active, associate, new, and/or prospective members of an organization may be considered hazing.

Hazing includes, but is not limited to:

- Interference or impeding with a student's academic performance, employment, religious observances, and activities
 - Forced or coerced participation and/or exclusion in University-related activities
 - Forced or coerced consumption of food, alcohol, drugs, or any other substance
 - Forced or coerced wearing of apparel which is conspicuous and/or inappropriate
 - Forced or coerced unreasonable financial expenditures
 - Forced or coerced exclusion from social contact
 - Forced or coerced conduct that could result in extreme embarrassment
 - Unreasonable monitoring or invasion of personal privacy
 - Branding
 - Subjecting a person to extreme stress, such as sleep deprivations, calisthenics, or other forced activity that could adversely affect the mental health or dignity of a reasonable person
-
- Food deprivation
 - Beating, whipping, or paddling in any form
 - Line-ups and berating
 - Physical and/or psychological shocks
 - Personal, organizational, or group servitude
 - Kidnapping or abandonment
 - Unreasonable exposure to the elements
 - Any activity that would be viewed by a reasonable person as subjecting any person to embarrassment, degradation, or humiliation
 - Expectation or forced or coerced participation in activities that are unlawful, lewd, or in violation of University policy as well as local, state and/or federal law.

SOURCE: Florida State University (nd.). Hazing education initiative at Florida State University. Retrieved from <http://hazing.fsu.edu>.

Amnesty

The safety and well-being of students is a top priority at Florida State University. FSU encourages students and student organizations to take immediate action when someone requires emergency medical assistance. The University's **Amnesty Policy** is designed to remove barriers that may prevent individuals from seeking help during emergencies involving alcohol or other drugs, hazing, sexual misconduct, or other situations where medical attention is reasonably believed to be necessary.

The Amnesty Policy may apply to students who seek assistance for themselves or others and provides relief from formal disciplinary action under the **FSU Student Code of Conduct** in qualifying situations. However, Amnesty is not automatic and does not provide full immunity from all consequences. Each situation is reviewed individually, and students may still be required to complete educational interventions and other follow-up requirements.

How to Qualify for Amnesty

In serious or life-threatening situations, particularly those involving suspected alcohol poisoning, drug overdose, or other medical emergencies, students should:

1. **SeekHelp**
Call **911** or, if on campus, the **FSU Police Department** at **(850) 644-1234**.
2. **Stay**
Remain with the individual needing assistance until emergency responders arrive.
3. **ShareInformation**
Provide emergency responders with as much information as possible regarding the situation, including any substances that may have been consumed.

What Happens After an Amnesty Referral?

Students who receive Amnesty consideration may be required to meet with a university administrator within five class days of the incident. Following this meeting, the university may assign educational measures related to alcohol and other drug use. These measures may include:

- Alcohol education workshops
- Meetings with an alcohol and other drug counselor
- Reflective or educational projects
- Other educational interventions as deemed appropriate

Students are responsible for completing any assigned requirements and paying any associated costs. Failure to comply with required follow-up actions may result in additional conduct action.

Important Information

- Amnesty applies to students who seek assistance for themselves, another student, or a friend during an emergency involving alcohol or other drugs.
- Students who seek help for others are encouraged to do so without fear of disciplinary action under applicable university conduct processes.
- Repeated incidents may be reviewed on a case-by-case basis, and future situations may not qualify for Amnesty.
- Amnesty applies only to university conduct processes and does not prevent law enforcement agencies from enforcing local, state, or federal laws.

For complete information, procedures, and frequently asked questions, visit the **Student Conduct and Community Standards Amnesty webpage**: <https://sccs.fsu.edu/policies/amnesty>.

Important University Policies

Alcohol Policy

Florida State University recognizes high risk or dangerous alcohol consumption and associated conduct undermine the intellectual climate of the University. Moreover, high risk or dangerous alcohol use inhibits the opportunity for maximum intellectual development, respect for the rights of others, and a sense of community and citizenship. Florida State University neither encourages nor condemns the legal consumption of alcoholic beverages. The university recognizes, however, the majority of undergraduate students are below the legal drinking age and there are serious health risks and behavior problems associated with the use of alcohol in the collegiate environment. Consequently, alcohol will be permitted at Florida State University or programs sponsored by Florida State University or its direct support organizations only in those settings which:

1. Comply with federal or state laws, local ordinances, University regulations, foreign country laws (in the case of study abroad programs conducted by Florida State University International Programs, Inc.), Student Conduct Code, and this policy;
2. Present minimal health and safety risks; and 3. In no way inhibit the full participation of those who choose not to drink alcohol.

Events and activities that encourage excessive drinking and/or lead to the endangerment of individuals will not be permitted. Any person or group in violation of federal or state laws, local ordinances, or of this policy will be reported to the proper federal, state, local or university authorities for appropriate action.

The University's Alcohol Policy can be reviewed in its entirety online.

Student Organization Travel

The University is not liable for any student who travels. However, the Office of Student Organizations & Involvement realizes that some RSOs may travel to conferences, competitions, or other events to promote their organization or to convene with other chapters of the large state or national organization. All members of RSOs are expected to conduct themselves in an appropriate manner when they travel and within the Florida State University Student Code of Conduct and in a manner that does not detract from the reputation of the university.

***Please note: FSU does NOT provide insurance coverage for personal vehicles or any individuals in the vehicle.

Florida State University Policy for International Experiences

Florida State University supports international study and intercultural experiences as an integral part of the academic, social and cultural development process of a university education. The following policy has been developed and adopted to ensure the safety and security of all students participating in international experiences. In addition, the policy attempts to ensure that all international programs are academically and culturally enriching experiences.

Prior to coordinating any travel, RSOs must review and abide by all International Travel Policies <https://global.fsu.edu/international-travel/policies>

University Travel is enforcing the policy that all airfare for university travel must be booked through Concur. All employees, including OPS/student/grad students, etc. must book their airfare in Concur. Find out more information about creating your FSU account by reviewing the [Concur User Guide](#). If the Travel Office receives an expense report for an employee that has airfare booked outside of Concur, it will be sent back. For more information please visit: <https://controller.vpfa.fsu.edu/concur/travel>. It is important that you understand the classification of your organization (Affiliated Student Organization - ASO, General Student Organization - GSO, University Supported Student Organization - USSO), as you may have different requirements for scheduling travel. Trips on behalf of your organization include academic trips like to a conference or a university funded event like an out-of-town sporting tournament. The RSO Policy Handbook has a breakdown of the differing types of organizations.

International Travel is defined at FSU as travel to any location outside of the continental United States, Hawaii, and Alaska. Therefore, travel to U.S. territories like Puerto Rico and Guam is considered international. If your RSO is considered a University-Supported Student Organization, any RSO related travel abroad must be reviewed and registered through the Student International Travel Request process. Please complete this process as early as possible, but at a minimum of four to six weeks prior to any proposed travel and/or making financial commitments to travel (i.e. booking flights, reserving hotels, etc.). Please visit the [FSU Global website](#) for more information. If your RSO is considered an Affiliated Student Organization or General Student Organization, then your travel is not considered university-related unless you meet the following criteria: A) the RSO is using FSU funds or an FSU account to travel, B) the RSO is using the international experience for some sort of credit (i.e. the Experience Recognition Program through Career Center), or C) another qualifying aspect as explained on the FSU Global website."

Waivers

Waivers should be used for RSO travel, activities that have liability concerns (5Ks, bringing children on campus, inflatables, etc), and any other events deemed necessary. Please visit <https://soi.fsu.edu/sites/g/files/upcbnu2676/files/PDFs/Travel%20Forms/Waiver-for-individuals-Dept-events-2014.pdf> to obtain copies of sample waivers, or contact the Office of Student Organizations & Involvement at 850-644-6673 for additional information.

Crisis Response

While RSOs are advised to plan their activities and events in such a way as to avert crisis, it is important to proactively plan how to respond in the event one should occur. Intentional development of a crisis response plan prior to an event or activity will empower the organization to effectively respond. Educating members prior to a crisis is crucial. All organization members must know who is in charge and be prepared to follow the plan. The following information is intended to assist students in the development of a crisis response plan, but should not be considered a complete plan, rather a guide for designing a protocol that fits the organization's needs.

It is important to understand that crisis can happen to your students and the organization. If this happens, please encourage your students to utilize the resources of Victim Advocate, FSUPD, First Responders, the University Counseling Center, or any other pertinent office to assist you. It is important for students to be aware of their own feelings, perceptions, and issues so that they can monitor their ability to cope with the difficult situation.

General Crisis Response Plan

- Develop a crisis response strategy for your organization prior to your event or program.
- Create a step-by-step process for what to do in case of a crisis.
- Designate organizational officers and crisis team who can take charge of a crisis situation.
- Review your crisis response plan on a regular basis and update your plan as needed.
- If medical attention is needed, attend to those needs before doing anything else. You can call 911 or the FSU First Responders at 644-3349.
- For assistance with event statements and/or reporting events contact FSUPD at 644-1234.
- For assistance with crisis management, call FSU's Victim Advocate office at 644-7161 or 644-2277. The Victim Advocate program provides support to victims of crime. An advocate is on call twenty-four hours a day to respond to FSU students who are victimized, or any other person who is victimized on our campus or in our community. Services offered include emotional support, instructor notification, referrals, and educational programming for our campus community.
- Contact the Office of Student Organizations & Involvement at 644-6673 to inform them of the situation.

Sample Emergency Contact Card

RSOs should create emergency contact cards for their organization. Contact cards should be kept in a permanent visible location, as well as brought to organization events and/or when traveling. These contact cards will enable organization members to react quickly in an emergency and reach pertinent people.

NAME	PHONE (office or cell)	EMERGENCY CONTACT NAME & PHONE
Organization President	850-555-1234	Name, Relation, 850-123-4567
Student Organizations & Involvement	850-644-6673	
FSUPD	850-644-1234	
FSU First Responders	850-644-3349	
FSU Victim Advocate (nights and weekends)	850-644-7167 or 850-644-1234	

Amplified Sound Policy

RSOs that would like to have amplified sound at an outdoor event will need to request approval for amplified sound during the event proposal process. To ensure that amplified sound does not interfere with the academic processes or activities of the University, the Union Board has implemented an Amplified Sound Policy. This policy pertains to areas outside FSU Student Union including and, including but not limited to, the Union Green and Langford Green. The Director of the FSU Student Union can grant exceptions to the Amplified Sound Policy.

Amplified sound will be permitted during the following times:

Monday through Friday 12pm to 1:00pm Friday from 5 PM to 11:30 PM

Saturday from 12 PM to 11:30 PM Sunday from 3 PM to 7 PM

For more information about the Amplified Sound Policy, you can refer to the Union Board Manual found at <http://union.fsu.edu/unionboard/union-board-policy-manual/>.

University Posting Policy

It is important that the campus environment remains aesthetically pleasing and welcoming for faculty, staff, students, alumni, community members, and visitors. The campus should be free from excessive and abusive postings, chalking and the distribution of commercial and promotional materials, which deface, and depreciate the value of our grounds, facilities, and campuses. To ensure proper posting, FSU has a posting policy that applies to all entities that post, including student organizations. The University Posting Policy can be found online at <http://posting.fsu.edu>.

Market Wednesday Policies

Market Wednesday is a medley of activities that occurs every Wednesday of the semester on Legacy Walk. A combination of Registered Student Organizations, market vendors, and passersby makes Legacy Walk the place to be on Wednesdays. The event occurs every Wednesday during the school year. If you are interested in participating, find more information at <https://soi.fsu.edu/events/market-wednesday> or contact Student Organizations & Involvement at SOI@FSU.edu.

Registered Student Organizations

RSOs can participate in Market Wednesday by tabling, fundraising, or performing during the amplified sound hour. Student Organizations & encourage RSOs to join us every Wednesday to help highlight our student organizations and to help get students involved on campus. If you have ideas for Market Wednesday events, questions, or concerns, you can contact Student Organizations & Involvement at SOI@FSU.edu.

Tabling

RSOs can participate in Market Wednesday by reserving a table to promote their events, recruit new members, or just show off their group. RSO check-in will be held on Legacy Walk between HCB and Moore Auditorium. Table reservations can be made online at FSU HQ (HQ.fsu.edu) from 12:00pm on Thursday until 12:00pm on Tuesday (or until we hit our capacity of 100 organizations) before Market Wednesday each week. Once registered, check-in and set-up will begin at 9:45 am Wednesday morning.

The following policies must be followed by the RSO when tabling:

- **Check-in begins at 10:00am.** Someone must check-in for the RSO no later than **10:45am**, or the table may be reassigned to another organization waiting in a stand-by line.
- Each student may only reserve a table for **ONE (1)** RSO.
- Each RSO may only reserve **ONE (1)** table.
- Reservations must be made online **EACH WEEK**. Reservations do not roll over each week. Your RSO will receive a confirmation email to confirm your table registration.
- All materials/set-up must fit within your organization's table space. You may not interfere with another area.
- The **University Posting Policy** (<http://posting.fsu.edu>) must be followed at all times. This means no posters/banners/flyers can be taped to painted surfaces or brick walls, absolutely no balloons can be used outside, and all chalk artwork must be in the pre-approved areas.
- All trash must be discarded into trash cans during Wednesdays and not left at the RSOs table. Consistent violators will be asked not to distribute flyers to promote their organization, event, activity, etc.
- If the organization is planning to do a fundraiser, an Event Proposal must be completed through the event proposal process and receive approval from Environmental Health & Safety.

Title IX Statement

“No person in the United States, shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX).

As a recipient of Federal financial assistance for education activities, FSU is required by Title IX to ensure that all of its education programs and activities are free from discrimination on the basis of sex. Additionally, the Florida Educational Equity Act prohibits discrimination in schools based on race, ethnicity, national origin, gender, disability, or marital status. FLA. STAT. § 1000.05 (2012).

Furthermore, this commitment is reaffirmed in FSU’s [Equal Opportunity and Non-Discrimination Statement](#), which is applicable to all faculty, staff, students, visitors, applicants, and contractors.

The University’s Title IX Director is responsible for overseeing the development of sexual misconduct policies, insuring compliance with Title IX and relevant federal and state regulations and investigating Title IX complaints alleging **student** sexual misconduct. The Human Resources Deputy Coordinator will oversee investigations of sexual misconduct by **faculty, staff or visitors**. The Athletics Deputy Coordinator will accept Title IX incident reports to forward to the Title IX Director and will ensure athletics equity compliance. Questions regarding Title IX, as well as concerns about and complaints of non-compliance (including complaints of sexual harassment, sexual assault, sexual violence, or other sexual misconduct), should be directed to the Title IX Director or a Title IX Deputy Coordinator.

Complaints will be addressed following the University’s discrimination complaint procedures, [Equal Opportunity, Non-Discrimination, and Non-Retaliation Policy and Procedures](#) and the [Student Conduct Code](#). Some acts of sexual misconduct may also constitute violations of criminal law and require mandatory reporting to the FSU Police Department, e.g., sexual battery, indecent exposure, sexual abuse, etc. In such instances, refer to the University’s [Sex Discrimination and Sexual Misconduct Policy](#) and contact the FSU Police Department at (850) 644-1234. Inquires about the application of Title IX may also be directed to the Office for Civil Rights, US Department of Education.

Questions and Support

The RSO Handbook was created to assist you in maneuvering the many policies and procedures required of registered student organization at FSU. The information outlined above allows Student Organizations & Involvement to help you receive resources, follow local, state, and federal law, and adhere to University policies. It is important that you understand the responsibilities associated with being registered at Florida State so you can take advantage of the resources offered.

For questions, please feel free to visit Student Organizations & Involvement on the 4th floor of Thagard or email SOI@FSU.edu and we will help in any way we can.

Campus Resources

Listed below are some of departments and campus resources that RSOs frequently partner with or utilize. This list does not encompass all the resources available on campus but provides a starting point. Students are encouraged to work with a variety of campus services to support their endeavors.

Student Organizations & Involvement

From RSO Registration to officer transition, SOI is here to help! Email, call or stop by our office with any questions you may have.

3rd floor Student Union 860-644-6673

SOI@FSU.edu

Student Conduct & Community Standards

Student Conduct and Community Standards (SCCS) promotes responsible decision-making that fosters student-centered learning and accountability in alignment with community values and expectations. SCCS also upholds the Student Organization Conduct Code.

[report.fsu.edu sccs@fsu.edu](https://report.fsu.edu/sccs@fsu.edu)

Campus Event Services

Campus Event Services provides reservable space for a variety of events for the Florida State University Community as well as event planning assistance.

<https://union.fsu.edu/ces> 850-644-6083

ces@fsu.edu

FSU Student Union

Home to Club Downunder, the Art Center, the Flying High Circus, and Union Board, the FSU Student union is a dynamic resource for RSOs.

<https://union.fsu.edu/>

850-644-6860

ou@fsu.edu

Student Ombuds Office

We support FSU's undergraduate and graduate students by providing a safe, confidential space to seek advice, obtain resources, and ask questions about FSU policies, processes, and procedures.

<https://studentombuds.fsu.edu>

studentombuds@fsu.edu

Office of Accessibility Services

Collaborates with students to create an accessible and inclusive environment by identifying, minimizing, and where possible, eliminating barriers to equal access while encouraging equal participation for students with disabilities.

<https://dsst.fsu.edu/oas>

850-644-9566

oas@fsu.edu

Student Governance & Advocacy

SG&A supports all SGA financial aspects, including SGA funded travel and purchases.

<https://sga.fsu.edu/>

850-644-1811

University Branding

Organization, names, logos, merchandise, and more!

<https://brand.fsu.edu/logos#level-six>

brand@fsu.edu

Fraternity & Sorority Life

FSL fosters individual and community development

<https://fsl.fsu.edu/>

850-644-9574

ofsl@fsu.edu

Career Center

The career center provides unique programs and opportunities for students and student organizations based on career interest or career preparation needs.

<https://www.career.fsu.edu/>

850-644-6431

Center for Leadership & Social

Change Fosters opportunities for identity development, leadership education, and community engagement.

<https://thecenter.fsu.edu/>

850-644-3342

Campus Recreation

Campus rec manages the Leach, Fitness and Movement Clinic, The Rez, and the Challenge Course. The Rez and Challenge Course provides great opportunities for team building and more! <https://campusrec.fsu.edu/>

Center for Global Engagement

CGE provides a variety of educational, social, and cultural programs throughout the year.

<https://cge.fsu.edu/>

850-644-1702

cge@fsu.edu

Academic Resources

The Academic Center for Excellence (ACE) Learning Studio

Drop-In and appointment-based peer tutoring in all undergraduate majors.

<https://ace.fsu.edu/>

850-645-9151

tutor@fsu.edu

The Center for Academic Retention and Enhancement (C.A.R.E.)

C.A.R.E provides preparation, orientation, and academic support programming for students who are among the first in their family to attend college. <https://care.fsu.edu/>

850-645-4928

Care-lab@fsu.edu

Advising First

Provides a network of professional academic advisors and college life coaches who support students as they establish and realize their personal, academic, and career goals at Florida State University.

<https://advisingfirst.fsu.edu/>

advisingfirst@fsu.edu

Health and Wellness

University Counseling Center

By appointment for one-on-one, couple, and group counseling. Walk-in services for urgent situations Second floor, Askew Student Life Center

After hours and weekend hotline: 850-644-TALK (8255)

<https://counseling.fsu.edu/>

Center for Health Advocacy and Wellness (CHAW)

Programs include nutrition services, HIV testing, Smart Choices (alcohol, drug reduction), tobacco cessation, sexual health information, sexual violence prevention, and peer health educators.

<https://chaw.fsu.edu/>

850-644-8871

chaw@fsu.edu

Crisis Management

Department of Student Support and Transition, Case Management

Services Emotional support, counseling, advocacy, identifying immediate needs, making appropriate referrals to campus and community resources.

<https://dsst.fsu.edu/>

850-644-2428

Victim Advocate Program

Emotional support, instructor notification, referrals, crisis intervention and assistance in student conduct, legal and medical matters.

<https://dsst.fsu.edu/vap>

24/7 Support Line: 850-644-7161

FSU Food for Thought Pantry

Food is available to all current FSU students. Students are allowed to take one bag of food at a time but may visit the pantry as often as necessary.

<https://dsst.fsu.edu/resources/foot-for-thought-pantry>

850-644-242