

# RSO Handbook



**Updated: November 2023**

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## **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 RSO Canvas training site. 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](mailto:soi@fsu.edu) or visit us on the 3<sup>rd</sup> 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 600 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”<sup>1</sup>. 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 every fall semester by all student organizations to receive and maintain privileges on campus. **“Registration does not constitute university endorsement, support, or concurrence”<sup>1</sup>.**

### *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 three categories: New, Active-Returning or Inactive-Returning.

### *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.

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.

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 free of charge
- ✓ Tabling at Market Wednesday
- ✓ Access Student Publications for free artwork, website, and logo design
- ✓ Free printing for organization events
- ✓ Organization Nole Central Page
- ✓ Use of FSU/Florida State as a part of the organization name (must follow all FSU Trademark & Licensing guidelines)

***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 <https://nolecentral.dsa.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,” and the “Vires, Artes, Mores” 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](mailto:upcosponsor@fsu.edu), for more information.
- RSO Leaders will receive the RSO Connect, 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://union.fsu.edu/market-wednesday>
- 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](mailto: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 650 Registered Student Organizations at Florida State University can be categorized into one of the types of organizations found in the table below.

Florida State University			
	<i>University Supported Student Organizations</i>	<i>Affiliated Student Organizations</i>	<i>General Student Organizations</i>
<b>Defining characteristic</b>	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
<b>Membership Criteria</b>	Exclusively Florida State University Students	Exclusively Florida State University Students	Exclusively Florida State University Students
<b>Constitution process</b>	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
<b>Responsibility &amp; Liability</b>	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
<b>Access to tax exemption</b>	Yes	No	No
<b>Use of University name</b>	Only with permission	Only with permission	Only with permission
<b>Staff support</b>	Advisor required – Florida State University Employee	Designated Florida State University employee at University's discretion	Not required
<b>Registration process</b>	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement	Annual by Student Organizations & Involvement
<b>Eligible for shared office space on campus</b>	Based on availability	Based on availability	No private space
<b>Off-campus Bank Accounts</b>	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
<b>Policies Accountable to</b>	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.

## 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](mailto: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](http://report.fsu.edu) [scs@fsu.edu](mailto:scs@fsu.edu)

### Event Planning

### 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](mailto: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](mailto:ou@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](mailto: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

### Trademark and Licensing

Organization, names, logos, merchandise, and more!

<https://licensing.fsu.edu> 850-644-3141

[katie.pugh@fsu.edu](mailto:katie.pugh@fsu.edu)

### University Relations

University Relations fosters support and awareness of Florida State University through developing and sustaining relationships with FSU's friends, alumni and supporters, as well as the broader community.

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

850-644-1000

[universityrelations@fsu.edu](mailto:universityrelations@fsu.edu)

### Fraternity & Sorority Life

FSL fosters individual and community development focused on the values of leadership, scholarship, brotherhood/sisterhood, and service.

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

850-644-9574

[ofsl@fsu.edu](mailto: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.

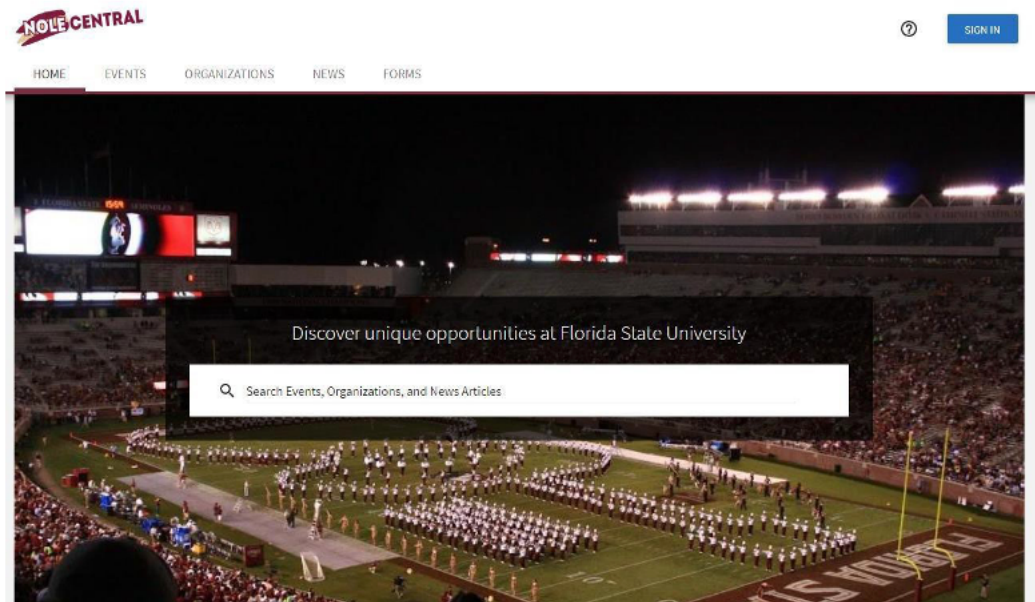
<https://dsst.fsu.edu/resources/foot-for-thought-pantry>

850-644-242

## Nole Central

The Office of Student Organizations & Involvement offers multiple resources to assist RSOs in the management of their organizations and to remain connected to activities across the campus environment.

Nole Central (<http://nolecentral.dsa.fsu.edu>) is a comprehensive online resource tool for RSOs at FSU. It provides an internal function for event registration, budget requests, and organization registration in addition to an external presence for RSOs to promote events.



Some of the internal management features for organizations in Nole Central include:

- Maintain a roster of all active members
- Upload photos from organization events or documents for easy access to members
- Personalize the organization's page, with the ability to link it to their own Instagram, Facebook, and Twitter pages
- Find the organization's official constitution on file with the Office of Student Organizations & Involvement
- Create and distribute electronic forms for collecting information (great for applications or sign-ups for events)
- Post organization announcements to members or the entire student body
- Submit Event Proposals (must be submitted by organization's executive officers) Submit purchase requests for funds allocated through SGA

Organizations should list their advisor on their Nole Central profile, as well as on their roster. Advisors should have complete access to their organization's page. An officer of the organization can add an advisor if this individual is not already listed

## 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 \(2020-2021\)](#) for substantive information regarding budgeting and funding. This manual is accessible from SGA's website at <http://sga.fsu.edu/accounting.shtml> 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 baked goods 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 or food items 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)

**\*\* Due to COVID-19 Restriction many of these fundraising opportunities may not be available to organizations due to social distancing procedures\*\***

**\*\*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, including homemade baked goods, 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. RSOs interested in planning an event, such as a Casino Night or Poker Tournament or raffle drawing must meet with appropriate staff within the Office of Student Organizations & Involvement in order to ensure proper compliance.

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

## Nole Central

The Office of Student Organizations & Involvement offers multiple resources to assist RSOs in the management of their organizations and to remain connected to activities across the campus environment.

Nole Central (<http://nolecentral.dsa.fsu.edu>) is a comprehensive online resource tool for RSOs at FSU. It provides an internal function for event registration, budget requests, and organization registration in addition to an external presence for RSOs to promote events.

Many of the internal management features for organizations in Nole Central include, but are not limited to:

- Maintain a roster of all active members
- Upload photos from organization events or documents for easy access to members
- Personalize the organization's page, with the ability to link it to their own Facebook and Twitter pages
- Find the organization's official constitution on file with the Office of Student Organizations & Involvement
- Create and distribute electronic forms for collecting information (great for applications or sign-ups for events)
- Post organization announcements to members or the entire student body
- Submit Event Proposals (must be submitted by organization's executive officers)
- Submit purchase requests for funds allocated through SGA

## RSO Registration Process

### 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. Below, you will find a detailed explanation of the registration process.

**To be a Registered Student Organization (RSO), the steps below must be completed annually:**

#### 1. Complete the RSO 101 Canvas Module

- Enroll in the *Registered Student Organizations* [Canvas Course](#)
- Review materials: RSO handbook, RSO Policy, RSO Basics presentation, and SGA Financial Manual
- RSO 101 Quiz and SGA Financial Exam- President and Treasurer must take and pass with an 80% or higher (on Canvas)
- The President and Treasurer must sign the RSO Agreement Packet, the Constitution Addendum, and the SGA Statement of Understanding Form

#### 2. Hazing Prevention Certification

- Four members of your organization will have to complete a Hazing Prevention Course within the academic year you are trying to get registration.
- Go to [FSU.prevent.zone](https://fsu.prevent.zone) and log in using your FSU ID and password (just like you would sign in to your myfsu page).

#### 3. Complete and submit your RSO Application.

- Log-in to <https://nolecentral.dsa.fsu.edu/> using your myFSU information.
- Click the Organizations tab
- Scroll down and click Register an Organization on the left-hand side
- Choose your organization from the list or select Register a New Organization.
- Once started, the RSO Application Form can be saved and returned to later. If denied, you can edit the original form and resubmit instead of starting a new form.

**\*New RSOs Only: BEFORE completing steps 1-3, set-up a New RSO Consultation with Student Organizations & Involvement Staff.**

- To do this, e-mail [soi@fsu.edu](mailto:soi@fsu.edu) and we will set-up a consultation time based off of your availability and our staff availability.
- In the consultation, we will break down each of the remaining steps of the registration process and assist with the development of your organization's constitution

**Organizations are required to complete this process once per 12 month period. SOI will email you a month before you need to be re-registered as a reminder to complete the process. If you do not, your organization will forfeit all of its benefits and privileges until fully re-registered (all planned events and room reservations will be canceled if you let your registration lapse).**

## Additional Information regarding the Registration Process

### **Creating an Organization Name**

Students interested in creating a Registered Student Organization are encouraged to 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. If used, organizations are restricted to the following:

- The university's name may only appear at the end of the organizations name and should be followed by the statement "a Registered Student Organization" (i.e. Student organization at Florida State University, a Registered Student Organization).
- The title should follow one of these forms: (1) Florida State University; (2) FSU.

### **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 Student Organizations & Involvement office at 644-6673 or [soi@fsu.edu](mailto:soi@fsu.edu)

### **Organization Rosters**

- **Remember that every RSO is required to have a minimum of 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. All individuals who have graduated or left the organization must be removed from the Nole Central roster before registration can be completed.
- **Every RSO is also required to have a minimum of two officers, of the 6 members, one 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.** If the organization will be applying for any type of funding through Student Government Association, a Treasurer is also required.
- **Additionally, all officers must be currently enrolled in at least 6 credit hours as an undergraduate and 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.
- Only FSU e-mails may be used, otherwise, your organization's application will be denied. (Tip: Save your general members' e-mails on a separate document so you can simply copy-paste them in the dialogue box when you get to this step!)

### **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/>. People will use their FSU ID and password to log into Prevent Zone.



- Upload RSO logo for review
- Logo must comply with guidelines found [here](#)

### **Completion of the Student Organization Agreement Packet**

- **Before submitting the Returning RSO Application, the last step of the application will have you download this packet.** The last page of the packet will require a signature from the President and Treasurer.
  - Certified electronic signatures are allowed.
  - Once both signatures are on it, you can scan and upload it within the application. Before signing and uploading it though, please be sure you have reviewed the information in the packet thoroughly.

### **1. How much time should I allocate to complete this process? Can I save and come back to it later?**

If you take the proactive measures above, you can easily complete this all at one time! However, we know that every organization is different, so you may need more time to complete each step or component. If you do end up needing to come back to your application at a later point, follow these steps to access it again:

- Log-in to <https://nolecentral.dsa.fsu.edu/> using your myFSU information.
- Click your profile bubble on the top-right hand side.
- Click Submissions.
- Click the Organization Registrations tab.
- Your organization's application should be listed and its status should say In Progress.
- Click the eye-icon on right-hand side to access your application. Sections that are not clickable (in gray text) are sections that have not been complete yet.

Whether you complete the application all at one time or in multiple segments of time, be sure to click Submit for Approval at the very end in order for your application to fully go through. You will know if it went through because you will receive an auto-confirmation message of your submission from Nole Central. You can also use the steps above to check if it went through. If it did, your organization's status should say Pending.

### **2. 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 denied message from a staff member in our office via Nole Central along with commentary as to why your application was denied. An application can be denied for one or more of the following reasons:

- An officer or advisor does not meet the minimum requirements to serve in their role
- The President and/or Treasurer on the *Student Organization Agreement Packet* do not match with the names submitted on the roster in the online application
- Organization name violates licensing or trademark rules
- 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 Nole Central.

Florida State University”<sup>2</sup>. RSOs should consult the Trademark Licensing Policy, established through the Office of Trademark Licensing. This policy is located at <https://licensing.fsu.edu/campus-use/registered-student-organizations>.

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 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.

**If an organization is Title IX exempt (i.e. Social Greek organizations), they do NOT need to submit a request for exemption.**

### **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 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://dsst.fsu.edu/srr/conduct-codes/student-conduct-codes>.

Students take on 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 FSU Dean of Students Department 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://union.fsu.edu/ces/eventplanning/event-permit> 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 the Faculty Staff Emergency Guide for crucial information about handling emergencies here: <https://dsst.fsu.edu/resources/faculty-and-staff-emergency-guide>
- 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 Student Activities Center 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](http://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](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>.

## Medical Amnesty



Florida State University (FSU) supports a safe and inclusive environment that enhances academic pursuits and student success. Institutional core values of the Seminole Creed and Responsible Freedom guide our conduct and inform policy and decisions. A Medical Amnesty Policy benefits our campus by encouraging students to make responsible decisions in seeking medical attention in serious or life-threatening situations that result from alcohol and/or other drug use or abuse and in any situation where medical treatment is reasonably believed to be appropriate. This policy seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress from alcohol and drug use.

This policy does not grant “full immunity” to a student who acts under this policy (i.e., seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or drug related emergency) if a determination is made, independent of any information gained as a result of the call for medical attention, that Student Conduct Code charges are appropriate.

Alcohol or other drug consumption (including but not limited to: excessive consumption; consumption of a dangerous or illegal substance; or consumption by someone with sensitivity) can cause serious harm or pose a threat to life. Given these risks, students are encouraged to make responsible decisions and to seek medical attention in serious or life-threatening situations that result from alcohol and/or other drug consumption and to call 911 (or FSU Police Department at 850-644-1234, if on campus) for medical attention. Students are also encouraged to seek help for any situation where medical treatment is reasonably believed to be appropriate or when problematic use and/or abuse is an issue. If a student is incapacitated, letting that person “sleep it off” or having a friend “look after” that person are not reasonable alternatives to getting him/her the necessary medical help.

Under this policy, a student who seeks emergency assistance on behalf of him- or herself, another student, or a friend experiencing an alcohol and/or other drug related emergency will not be subject to disciplinary action under the FSU Student Code of Conduct. Although students who qualify for Medical Amnesty are exempt from the Student Conduct process, they are required to complete educational measures and pay for any incurring costs as described in the Medical Amnesty and Policy Procedures Section.

Florida State University’s full medical amnesty policy, FAQs, and more can be accessed at <https://dos.fsu.edu/srr/policies/medical-amnesty-policy>.

## 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 at [https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy\\_Updated\\_11-7-2016.pdf](https://healthycampus.fsu.edu/sites/g/files/upcbnu1016/files/FSUAlcoholPolicy_Updated_11-7-2016.pdf).

### 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. Find more information, tips, forms, and resources for student organization travel at <https://union.fsu.edu/sac/eventplanning/tips-for-student-travel/>.

\*\*\*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 recognizes the importance of preparing students to be successful citizens in the global society of the 21st century, and 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.

The following programs require a [Student International Experience Plan \(SIEP\)](#): international awards funded through Florida State University, international experiences through the Center for Leadership and Social Change, Center for the Advancement of Human Rights and the Career Center, Registered Student Organization (RSO), university sponsored or other university funded international experiences.

For detailed information on International Experiences and the Student International Experience Plan (SIEP), please go to <http://global.fsu.edu>.

## **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. The Office of Student Organizations & Involvement has worked with the Office of General Counsel at Florida State University to prepare several different types of waivers for student organizations. Please visit <https://union.fsu.edu/sac/student-travel/forms-for-events> 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	

### ***FSU Student Union Board Policy***

The Union Board was established to develop policy and guidelines for activities, programs, and services in the FSU Student Union. The Union Board represents the university community so that facilities, services, and amenities of the highest standard are offered to meet the needs and interests of this community. Specific responsibilities of the FSU Student Union Board include the following:

- Develop the Union Board Policy Manual
- Administer space assignments in union facilities through the Space Committee Participate in the budgetary process for the overall union budget
- Offer input on long range planning issues for the union

For more information on the FSU Student Union, including contact information and a current Union Board Policy Manual, please visit <https://union.fsu.edu/unionboard> or stop by their office on the

### ***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://union.fsu.edu/market-wednesday> or contact Student Organizations & Involvement at [soi@fsu.edu](mailto: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 SOI at [soi@fsu.edu](mailto: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 Nole Central (<https://nolecentral.dsa.fsu.edu/>) from 12:00 pm on Thursday until 12:00 pm on Tuesday (or until we hit our capacity of 80 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 9:45 am.** Someone must be at the RSO's table no later than **10:50 am** or the table may be reassigned to other organizations waiting in a stand-by line.
- Each student may only reserve a table for **ONE** RSO.
- Each RSO may only reserve **ONE** table.
- Reservations must be made online **EACH WEEK**. Reservations do not roll over each week.
- 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 chalking 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 bake sale, a Food Permit must be completed through the event proposal process (<https://union.fsu.edu/sac/eventplanning>), and receive approval from Environmental Health & Safety.

**Any violations of these policies may result in the loss of tabling privileges at Market Wednesday.**

### **Fundraising**

RSOs can also fundraise during Market Wednesday. If the organization would like to do a bake sale, they must complete a food permit as part of the event proposal process and table with the other RSOs. If the organization would like to sell any items other than food, they must register to table with the vendors at Market Wednesday. The vendor forms are online (<https://union.fsu.edu/market-wednesday/>), and a small fee is charged to participate as a vendor.

### **Amplified Sound Hour**

Another way RSOs can utilize Market Wednesday is to perform during the Amplified Sound Hour. This occurs every Wednesday from 12:00 pm – 1:00 pm. RSOs can use the time to choose the music, showcase a band, or show off their own performance skills. Requests to sponsor the hour must be made online, and dates are assigned on a first-come, first-served basis.

### **Vendors**

Market Wednesday is designed to showcase local vendors who wish to sell products on-site. The event occurs every Wednesday from 8:00 am – 5:00 pm. Load in can begin as early as 7:00 am, and all vendors must be packed up no later than 6:00 pm. To participate, the organization must complete the Vendor Form found online at <https://union.fsu.edu/market-wednesday/> in the “Forms” section.



## 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.

### The University's Title IX Director is:

Tricia Buchholz Title IX Director 408-H Westcott 222 Copeland St  
Tallahassee, FL 32306-1310 Tbuchholz@fsu.edu 850-644-6271

## 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@admin.fsu.edu](mailto:soi@admin.fsu.edu) and we will help in any way we can.

## Organizational Structure

### Division of Student Affairs

The Florida State University Division of Student Affairs (DSA) supports the educational mission of the University through its student-centered mission, vision, and values. DSA supports eleven (11) different departments: Campus Recreation, Career Center, Center for Academic Retention & Enhancement (a dual report with the Division of Undergraduate Studies), Center for Global Engagement, Dean of Students, FSU Student Union, Student Engagement, Student Governance & Advocacy, University Counseling Center, University Health Services, & University Housing. Dr. Amy Hecht leads the division as Vice President for Student Affairs; she is supported by an extensive executive leadership team to provide pre-eminent support to the student experience at Florida State University.

### Mission

Florida State University's Division of Student Affairs creates welcoming, supportive, and challenging environments that maximize student well-being, learning, and success.

### Vision

Our community makes meaningful contributions to a global society through character, competence, and integrity.

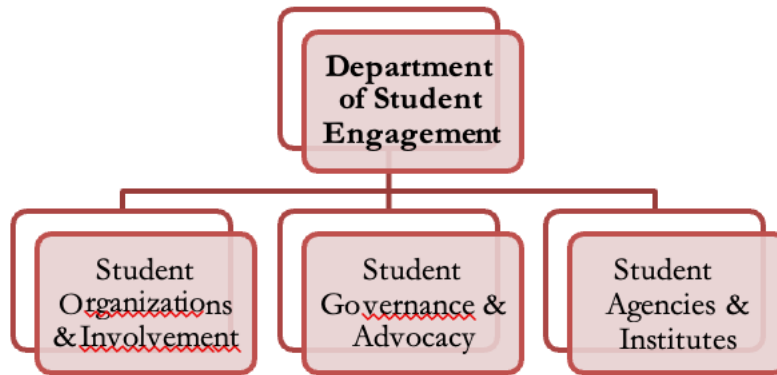
### Values

The Division of Student Affairs maintains, expands, and protects Florida State University's focus on students. We value the tenets of the Seminole Creed as essential to the development of Vires (strength), Artes (skill), and Mores (character). We achieve this by:

- Advocating for students individually and systemically;
- Developing students' intellectual, emotional, physical, and spiritual well-being; Educating students through inclusive services, courses, and programs;
- Creating student-centered policies and programs in collaboration with partners; and
- Leading the University to anticipate student's needs and resolve issues.

## Department of Student Engagement

The Department of Student Engagement is dedicated to developing communities that provide students with a sense of belonging and allow them a space to share their voice and learn from new experiences. The Department of Student Engagement includes the Offices of Student Organizations & Involvement, Student Governance & Advocacy, and the Student Agencies and Institutes.. This department works closely with FSU Student Union, Fraternity & Sorority Life, and additional Activity & Service (A&S) fee-funded departments. The department supports over 600 Registered Student Organizations, and several professional and student staff. The Department of Student Engagement leads and supports university-wide initiatives including, but not limited to: Homecoming, Welcome FSU, Family Weekend, Nole Grad, Garnet and Gold Tailgates, and programs such as Dance Marathon, Relay for Life, and The Big Event.



### Office of Student Organizations & Involvement

The Office of Student Organizations & Involvement serves as a guide for Florida State students in molding and creating their FSU experience. The Office of Student Organizations & Involvement serves as a catalyst to engage and involve students by:

- providing advising, training and mentoring to student leaders and advisors inspiring students to become active members of the campus and community
- creating programs that foster interactions among the diverse members of the University community
- maintaining lively spaces and resources for student-focused initiatives that enrich our campus culture
- designing and supporting programs, venues and resources that cultivate student expression engaging student leaders to discover new knowledge that will enable them to critically evaluate evidence, make informed judgments, balance multiple perspectives and act ethically

The Office of Student Organizations & Involvement is located on the 3<sup>rd</sup> floor of the Student Union in suite 3201. Office hours for professional staff are Monday through Friday 8 AM – 5 PM. The office can be contacted via phone at (850) 644-6673. The office maintains a social media presence on Facebook (<https://www.facebook.com/FSUSOI/>), Twitter (@FSUSOI), and Instagram (@fsusoi)

