The Nebraskan Student Union is responsible for a variety of programs, co-curricular and social activities, and student organizations. The professional staff seek to encourage student and faculty involvement in all programs and activities.

The Nebraskan Student Union & Student Engagement staff members aid in the development of activity programs, program ideas, advise committees, work to develop the services of the Union in relation to programs and act as consultants to student organizations and individuals or groups needing help with program planning. The Nebraskan Student Union & Student Engagement Office is located on the West end of the lower level near Starbucks, of the Nebraskan.

WHAT IS A STUDENT ORGANIZATION?

At the University of Nebraska at Kearney, student organizations are a vital component of the co-curricular educational experience. Student organizations receive no academic credit, and their primary purpose for existence is to serve the student population and to enhance the goals and mission of the University of Nebraska at Kearney. Significant contributions to the intellectual, cultural, recreational and spiritual life of the University are provided by student organizations. In addition, the students who become involved more fully develop and enhance their own lives while in college, and long after they graduate.

Membership in student organizations is composed predominately of currently enrolled students. Officer positions are held by students while Administration, Faculty, and Staff serve in an advisory roles for student organizations.

These organizations are open to all students regardless of sex, handicap, race, color, religion, age, marital status or national or ethnic origin. A listing of organizations is available online at engage.unk.edu.

CONTACT INFORMATION

Antelope Book Store - 865-8555
Chartwells (UNK Dining Services) - 865-8428
Multicultural Affairs - 865-8127
Student Organization Advertising & Promotions - 865-8523
UNK ID Card - 865-8154
Welcome Desk - 865-8441
Reservations in the Nebraskan Student Union - 865-8392
Reservations on campus (outside of Union)- 865-8692

If you have any questions about this document, please contact the Office of Student Engagement at (308) 865-8523.
Recognized Student Organization Requirements

It is a goal for the University of Nebraska Kearney to make the registration process for student organizations as easy as possible while at the same time preserving the integrity of student organization status. When a group of students seeks to register as a student organization, they will be asked to meet the following criteria:

Membership

Each organization must maintain a minimum of 5 currently enrolled UNK students.

Advisor

Each organization must have one on-campus UNK faculty or staff advisor. Others may serve as additional advisors without signatory authority.

Constitution

An organization’s constitution sets up a governing structure that will help it outlast your time as a student at UNK. With this in mind, feel free to use the Constitution Template, available under “Campus Links” (home page, bottom right hand corner) on Engage, as a reference. The Student Senate of the University of Nebraska at Kearney is responsible for granting official “recognition” status to student organizations. Recognition is achieved through a process of reviewing and approving the student organization’s constitution. Constitutions must be updated and renewed every four years.

New Organization Registration

Once membership, advisor, and constitution requirements are in place, an organization may begin the registration process via Engage. Select the “Register New Organization” button in the Organizations section of Engage. New organizations may be registered at any time throughout the year.

Event Request Process

Event, meeting and tabling requests for student organizations and groups at UNK will now be completed utilizing Engage. The Office of Student Engagement has partnered with multiple other areas on campus to streamline this process to produce coordinated, safe and fun events on campus! Visit engage.unk.edu and use your campus credentials to log in. View the video tutorial on the homepage to view the process!

*If you cannot access your Engage account or your organization’s page, please contact the Office of Student Engagement at 865-8523 or email Laura Matthies at matthiesla@unk.edu *
Organization Renewals

Registered student organizations are required to renew during each semester’s registration renewal period via Engage. Renewals include updating or verifying a roster of all members, officers and advisor contact information. It is the responsibility of the outgoing officers to provide incoming officers with administrator access to the organization’s Engage portal so they may submit renewals. If an Engage portal is not renewed, the organization will be deemed ‘inactive’ and will no longer have access to any privileges awarded to fully recognized organizations until the following registration period. Registration renewal dates are as follows:

Spring Registration Renewal

November 1 — January 31

Fall Registration Renewal

April 1 — September 15

Administrators of an organization’s Engage portal must update or verify information during these renewal periods, but may additionally update information and/or amend constitutions at any time. To update or verify information and upload an amended constitution, use the ‘Manage Organization’ tools within your organization’s page.

Benefits of Registered Student Organizations

University of Nebraska Kearney has developed a number of services and opportunities that are intended to assist student organizations as they pursue their goals. Any registered organization may, on terms and conditions more fully set forth in related policies and publications, have privileges to:

- Utilize Engage (includes access to a website builder)
- Utilize the Student Engagement Office (technology, supplies, equipment, ID card scanners)
- The use of University facilities for meetings, tabling, events and activities at no cost
- The opportunity to conduct approved fundraising projects on campus
- The opportunity to apply for funding from the Student Programming Board and the Office of Business and Finance for all-campus projects and/or programs.
- The opportunity to participate in a number of University sponsored campus activities, including Blue/Gold Community Showcase, Homecoming, Student Organization Fairs, and more
- Student organization advisors who can work with you about goal setting, strategic planning, problem solving, and opportunities for organizational and personal growth
- The opportunity to publicly display your organization and its events on campus.
STUDENT ORGANIZATION FINANCES

Disclaimer: these notes are offered to assist RSOs in the process of financial reporting. The University of Nebraska at Kearney is NOT responsible for handling financial issues or accounting procedures for Recognized Student Organizations. Please consult a financial professional or a Certified Public Accountant with questions and further financial reporting instructions.

TAX EXEMPT STATUS

Student Organizations can only use the tax exempt status if the payment of a bill is made through the University Accounts payable or Purchase Order requisition procedure.

Raffle Ticket Policy for Recognized Student Organizations

Recognized Student Organizations may host raffles at UNK by carefully adhering to the State of Nebraska Regulations governing raffles as outlined in the Nebraska State Lottery and Raffle Act.

Nebraska Small Lottery and Raffle Act guidelines can be found at: [http://www.revenue.nebraska.gov/gaming/infoguide/raffle.pdf](http://www.revenue.nebraska.gov/gaming/infoguide/raffle.pdf)

Small Lotteries and Raffles State Law Summary

Nebraska law states that gross proceeds must not exceed $5,000 for a small raffle or $1,000 for a small lottery, and that these proceeds must be used solely for charitable or community betterment purposes, awarding of prizes to participants, operating costs or civic activities conducted by Recognized Student Organizations (RSO) for the benefit of its members. Tickets for a small lottery or raffle need to be sequentially numbered and be the same size, shape, and weight. To qualify as a raffle, 80 percent of the prizes to be awarded must be merchandise prizes not redeemable for cash.

Additionally, the Nebraskan Student Union and Student Engagement Office mandates that prizes for raffles not include tobacco or alcohol. Random raffle drawings must be held in a public venue with at least three individuals from the student organization and/or an advisor present.

Non-Profit Checklist – Fundraisers/Sales Tax

Types of Events

- Fundraiser where a product has been purchased by the organization for resale.
- Banquet or other events where there is an admission fee.
- Car was where a fee is charged for the service (not a free will donation).
To Do Ahead of Time

- Apply for Nebraska ID number (Form 20*) and indicate you will have taxable sales. This application is a one-time process. Once you have a Nebraska ID number, you do not need to reapply each time you have an event.

- If you have admission tickets, indicate on the ticket the value of the item received (such as a meal), show the amount of sales tax on that amount, and then indicate that the rest of the admission price is a contribution.

- So for a $15 event ticket, you should indicate:

  | Meal or item | $5.00 |
  | Sales tax @7% | .35 |
  | Contribution | 9.65 |

- If you are purchasing something to resell (meal, t-shirts, hats), when you purchase them, you need to fill out a Form 13*, complete section A to indicate that you are making a purchase for resale, and give that to the restaurant/caterer/t-shirt seller. Then you will not be charged sales tax on your purchase.

At the Event

- Track the number of meals or items sold and the funds collected.

- Have at least 2 people working together who will count the money at the end and sign off on how much will collected. Deposit funds as soon as possible.

After the Event

- File the Nebraska sales tax report Form 10* and remit the tax due. Normally this form is due by the 20th of the month following the event.
  - If total sales tax due is less than $500, this qualifies you as an annual filer. Annual filers must complete Form 10 by January 25th.

- Include the income and expenses related to your fundraiser when determining which Form 990 to file after the end of the year. It is normally due by May 15th.

*Forms can be found at:  [http://www.revenue.nebraska.gov/](http://www.revenue.nebraska.gov/). Click on Forms on the left side. Use the drop down arrow for NUMERIC LISTING OF ALL CURRENT NEBRASKA FORMS to obtain each form.

Non-Profit Checklist – Other Receipts

Cash donations, Membership dues

- No sales tax is due on these receipts.

- Include them on the appropriate line, if filing Form 990.

Collecting donations of cash or goods to give to another charity

- No sales tax is due on these receipts

- Include them on the appropriate line, if filing Form 990. They will be listed in both the receipts and expenses.
**POSTING MATERIAL AND DISTRIBUTION POLICY**

**Posters**

1) Only those events sponsored by recognized UNK student groups or campus departments or a program or meeting taking place on campus may be advertised by displaying posters on campus. Advertising for other university or community events may be posted only as space allows with permission granted by Approver. All posters must list all organizations sponsoring the event. Advertising for events sponsored by recognized UNK student groups must also be signed by the group's advisor.

2) Posters may be 11” x 17” or smaller. Due to the large number of visitors on campus, all posters should be suitable for all ages, and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination. Posters not meeting the above criteria or posters that do not have the approval signature will be removed from bulletin boards.

3) Person seeking approval to hang a poster on campus public bulletin boards must get an approval signature from their organization's faculty advisor and one of the following approvers:

   a) Dean, Division of Student Affairs or Designee  
      (Memorial Student Affairs Building)  
   b) Director, Nebraskan Student Union and Student Engagement or Designee  (Nebraskan Student Union)  
   c) Director of Police and Parking Services or Designee  
      (General Services Building)  
   d) Facilities Director or Designee (General Services Building)  
   e) Director of Residence Life (Conrad Hall)  
      (if hanging posters in Residence Halls)
4) Approved and signed poster will be returned to requester, who may then make copies and hang the posters on the various public bulletin boards around campus. Note that some bulletin boards are departmental and not public. Approval is for public bulletin board only. Posters advertising specific events may remain up until the event is concluded, but not more than a total of 30 days. Persons hanging posters will be asked to remove them at the conclusion of event, however Building Supervisors will also be asked to regularly monitor bulletin boards to remove outdated items.

POSTER APPROVAL POLICY

Events sponsored by recognized student groups, campus departments and/or programs held on campus may be advertised. Posters MUST have the following information displayed on the flyer:

- Date of the event with the day of the week included
- Time of the event
- Location of the event
- Name of the organization sponsoring the event
- Signature of the advisor of the organization
- If a raffle occurs or prizes/awards will be awarded at the event, flyer needs to state that prizes will be awarded.

Due to the large number of visitors on campus, posters should be suitable for all ages and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination.

Approved posters may be displayed on public bulletin boards (Note: Some bulletin boards are departmental only, and not for public posting). Approval is for PUBLIC bulletin boards only.

Posters should NEVER be hung on painted surfaces, doors, windows or non-bulletin board surfaces. Posters should be promptly removed after the event has concluded.

Any poster that is being displayed in a non-residential building will need the signature of the Director of the Nebraskan Student Union and Student Engagement. The Nebraskan Student Union and Student Engagement Office is located in the Nebraskan Student Union. If planning to have flyers distributed/displayed in the residence halls, a signature from the Associate Director of Residence Life is also necessary. The Office of Residence Life is located in Conrad Hall. Using an electronic signature without previous approval is not acceptable.

Thank you for the time and effort you have devoted to planning an event for the campus!!

*UNK publications should have the following statement included in the text:

“Individuals needing accommodation under ADA should contact the University’s ADA Coordinator (308)865-8655, or the Event Coordinator in a timely manner.”
Sidewalk Advertising

The event to be advertised via sidewalk chalk must be sponsored by an officially recognized UNK student group and held on campus. Recognized UNK student organizations wishing to use sidewalks to advertise organization activities may do so by sending the following information by email or letter to one of the above approvers:

a) A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's faculty advisor.

b) A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union, however sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organization members are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

Sandwich Boards

Use of sandwich boards is limited to the Nebraskan Student Union. Use and design of sandwich boards do not require signatures as noted in #1 above, but require approval of Director of Nebraskan Student Union and Student Engagement. Sandwich boards are subject to all other requirements of this policy.

Banners

Banners may only be posted in the Nebraskan Student Union Atrium.

Banners may be posted three weeks prior for any event per semester.

Banner space will be allocated on a first come, first serve basis. Priority will be given to events held on campus that are sponsored by active student organizations.
ADVISORS OF RECOGNIZED STUDENT ORGANIZATIONS

Recognized Student Organizations at the University of Nebraska at Kearney are required to have an Advisor who is a UNK faculty or staff member.

Who can be an Advisor?

The Primary Advisor must be a full-time academic/administrative or managerial/professional faculty or staff member at the University of Nebraska at Kearney. Secondary or Co-Advisors may be a full or part-time academic/administrative, managerial/professional, office/service staff member, graduate assistant, alumni, or community member.

Role of an Advisor

Student organizations are initiated, developed, and run by their student members. Advisors provide support and guidance, while students provide the primary leadership and initiative for programs, events, and activities. Advisors serve as an important resource for student organizations, proving the foundation for long-term stability, growth, and development. The specific responsibilities of the advisor may vary depending on the nature of the student organization. Each advisor’s personal style will also affect the degree of involvement he or she has with the group. It is important that the student organization’s leadership and the advisor work together to develop a mutually agreed upon understanding of the role and expectations of the advisor.

There are three ways to become an Advisor:

- Volunteer to become an advisor: UNK faculty and staff members may request to advise a student organization by contacting the Associate Director of the Nebraskan Student Union (308)865-8523 or danubet@unk.edu.
- Be requested: Members of a student organization may approach you and ask you to serve as their advisor.
- Assignment: University faculty or staff may be assigned to work with a recognized student organization as part of their job responsibilities.

Responsibilities of an Advisor

- Maintain an awareness of the activities and programs sponsored by the student organization
- Assist the student organization in accessing University services and review and approve (as appropriate) any required University paperwork
• Report all student organization travel to the UNK Risk Management Officer
• Keep the Nebraskan Student Union and Student Engagement Office updated on changes in the organization and the officers. Changes in officers can be easily updated in Engage as noted in section below.
• Because student organization advisors are considered by law to be a “Campus Security Authority” (CSA) for the university, advisors are required to immediately report to UNK Police any Clearly Act crimes of which they are made aware

Additional Responsibilities

Advisors should discuss with student members the following items, depending on the organization’s needs.

• Meet with student organization leaders to discuss upcoming meetings, programs, long range plans, goals, and problem solving
• Attend general and executive board meetings as often as possible
• Assist the student organization in monitoring and adhering to the budget
• Assist with officer transition and new officer training
• Explain and clarify University policies and procedures that apply to the student organization
• Communicate with the student organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior
• Attend update and training sessions for advisors that are provided each semester by the Nebraskan Student Union.
• Be familiar with the national structure and services provided by affiliated bodies (e.g. national organization of sororities and fraternities) if relevant.

Engage

Engage is the student organization online management portal designed for recognized student organizations. Through Engage, student organizations can manage their rosters, submit event requests, submit funding requests, promote events and track attendance. Advisors of student organizations have a role within Engage to assist with page maintenance and ensure the information in Engage is updated and accurate for the student group they advise. The Engage login can be found here at engage.unk.edu by logging in with your UNK campus credentials. If you have questions about using Engage, the Office of Student Engagement staff is available to help and can be reached at: (308)865-8523. Laura Matthies, Engage Community Administrator, can also be contacted at matthiesla@unk.edu
FUNDING OPPORTUNITIES FOR STUDENT ORGANIZATIONS

SET Funding

A portion of the Student Event Ticket (SET) fee is devoted to "developing and showcasing conspicuous student talent." The financial support enables UNK to explore additional opportunities in programs that develop student leadership skills or that provide venues for students to display intellectual talent and other exceptional accomplishment.

*Students are encouraged to apply for these funds.* Support for faculty or staff cannot be provided with these funds. Highly meritorious proposals directly impacting student talent development will be approved each year. The Chancellor of the university has final approval authority for use of the funds.

Pepsi Funding

Under the terms of our agreement with Pepsi Cola Corporation, a limited amount of beverage products and logo items are provided to the campus. Review of applications for these items will be done monthly. *Students are encouraged to apply for these funds.* Since the resources are limited, preference will be given to requests that are central to the mission and vision of the University of Nebraska at Kearney as well as in keeping with the good reputation and image of Pepsi. Approval criteria will include:

- Events that benefit students and the recruitment of students.
- Requests that further the vision of the institution as a premier residential university for undergraduate education.
- Only organizations and groups directly associated with the University of Nebraska at Kearney are eligible.

RSO Catering Funding

Under the terms of UNK’s exclusive agreement with Chartwells, an annual $25,000 Student Catering Fund has been established to support the catering needs of registered student organizations. *Students are encouraged to apply for these funds.* Access the Registered Student Organization (RSO) Catering Fund application by clicking on the link above.
UPFF Funding

Official registered student organizations may apply for University Programming Facility Fee funding. In order to petition for UPFF funding, an organization must have a current, approved constitution on file with UNK Student Government. Use the form below to submit a budget request to Student Government.

UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES

Student organizations that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. **Officially recognized student organizations** only may submit a Budget Request.
   a. UNK Student Senate will consider for recognition those organizations that submit an approved constitution including a statement of purpose and membership qualifications. To be considered, student organizations must have an advisor who is currently a member of the UNK faculty or staff.
   b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
   c. In order to petition for UPFF funding, an organization must have a current, approved constitution on file with UNK Student Government.

2. Granting of UPFF funding is made on a fiscal year basis (Fall semester beginning in August through Spring semester terminating in May); funding for a single organization may not occur more than once in a two-year period.

3. An officer of the student organization shall present a UPFF Student Programming Allocation Request (Budget Request) consisting of the following:
   a. A statement regarding the purpose of the organization.
   b. Description of the event requesting funds for.
   c. An itemized statement detailing how funds will be used.
   d. The number of members in the group and the names of the President, Treasurer, and Advisor.
   e. The current balance of the organization’s treasury.

4. Prior to submitting a budget request, an organization should seek funding from all other possible resources including the department the organization is structured under.

5. Student Programming Board (SPB) will utilize the following guidelines to approve UPFF Student Programming Allocation Requests:
   a. The activity must be open and free to all UNK students.
   b. The activity must be held on the UNK campus.
c. Allocations will be made upon the discretion of SPB weighing UNK student benefit.

d. SPB will not allocate UPFF Program funds for wages, non-contractual, equipment, office supplies, travel, fundraising or membership drives.

e. A majority of the quorum of SPB must vote in favor of an allocation in order for the UPFF allocation request to proceed to the Director of the Nebraskan Student Union & Student Engagement for approval.

6. Any SPB student must abstain from voting on matters relating to an organization’s allocation request, if they are a member.

7. Organizations receiving funding or partial funding from UPFF shall be required to place the words “Funded by University Program and Facilities Fees” or “Partially Funded by University Program and Facilities Fee” on all printed (advertising) material for such events. An organization’s president shall be given a written warning for failure to comply. After the second offense within the same academic year, the organization may become ineligible to receive UPFF funding for the next year that it would normally submit a budget. The latter will be decided by SPB.

8. Because funding is limited, generally, no student organization will be allocated a disproportionate amount of money over the course of the academic year their funding is granted.

9. Purchases must first be requested by coming to the Nebraskan Student Union and Student Engagement Office in the Nebraskan Student Union. Shopping trips must be completed one (1) week prior to event date. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are:

- UNK Dining Services
- UNK Advertising & Creative Services
- The Antelope Bookstore
- Builder’s Warehouse
- Dick Blick
- Eakes
- Menards
- Oriental Trading
- Party America
- Recognition Unlimited
- Family Fresh

10. Funding for FOOD requests must be open to all students. On campus food requests must be catered by UNK Dining Services. A request for Food/Refreshments Expense Form must be completed and submitted with receipts immediately after the event to the Office of Student Life. Forms are available at the Nebraskan Student Union Office.

11. PRINTED items must be submitted to University Communications and Marketing (865-8134), located in the Communication Center Building, or Student Organizations Advertising and Promotions (865-8523), located in the Nebraskan Student Union.

12. Funds allocated for a specific line can only be spent for costs incurred under the line. Any money left over will be returned to the general UPFF fund. Contracts with
speakers/performers must be submitted to the Associate Director or Director of the Nebraskan Student Union and Student Engagement Office for review and approval six weeks in advance.

13. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** are required to identify the attendance at the event.

14. If an event sponsored by a recognized student organization receives any funding from SPB allocated University Program and Facility funds, that group **will not be able to assess charges or disburse contributions of any kind** as a result of that event.

15. If a requested item that falls under the SPB definition of Equipment, Capital Item, or Office Supply **can be proven to be used for setup or decoration for an event; the SPB holds the authority to grant or refuse funding for the item.**

The following is a list of most items that **cannot** be funded by SPB dollars:

**SPB Definition of Equipment or Capital Items**

1. Fabric: banners, uniforms, clothing of any type, ribbon, tablecloth, etc.
2. Furniture: couch, table, desk, chair, wall hangings, filing cabinet, etc.
3. Building Materials: twine, rope, wire, lumber, nails, hammer, screws, paint, etc.
4. Electronic Equipment: typewriter, computer, printer, calculator, phone, DVD Player, copier, extension cords, etc.
5. Office Supplies

**SPB Definition of Office Supplies:**

- letterhead
- pencils
- rubber bands
- tape
- staples
- paper clips
- scissors
- postage
- three ring binders
- paper
- pens
- notebooks
- tacks
- stapler
- clip boards
- envelopes
- files
- hole punches, etc.