



Student Organization Handbook

Office of Student Engagement

Division of Student Affairs

308.865.8523

Updated September 2022

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OFFICE OF STUDENT ENGAGEMENT

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

MISSION

The Office of Student Engagement strives to create an inclusive campus community where all students are valued, find their passions, and achieve a balanced lifestyle. By fostering co-curricular learning, students will be equipped with skills to make a positive difference in the world.

Student Union Building Hours:

Fall/Winter/Spring

Monday-Friday: 6:30 a.m.-11 p.m.

Saturday: 7:30 a.m.-11 p.m.

Sunday: 8:30 a.m.-11 p.m.

Summer

Monday-Friday: 7 a.m.-9 p.m.

Saturday-Sunday: 10 a.m.-6:30 p.m.

***Note: All Students have 24-hour access to the Union with their Student ID*

Office of Student Engagement Hours:

Monday-Friday: 8 a.m.-5 p.m.

NEBRASKAN STUDENT UNION PHONE NUMBERS

Loper Spirit Shop (formerly Antelope Bookstore)	865-8555
Sodexo (UNK Dining Services)	865-8428
Office of Student Diversity and Inclusion (ODI).....	865-8127
Student Organization Advertising & Promotions.....	865-8523
UNK ID Card.....	865-8154
Welcome Desk	865-8401
Reservations.....	865-8692
Office of Student Engagement.....	865-8523

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 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 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 published by the University of Nebraska at Kearney, Nebraskan Student Union and is available online at: <https://unk.presence.io>.

FORMING A NEW STUDENT ORGANIZATION

The University of Nebraska at Kearney encourages the development and formation of new organizations to help meet the educational, cultural, recreational, spiritual, and social needs of students.

Students who wish to form a new organization should do the following:

1. Define goals and purpose then recruit members and an advisor. Your advisor must be a current member of UNK's faculty or staff.
2. Complete the RSO Training. Training is provided by the Office of Student Engagement by calling 308-865-8393. RSO trainings are conducted twice a semester and contact the Office of Student Engagement for the schedule.
3. Identify an executive board and write a constitution. You can pick up a copy of a constitution template in the Office of Student Engagement or below.
4. Notify UNK Student Government when training and constitution are complete.
5. Register Student Organization in Presence. Organization must have an advisor, selected officers and at least five members.

ADVISING STUDENT ORGANIZATIONS

All student organizations need an advisor in their organization. This advisor must be a UNK faculty or staff member. An advisor has many responsibilities, including but not limited to:

1. Meet with the student organization leaders to discuss upcoming meetings, programs, long-term plans, goals, and problem solving.
2. Attend general, special, and executive board meetings as often as possible.
3. Assist the student organization in monitoring and adhering to the budget.
4. Explain and clarify University policies and procedures that apply to the student organization.
5. Communicate with the organization regarding appropriate behavior on the part of the members and possible consequences of unacceptable behavior.
6. Attend update and training sessions for advisors as held by the Office of Student Engagement.
7. If relevant, be familiar with the national structure and services provided by affiliated bodies (e.g., national organization of fraternities and sororities)
8. Be knowledgeable of the organization's constitution and bylaws.
9. Attend events and functions of the organization.

WHAT ARE THE BENEFITS?

UNK has several services and opportunities to assist student organizations as they pursue their goals. Any Recognized Student Organization may, on terms and conditions more fully set forth in related policies and publications, have privileges to:

- Utilize Presence (includes access to a website builder).
- Utilize the Student Union – Office of Student Engagement (technology, supplies, equipment, ID card scanners).
- The use of university facilities for meetings, tabling, events, and activities at no cost. For more information regarding reservations, see page 24.
- 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 several 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.

WRITING A CONSTITUTION

If your group needs assistance writing a constitution, feel free to contact the Constitutional Review Chairperson or any Student Senator for help. You may also call the Office of Student Engagement at 308-865-8523.

Every organization must follow standardized criteria and procedures. Without these, meetings may be unproductive and day-to-day operations inefficient. The guidelines in this document outline a consistent pattern for all organizations.

In addition to a constitution, your organization may also have bylaws, rules of order, and standing rules. All are explained below.

CONSTITUTION: The constitution provides the most fundamental and broader rules for your organization. Suggestions for the content of the constitution are listed at the end of this section.

BYLAWS: Policies and Procedures that are necessary for your organization to operate day-to-day, but are not appropriate for your constitution, should be included in the bylaws. If your organization changes a policy frequently, it should not be included in the constitution. The bylaws provide an easier way to update operations, but the purpose and philosophy in your constitution should be quite permanent.

ROBERT'S RULES OF ORDER (RRO): Necessary to run a successful meeting. RRO keep the meeting on focus and allows member the opportunity to speak. Learn parliamentary procedure and consider reading Robert's Rules of Order at www.robertsrules.com.

CONTACT FORM

CONSTITUTION OF

(Name of Student Organization)

Advisor's Name

Email

Date

President's Name

Email

Date

Secretary's Name

Email

Date

**FIVE GROUP MEMBERS WHO ARE CURRENTLY ENROLLED
STUDENTS AT UNK**

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

Student's Name

Email

Date

FOR SENATE USE ONLY

Constitution Received _____

Date

Constitution Approved _____

Date

Constitutional Review Chair's Signature

Date

SAMPLE CONSTITUTION

University of Nebraska at Kearney

Article I – Name

It is not necessary for organizations to follow the exact wording of the sample constitution. The sample constitution is intended to serve as a guide in authorizing and/or revising the constitution.

Section 1. The name of this organization shall be _____

Section 2. The organization is affiliated with _____
(Insert national affiliation if applicable. Otherwise, Article 1 is composed of only Section 1. In such cases, it is not necessary to indicate “Section 1” but list the name of the organization without indicating a section number.)

Article II – Statement of Purpose

The object of this organization will be to _____
_____.

Article III – Membership

Section 1. Membership in this organization is open to _____
(Insert qualifications). It is necessary to include a non-discriminatory statement. The following are examples that the Selections Committee deems appropriate for the non-discriminatory clause.

1. “Active membership is open to all UNK students in accordance with Student Senate and the UNK non-discriminatory clause.”
2. “Membership in this organization is open to any student, regardless of race, color, gender, national origin, religion, creed, sexual orientation, or physical disability, who is currently enrolled at the University of Nebraska at Kearney and has a sincere and genuine interest in promoting the goals and objectives of this organization.”
3. Define Membership, for example: Attendance, help at events, etc.

Section 2. State the various categories of membership and what each category entails.

Article IV – Officers

Section 1. Designate the officers. (Example: The officers of this organization shall be a president, vice-president, secretary, etc.)

Section 2. State the qualifications members must have to hold an office. (Example: Must be a member of the organization for one year before holding office.)

Section 3. Specify the duties of the officers.

Section 4. State the procedure to follow for removing an officer from his or her position. (Example: $\frac{3}{4}$ vote of the membership of the organization.)

Section 5. Define a method of election. (Example: A majority of all votes cast shall be necessary to constitute an election.)

Section 6. State how vacancies in offices will be filled. (Example: By special election, appointed by executive committee, etc.)

Article V – Advisor

State provisions for the selection of an advisor. (Example: Two advisors shall be selected by the organization. They must be approved by a $\frac{3}{4}$ vote of the committee.)

*(Note**Each organization must have at least one advisor who is a member of the Faculty, Staff, or Administration of UNK*)*

Article VI – Elections

Section 1. Define the date of election and length of term of office. (Example: All members shall be elected at the _____ specific meeting.)

Section 2. State how nominations for your organization will be made. (Example: All interested persons can fill out applications and return them to the appropriate office.)

Article VII – Meeting and Quorum

Section 1. State how often meetings shall be held: monthly, weekly, etc.

Section 2. State the provisions for special meetings. (Example: Special meetings may be called by the president or any three members.)

Section 3. State the percentage of active membership needed for quorum. (Example: Fifty-one percent or more of membership is necessary to constitute a quorum.) *A quorum is the number of members necessary to transact business.

Article VIII – Finances

Section 1. State the source of funds. (Dues, special assessments, contributions, etc.)

Section 2. State the method of expenditure of funds. (Example: funds shall be expended upon the authorization of the organization by a majority vote of those present or, in case of an emergency, upon the approval of the president or treasurer and the advisor.)

Section 3. State which persons in the organization have the authority to make expenditures. (Example: All charges must have the signature of the advisor, president, and treasurer.) *There should always be at least 2 officers/advisors to make a transaction.

Article IX – Executive Board (optional)

Section 1. State who shall comprise the Executive Board.

Section 2. State functions and duties of the Executive Board.

Article X – Committees

Section 1. State the names and duties of the various committees in the organization.

Section 2. State the means of forming new committees.

Article XI – Amendments

Section 1. Make provisions for amending the constitution. (Examples: This constitution may be amended at a regular meeting by 2/3 vote of all members. The proposed amendments shall be submitted in writing to all members of the organization at least seven days before being voted upon.) No constitution or by-laws should be amended by less than a 2/3 vote.

Section 2. Include the following or similar statement: “Amendments to this constitution shall become effective upon approval of the organization by the Selection Committee of Student Senate and the full Student Senate.”

Article XII – Ratification

Make provisions for ratifying the constitution as it currently reads. (Example: 2/3 vote of all members.)

After the constitution is written

After a constitution has been completed, it must be submitted for review by the Student Senate Constitutional Review Committee. The Committee may propose changes deemed necessary to comply with the above guidelines.

After the constitution is reviewed and approved by the Senate Constitutional Review Committee, it will be presented to the full Senate at its next regularly scheduled meeting. At the next meeting, action on the proposed constitution will be taken. Representatives from the potential organization should be present at the Constitutional Review Committee meeting and must also be present at the Student Senate general assembly meeting for the constitution to be presented, and questions to be answered as necessary.

HOW TO HAVE SUCCESSFUL MEETINGS

The way an organization conducts its meetings can often determine the success of the organization. Few people relish sitting through long and drawn-out meetings where little gets accomplished. The nature of each organization should dictate the degree of formality used in conducting its meetings. Whether a meeting is formal or informal, a good leader should strive to facilitate maximum participation to keep members interested. The following are some suggestions which may help your organization have successful meetings.

1. Plan an agenda

Planning an efficient agenda is the best way to ensure that meetings are expedient, yet thorough. The agenda is normally developed by the officers and other members of the executive council and should be done at least one day before the meeting to allow time to obtain any materials, information, or resources needed. The written agenda should reflect consideration of what must be accomplished and what should be done in light of the group's goals. Lastly, it is strongly recommended that each member have a copy of the agenda to refer to during the meetings. The most used format for an agenda is:

1. Call the meeting to order
2. Roll call
3. Minutes of the previous meeting
4. Reports of officers
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary (significant correspondence)
5. Standing committee reports
6. Special committee reports
7. Old or unfinished business
8. New business
9. Adjournment

2. Pre-Meeting Planning

The work of most organizations is accomplished between meetings, not in them. Meetings are generally for planning, reporting, and decision making. Encourage everyone scheduled to be involved in the meeting to plan their presentation.

Check the seating arrangement of your meeting room before the meeting starts. Strive for formality and friendliness. Have a table for the chairperson of the meeting and the secretary so they can work cooperatively before the group. Whenever possible, arrange the chairs in a semi-circle, close to the table to facilitate eye contact and maximum participation.

Finally, check again on the agenda for the meeting and with those members or guests who are scheduled to give reports to ensure their attendance. It is advisable to meet with the advisor and executive committee before the meeting starts.

3. During the Meeting

Start the meeting on time. Give a warning then do it. Once the meeting has started, stick to the agenda. "We're here to ...," "The purpose of the meeting is ...," "The next point is"

Control interruptions during the meeting. Interruptions should be allowed for emergency purposes only. Deliberations during the meeting can be expedited by having members stand while they have the floor.

Meetings should always end on time so participants can manage their own time. The meeting should end by restating conclusions and assignments to ensure agreement and to provide reinforcement or a reminder.

4. Follow-up

After the meeting, discuss with the officers and your advisor any problems encountered during the meeting. Ask for their feedback regarding the running of the meeting.

Try to hold members accountable for follow-through on any assignments made at the meeting in a supportive manner. Offer them your assistance in initiating the task or hurdling any stumbling blocks they may encounter.

Be sure to express your appreciation for the participation of any invited guests at your meeting.

5. Minutes

Although it's a natural tendency for groups to think only in terms of "here and now," the decisions you make today may have a significant impact on the organization in future years. Consequently, it is extremely important that a thorough record of all organizational meetings be maintained.

The minutes are a record of what is done and not of what is said. Generally, the opinion of members and other discussions should be avoided.

Normally, the minutes are signed by the secretary. When they are to be published, they should be signed by the president as well. In either case, they should be signed to be considered official.

MEETING MANNERS

Proper etiquette can help ensure that goals are met according to schedule.

Here are a few suggestions for good meeting manners:

1. Arrive on time. Latecomers may delay the meeting, create confusion, and break the flow of progress.
2. Avoid unnecessary interruptions. In most cases, phone calls, messages, etc., can wait until the meeting is over.
3. Observe specified time limits. This will allow others a chance to speak and helps ensure that all issues on the agenda are covered.
4. Refrain from distractions. This includes whispering to your neighbors, doodling, shuffling papers, etc.
5. Stay until the end. Important follow-up plans are often made during the final minutes of a meeting.
6. Be sure your group has finished by the time stated on your reservation form,
as another group may be scheduled immediately following your group.

PARLIAMENTARY PROCEDURE

Parliamentary procedure is a set of rules for conduct at meetings. The rules are applicable within the framework of any political belief and within the structure of any club, organization, or meeting that must transact business. Parliamentary procedure, properly used, provides the means whereby the affairs of an organization or club can be controlled by the general will within the whole membership.

Organizations which choose not to follow the rules of parliamentary procedure will not be able to move through the meeting's agenda as expediently as possible. Discussion will tend to stray from the topic at hand and it may be difficult for all members to have a chance to speak.

ROBERT'S RULES OF ORDER

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. All professional meetings should follow Robert's Rules of Order.

If you would like a copy of Robert's Rules of Order, contact the Office of Student Engagement or go to this link:

<https://www.ulm.edu/staffsenate/documents/roberts-rules-of-order.pdf>

UNIVERSITY PROGRAM AND FACILITY FEES (UPFF)

UPFF exists to enhance student programming at the University of Nebraska at Kearney. UPFF allocations may be used to establish a speaker's program and may therefore be expended for:

1. Campus Speakers
2. Campus Entertainment
3. Campus Conferences
4. Campus Printing
5. Campus Catering
6. Other Campus Programming

Due to the enactment of University Regents' Policy, no UPFF money may be allocated to student organizations for travel, office supplies, or equipment. UPFF money is intended for students and their involvement on campus. Thus, programming funds are to be used for events on campus only.

HOW TO APPLY FOR UPFF FUNDS

All approved student organizations have the right to apply for funding through UPFF.

1. An officer or advisor of an approved student organization may obtain a UPFF Request Form from the Office of Student Engagement.
2. Both an organization's officer and advisor must sign the request.

3. Each group will be notified by a Student Senator as to when they will meet to review their budget. A knowledgeable representative must be present to answer any questions Senators might have.
4. Once a student organization's request is approved, you'll need to visit with the Office Coordinator in the Office of Student Engagement to submit all contracts and plan for all purchases **before** any transactions are initiated. All purchases should be coordinated with the Office Coordinator.

UPFF GUIDELINES

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

1. Officially recognized student organizations may only 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. 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 for the UPFF allocation request to proceed to the Director of the Office of 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 Fees" 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 Office of Student Engagement 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.
10. Funding for FOOD requests must be open to all students. On-campus food requests must be catered for by Sodexo unless special requests are made.

11. PRINTED promotional items must be submitted to University Communications and Marketing (865-8134), located in the Communication Center or contact the Office of Student Engagement.
12. Funds allocated for a specific line can **only** be spent for costs incurred under that line. Any money left over will be returned to the general UPFF fund. Contracts with speakers/performers must be submitted to the Director of the Office of Student Engagement 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. **Attendance records** from the event are required. The Checkpoint by Presence app can be used to gather attendance.
14. If an event sponsored by a recognized student organization receives UPFF funding, that group **will not be able to assess charges or disburse contributions of any kind** because 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.**
16. **Finance Office Guidelines for Recognized Student Organizations.** This includes information regarding financial transactions, opening bank accounts, maintaining checking accounts, credit, and debit cards, conducting raffles/lotteries, application for Federal Employer Identification Number (EIN), sales tax issues. Please visit this link for more information, <https://www.unk.edu/offices/finance/files/student-organizations-01112022.pdf> or contact the Finance office at 308-865-8524.

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: computer, printer, calculator, phone, copier, extension cords, etc.
- (5) Office Supplies

SPB Definition of Office Supplies:

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

UPFF ALLOCATION REQUEST FORM
(Submitting a Budget and Budget Requests)

I have read and understand the guidelines for requesting University Programming and Facility Fees funding. I understand that any overages or expenses of any kind not covered in this budget are the responsibility of the associated organization. In the event of no organizational funds available, such expenditures and/or overages will become the responsibility of the individual signing this request.

****All food purchases must first be presented to Sodexo (865-8428) located on the second floor of the Nebraskan Student Union.**

Student organizations are welcome to create and produce their own posters, advertising, etc. All advertising requires UNK stamp of approval and to who is funding. However, any professionally designed materials purchased for the event, can be purchased through University Communications & Marketing (865-8134), located in the Communications Center Building.

Contracts or agreements for service/vendor contracts must be processed four weeks in advance and it is advised to run through the Office of Student Engagement and followed by the P2P (Procure to Pay) contract process.

**Note: Please use PaymentServices@nebraska.edu for all general questions about payments that have already been processed, policy or “how to” questions, help with vendor create/setup/changes, IRB related items and any other questions for unique payment situations.*

It is the organization’s, and its representatives’, responsibility to notify the Office of Student Engagement (865-8523) to ensure the process is started in time for your event. ****All purchases also must be requested in advance** from the Office of Student Engagement.

Do not spend any personal funds or out-of-pocket money including cash, credit card, or checks! No individual student or advisor will receive payment or reimbursement for purchases!

Thank you for your help in these matters, and best wishes for a great event!

Signature of Student Representative

Signature of Advisor

Date _____

Date _____

University Programming and Facility Fees
Allocation Request Form

(Budget Request)

Date Submitted

Organization _____

What is the purpose of the organization and of this request?

Estimated Number of Students Affect by Event _____

Number of Active Members _____

Current Balance in Organization's Treasury \$ _____

President (please print) _____

Email _____

Treasure (please print) _____

Email _____

Advisor (please print) _____

Email _____

Please explain each individual expense on the form on the next page. List only the total dollar amount below.

Total UPFF Request \$ _____

UPFF Funding Form

ADVERTISING EXPENSES

Campus resources should provide all signs, posters, and other printed materials. In the event campus resources are not able to provide your specific needs, then off campus resources may be used

	Event 1	Additional Event(s)
University Communications & Marketing	_____	_____
Community Paper, Radio, TV	_____	_____
UNK Newspaper	_____	_____
UNK Radio	_____	_____

FOOD EXPENSES

Sodexo must provide all food and beverage. If Sodexo is unable to provide the food or beverage needed, then the possibility exists to find services off campus. Sodexo must verify that it is okay to go off campus for food orders they cannot provide

Sodexo	_____	_____
Other (if unavailable with Sodexo (check policy))	_____	_____

MISCELLANEOUS OPERATING EXPENSES

Contract	_____	_____
Equipment	_____	_____
Sound System, DJ Service	_____	_____

UNK Facilities Services	_____	_____
Other	_____	_____

TRAVEL EXPENSES FOR GUESTS COMING TO UNK

Air	_____	_____
Car (Current Mileage Rate)	_____	_____
Hotel	_____	_____
Meals (\$10 for breakfast and lunch, \$20 for dinner)	_____	_____
Miscellaneous	_____	_____

LIABILITY EXPENSES

Insurance Expense-Premium	_____	_____
Legal Services	_____	_____

OTHER REQUESTS

Decorations	_____	_____
Prizes	_____	_____
Other	_____	_____

(NOTE: List of items not allowed on final page of Guidelines)

Additional pages with more clearly defined estimates for spending may be attached

UNIVERSITY PROGRAM AND FACILITY FEE GUIDELINES

Updated September 2022

Recognized Student Organizations (RSO's) that would like to request a UPFF Student Programming allocation must adhere to the following regulations:

1. Only officially recognized student organizations 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 on Campus!
 - b. Recognized campus organizations must adhere to the goals and mission statement of the University of Nebraska at Kearney.
 - c. 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 June.); funding for a single organization may not occur more than once in a two-year period.
3. A student officer of the student organization shall present the 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 with their contacts (emails).
 - 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 may be structured under. Other funding opportunities can be found on the Student Government website and include Loper Nites, RSO Catering and/or SET Funding.
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. Abiding by UNK Non-Discrimination rules.
 - 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 away from campus, fundraising or membership drives.
 - e. A majority of the quorum of SPB must vote in favor of an allocation for the UPFF allocation request to proceed to the Director of Student Engagement.

6. Any SPB student must abstain from voting on matters relating to an organization's allocation request if they are a member.
7. **Organization 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) materials for such events.** An organization's president shall be given a written warning for failure to comply. After the second offence within the same academic year, the organization may be 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 Office of Student Engagement. The shopping trip must be completed by **one (1) week prior to the event date**. Shopping trips are limited to two (2) separate trips.

Local vendors that may be used are (Check with the Office of Student Engagement):

Sodexo	Menards
University Communications & Marketing	Loper Spirit Shop
Recognition Unlimited	Family Fresh
Builder's Warehouse	Eakes

10. FOOD funded for events must be open to all students. On campus food requests must be catered for by Sodexo. A request for Food/Refreshments Expense Form must be completed and submitted with receipts before the event to the Office of Student Engagement. Forms are available in the Student Engagement Office.

NOTE: Please check Sodexo Policy prior to food orders:

Sodexo has exclusivity to provide all food/catering needs for all on-campus events. These event requests require ordering and planning by UNK Loper Catering and should be submitted at least 72 hours in advance to ensure your event's needs can be met.

The only exceptions to this catering exclusivity include closed organization/department meetings or the use of Brewed Awakening. Please contact UNK Loper Catering at lopercatering@unk.edu or 308-865-8637 or visit <https://unkcatering.catertrax.com/> for questions or orders.

In addition, UNK is a Pepsi campus and all beverages, including water, sold, or distributed on campus or at any UNK event must be of the Pepsi brand. This applies to all events/needs no matter if the product is paid for with funds from State, Revenue Bond, Foundation, or Sponsorship accounts (including any trade or donations).

11. **PRINTED items** should be designed and coordinated within your own student organization. Guidance on design of flyers, posters and digital signage should be vetted through the UNK Communications and Marketing office to ensure branding is acceptable and congruent with university policy. For questions about design of marketing materials, consult with UNK Communications and Marketing at: (865-8134), located in the Communication Center Building. Again, as stated above, all flyers (digital and/or paper) must include the UNK Checkmark provided by the Office of Student Engagement.
12. Funds allocated for a specific line-item can **only** be spent for costs incurred under that line-item. Any money left over will be returned to the general UPFF fund.
13. Contracts with speakers/performers should be vetted through UNK Business services and follow the UNK contract (P2P) policy. It is suggested approvals of performers/speakers and various artists follow approval policy of **six weeks, with the minimum acceptance of four weeks unless that goes against any time constraints**, in advance.
14. At UPFF funded events, student I.D. cards should be presented, and checked by the sponsoring organization. **Signup sheets** or Checkpoint by Presence app should be used to check attendees into events. In addition, it is highly encouraged that the Student Organization utilize the Student Engagement Software, Presence, to promote the event and collect attendance data.
15. 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, entry fees or disburse contributions of any kind** because of that event.
16. 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: computer, printer, calculator, phone, DVD player, copier, extension cords, etc.
- (5) Office Supplies

SPB Definition of Office Supplies:

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

PROMOTIONS

Student Organizations can create their own advertising and promotional materials for any events they have coming up. However, all marketing materials and promotions with the use of UNK branding must be approved by

UNK Marketing and Communications. Use of UNK branding includes, but is not limited to, UNK's logo, UNK's name, and UNK's Loper head. To learn more about graphics standards and guidelines, please view this link: <https://www.unk.edu/ccr/marketing-advertising/branding-and-identity-marks/index.php>

Student Organizations can utilize UNK Marketing and Communications to have them assist in creating marketing for a reasonable price. To learn more information about this, please view UNK Marketing and Communications page: <https://www.unk.edu/ccr/index.php>

POSTING MATERIAL AND DISTRIBUTION POLICY

Posters

1) Only those events sponsored by recognized UNK student groups or campus departments 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.

2) Person seeking approval to hang a poster on campus public bulletin boards must get approval from the Office of Student Engagement.

3) All materials throughout the Nebraskan Student Union must be digital, table tents, flyers or on designated advertising boards. No flyers are allowed on the walls of the Union, only designated and approved areas.

3) To learn more on posting material on University Property, please view this link: <https://www.unk.edu/about/files/unk-policy-on-posting-materials-on-university-property.pdf>

FLYERS 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**
- **If a raffle occurs or prizes/awards will be awarded at the event, the 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. If one is found hanging where it shouldn't be, it will be taken down. Posters should be promptly removed after the event has concluded.

Any poster that is being displayed will need to have the approved stamp somewhere on the poster, whether stamped in person or added electronically by an approved source. **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."

DIGITAL ADVERTISING

UNK currently utilizes two platforms to share digital content throughout Residence Halls and academic halls: Orca TV and Four Winds. UNK also utilizes the UNK Student Bulletin Calendar to help advertise events.

ORCA TV

ORCA TV is the digital signage throughout the Residence Halls on campus. To get your signs, videos, etc., on the ORCA TV Network, please follow this link: <https://unk.orcatv.com/home>

FOUR WINDS

Four Winds is the network that displays digital signage throughout some academic buildings. This will get your signs displayed in a variety of locations including the Nebraskan Student Union, Warner Hall, and the Health and Sports Center. To get your signage on this network, please email

support@unkwebservices.freshdesk.com with your signage and dates you want this to run.

STUDENT BULLETIN

The Student Bulletin is a weekly email to all students at UNK. The Student Bulletin publishes every Thursday and content deadline is by 12 noon on Wednesdays. Electronic posters that are wanting to be displayed on the Student Bulletin should be sent to the Office of Student Engagement. These posters are also posted on the Student Engagement social media pages as well.

RESERVATION REQUEST IN THE NEBRASKAN STUDENT UNION

Facilities at the Nebraskan Student Union are available free of charge for recognized student organizations to use for meeting and activities. Rooms and tables in the Atrium can be reserved by completing the Reservation Request Form, submitting the request via Presence, or by calling Betsy Warren at 308-865-8692.

Reservations are scheduled on a first-come, first-served basis. Consequently, it is recommended that organizations complete reservation forms at least 4-6 weeks in advance. No group should be meeting in the facility without a reservation form filled out and approved prior to the meeting time.

The University reserves the right to substitute facilities and/or cancel reservation agreements at its discretion.

Food in the Union is catered through Sodexo. Sodexo offers an outstanding array of dining options; no other vendors are allowed. <https://unkdining.sodexomyway.com/>

Individuals reserving rooms for their organization should make any special requests on the reservation request form and found on the UNK website through facilities. Common special requests include podiums, microphones, and audio/visual equipment. Groups are asked to furnish their own laptop anytime a computer is needed. To assist you in making reservations, you will need a close estimate of how many people will be attending your event.

Campus Reservation Requests

For scheduling events in the Nebraskan Student Union and throughout the campus of UNK, contact Betsy Warren at 308-865-8692 or visit Campus Events and Reservations website at

http://www.unk.edu/offices/facilities/events_and_reservations/index.php.