2015-2016

Registered Student Organization Orientation

Brought to you in part by the Office of Student Involvement and Student Government Association
The mission of the Office of Student Involvement (OSI) is to provide quality programs, services, and leadership opportunities that enrich students’ academic endeavors and enhance the campus environment. Students and staff collaborate to develop programs and services which encourage student’s personal growth, to promote civic responsibility, to embrace differences, and to connect students to the campus and the community.
The Office of Student Involvement is a great way to find out about various student organizations on campus and become involved. Make the most of your college experience and let us show you how. Whether you’re interested in community service, leadership opportunities, or just plain fun, we’ve got the info to get you plugged into what’s going on at UCF!

HOW DO I GET INVOLVED?

What’s an Agency?  
What’s an RSO?

NEWS

Graduate Assistant Positions (Now Closed)  
APRIL 1, 2013
Positions are available with the following areas: Communications, Community Service, and Programming.

OSI Productions

OFFICE HOURS

Monday - Thursday (8am - 7pm)  
Friday (8am - 5pm)  
Closed Saturday and Sunday

OSI ASSIST

For students who need special accommodations, please e-mail osiassist@ucf.edu or call (407) 823-8471.

SAFE FORM
Knights of The RoundTable (KoRT)

- Peer Educational Resource for RSO’s
- Opening Knight & Club Showcase
- Leadership Workshops
- Senate Meet & Greet
- Organization Relations Team:
  - RSO’s A-E: kort_org@ucf.edu
  - RSO’s F-O: kort_org2@ucf.edu
  - RSO’s P-Z: kort_org3@ucf.edu

osi.ucf.edu/kort/
Advisors

- Get to Know Your UCF Faculty/Staff Advisor
- Establish Communication Plan
- Role of Advisor
- Signatures
  - Update Form
  - SAFE Form
- Transition
- Advisor Roles Worksheet Online
Banking, Finances, & Dues

- Written Expenditure and Deposit policy
- Bank Accounts
  - Do not open a bank account under a personal SSN
  - Employee Identification Number
  - Banking letter from KoRT
- Online Banking policies
Contracts

- Cannot represent group as part of UCF
- No Assistance from:
  - Student Legal Services
  - UCF General Counsel
- Questions about Contracts ask OSI Staff
Disabilities

- Need to accommodate students
- Potential Funding through OSI & SGA
- osiassist@ucf.edu
Officer Eligibility

- Minimum **UCF GPA** (2.5 for undergrads, 3.0 for grads)
- No **holds** (disciplinary, parking, etc.)
- Credit **hours**
  - 6 for Undergrad Students
  - 5 for Grad Students
  - 3 for Grad Students in thesis/dissertation
- Appeal Information online
- Review Eligibility Requirements at time of Fall/Spring Elections
Event Planning

- Each building has different policies
- Read the Golden Rule, Office of Student Conduct, Office of Student Involvement, and Physical Plant sections
- Charging Admission
- Event Planning Checklist online
- Facility Coordinator/Building Coordinator:

http://fo.ucf.edu/resources - Building Coordinator List (Excel File)
Event Planning Steps

- Determine Type of Event & Number of Attendees
- Submit Reservation Request
  - Student Union - [http://studentunion.ucf.edu/reservations](http://studentunion.ucf.edu/reservations)
  - Recreation and Wellness Center - [http://rwc.sdes.ucf.edu/reservations](http://rwc.sdes.ucf.edu/reservations)
  - Classrooms - [http://registrar.ucf.edu/classroom-reservations](http://registrar.ucf.edu/classroom-reservations)
- Review Event Details and Submit SAFE Form if required
  - Form and Instructions on [http://osi.ucf.edu/](http://osi.ucf.edu/)
Room and Facilities
Student Union Event Services

- Spaces
  - Student Union
  - South Patio space
  - Reflection Pond and Memory Mall
- Who can reserve space?
  - Authorized officers
- Meeting reservation policy
- Event reservation availability
- Inappropriate use of space
No Show Information

- Please Contact Event Services 72 Hours in Advance to Cancel a Reservation
- Fees Will be Assessed for No Shows

Organizations are responsible for all reservations under the group’s name. If you are unsure of what reservations are listed under your organization, please contact Event Services for a copy.

Room Cleanliness and Damages

- Fees will be assessed to the organization if any damage occurs, including, but not limited to, trash removal, cleanup of unauthorized decorations, etc.
Room and Facilities
Other Space

- General Purpose Classroom space - http://registrar.ucf.edu/classroom-reservations
  - Advisor must be present
  - Take special care of rooms
- Free assembly areas are governed by UCF-4.0293 on http://regulations.ucf.edu/, more information on http://osi.ucf.edu/useyourvoice/
- See RSO web page for other “reservable” spaces
Update Form – KnightConnect

- Located on your Organization’s KnightConnect page (Click Register Button)
- Due each Semester (Fall/Spring)
- List all officers (Including President), 4 are “Authorized”
- Submit again if Information Changes
- Fall/Spring Elections
SAFE Form - OSI Website

- UCF-4.0292, http://regulations.ucf.edu/
- Turn in Signed Hard Copy to OSI - Absolute Deadline 15 Days Prior to Event
- Resources - http://ehs.ucf.edu/eventsafety.html
- 2015-2016 Updates to SAFE Form Requirements:
  - Any event with 400 Attendees
  - Any outdoor event involving Animals
  - Any event on Memory Mall
Food

- UCF-4.010, [http://regulations.ucf.edu/](http://regulations.ucf.edu/)
- University Approved Caterers, [https://businessservices.ucf.edu/university-approved-caterers.html](https://businessservices.ucf.edu/university-approved-caterers.html)
- Student Union & RWC – Additional Approved Vendors in Facility please work with Event Coordinator and Reservation Process for Catering Information
- Currently, if organization is trying to use non-approved caterer must obtain approval from building coordinator (e.g. SU/RWC) and submit SAFE Form
- Currently, If organization is bringing, cooking, preparing food must follow facility policies, obtain approval from building coordinator, follow UCF EHS Food Safety Guidelines [http://ehs.ucf.edu/eventsafety.html](http://ehs.ucf.edu/eventsafety.html), and SAFE Form may be required depending on event details

*Note – The non-approved caterer and bringing/preparing food requirements are subject to change and must be in accordance with Florida State Statute, UCF Regulations, UCF Policy and Procedure.*
In order to screen a film on campus for public viewing, other than for classroom face-to-face teaching activities, everyone at UCF, including UCF departments and Registered Student Organizations must comply with The Federal Copyright Act and obtain a Public Performance License for the film from a licensing agent. The only exception is if the organization has written permission from the film’s copyright holder to conduct a public viewing. UCF Departments and Registered Student Organizations may not charge an admission fee to attend the event and view the film. Please provide the required documentation (license or written permission) along with the hard copy of the SAFE Form 15 days prior to the event date in order for the form to be reviewed. If this information is not provided, the form may not be approved and the event could be rescheduled, delayed, or cancelled until the proper documentation is provided.

Please view the links below for Public Performance License Providers (Provided for Information Purposes Only):

- **Criterion Pictures**
  - [www.criterionpicusa.com](http://www.criterionpicusa.com)
  - (800) 890-9494
- **Motion Picture Licensing Corporation**
  - [www.mplc.com](http://www.mplc.com)
  - (800) 462-8855
- **Swank Motion Pictures, Inc.**
  - [www.swank.com](http://www.swank.com)
  - (800) 876-5577
Fundraisers

- Poker Tournaments
- Guessing Games
- Raffles

Review legal/policy implications
Golden Rule

- Rules
  - Membership
  - Following organization’s constitution
  - Gambling and games of chance
  - Solicitation and fundraising
  - Advertising media
  - Social events
  - Officer eligibility
  - UCF name and marks
- Group responsibility

Be familiar with Office of Student Conduct, Office of Student Involvement, Student Union, and Physical Plant sections of the GR!
Privileges of Registration – Golden Rule

- i. The privilege to use University facilities depending on availability, program and guidelines;
- ii. The privilege to request Student Government Association activity and service fees provided said organization adheres to the Student Body Constitution, the Student Body Statutes, and all Student Government financial regulations;
- iii. The privilege to establish dues and sponsor money-raising projects;
- iv. The privilege to use the University's name as part of the organization's name (Office of Student Conduct 9, 15);
- v. The privilege to invite guest speakers to campus;
- vi. The privilege to grant awards and honors to organization members.
- vii. The privilege of access to campus for recruiting, fundraising, and publicity;
- ix. The privilege of access to resources provided by university departments and offices;
- x. The privilege to apply for cubicle space on campus;
- xi. The privilege to program with SGA agencies;
- xii. The privilege to participate, as a group, in University-sponsored events
Publicity Resources

- Golden Rule – Physical Plant
  - Signs
- UCF Event Calendars
- KnightConnect - Events

Whenever you promote on campus, make sure you know the rules and get permission to use UCF logos!
Risk Management

- All organizations involve risk
- Individual officers can be held liable
- Put plans in place that reduce risks
- Hazing Policy
  - http://antihazing.sdes.ucf.edu/
- Group Responsibility
Principles of Group Responsibility

- Any student organization can be held responsible for its actions or the actions of one or more of its members (active or inactive).
- There is no minimum number of group members who must be involved in an incident before disciplinary action maybe taken against the organization. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization.
Taxes

- State Sales Tax
  - Purchasing items for organizational use
- Federal Income Tax (IRS)
  - Review RSO web page for more information
- Tax-exemption and donations
  - Organizations are not automatically tax-exempt
KnightConnect is a web-based user centered platform to promote student involvement, engagement and organization management.

www.ucf.edu/knightconnect

Features:
- Organization Page/Profile
- News Feed, Articles/Wall
- Event Management/Advertising, Event Creation and Calendar
- Roster Management and Messaging
- Document Management - Constitution
- Form Management
Office of Student Involvement
SU 208, 407-823-6471
  osi@ucf.edu
http://osi.ucf.edu/
Questions – E-Mail rso@ucf.edu
Student Government Association: An Introduction
What is SGA?

- SGA is an actual governmental authority in matters concerning the student body
- Activity & Service Fee (A&SF) paid per credit hour
- SGA owns and operates the Student Union and Recreation & Wellness Center, as well as provides funds for various programs and services on campus
- Student Government is broken down into three separate entities based upon the Constitution of the United States
Executive Branch

- President and the Vice President represent the Executive branch of government
- Cabinet includes Student Affairs, Governmental Affairs, Campus Life, Communications, and the Administration divisions
Judicial Branch

- Consists of the Chief Justice and associate Justices
- Hears cases involving students and student organizations that may have violated the Golden Rule, the Student Body Constitution, or Student Body Statutes
Legislative Branch

- A.K.A. “Senate”
- Consists of 52-65 Senators elected to represent each college and region
- Each RSO is represented by a student Senator
Funding Processes

- Senate Allocations
- Senate Bills
Senate Allocations

- Under $3,000 for travel and $1,000 for all other types of funding
- Two committees, depending on request
- Complete a form and attend the appropriate committee meeting - http://ucfsga.com/resources/forms/
- Suggested to request at least 6 (no less than 4) school weeks prior to funding being needed
Senate Allocations: Conference Registration and Travel (CRT)

- Approves conference and travel funding
- Every UCF student may apply for up to $250 one time per fiscal year for individual travel
- RSOs may apply for up to $3,000 one time per fiscal year for group travel
- Policy:
RSOs may apply for up to $1,000 one time per semester for speakers, campus events, promotional material, or other things not covered by another account.

These programs CANNOT charge admission and must be open to all UCF students.

Bill Notes

- FAO Bills Funded at 50% of Total Requested Cost unless the amount of eligible expenses is less, or the entity requests a lower funding level.
- CRT Bills Funded at 50% of Total Requested Cost unless the amount of eligible expenses is less, or the entity requests a lower funding level.
- The total amount of funding allocated to a Registered Student Organization shall not exceed 4% which totals $38,520, of the total Senate Accounts budget in the 2015-2016 Activity and Service Fee Budget.
- Bill Forecast – RSO KnightConnect Page - Documents Section
- Contact Senator/Pro Temp at least 10 weeks before money is needed to be spent (subject to meeting schedule, funding availability, and university operating times)
The Life of a Bill

- Placed on First reading on the Senate agenda and referred to a committee
  - RSO should attend committee meeting. Committee will debate and may amend Bill
- Placed on Second reading on the Senate agenda. Senate will debate and may amend (by majority vote). RSO should attend the meeting to answer questions
- Placed on Third reading on the Senate agenda. Senate will debate and may amend (by 2/3 vote). RSO should attend the meeting to answer questions
- If Senate passes Bill on Third reading, it goes to the Student Body President and VP of Student Development and Enrollment Services for their approval
- If they approve, the group can utilize the money when notified
- The Bill could be “killed” or vetoed at any point
- Start the process at least 10 (but no less than 8) school weeks before money is needed to be spent
Reviews promotional material that an RSO creates for a program funded by A&SF funds (regardless of whether promotional material received funding)

Promotional materials must include SGA logo

ORC requires that all RSOs complete a Post-Funding 5 days after reversion date

http://ucfsga.com/resources/forms/

Policy:

http://ucfsga.com/branches/legislative/committees/
Operations Review Committee (ORC)

- Reversions
Have all “authorized” officers complete Financial Training (only if requesting SGA funding) - [http://asf.sdes.ucf.edu/training](http://asf.sdes.ucf.edu/training)


Forms for ASF Purchases - [http://asf.sdes.ucf.edu/forms](http://asf.sdes.ucf.edu/forms)
Meetings

- In Fall and Spring, Senate & Committees meet once per week. In Summer, they meet every other week.
- Senate meets on Thursday nights.
- CRT, FAO, and ORC meet various days. Dates/times are posted outside SGA Office and on [http://ucfsga.com/branches/legislative/committees/](http://ucfsga.com/branches/legislative/committees/)
Contact Information

- **http://ucfsga.com/**
- Allocation Forms - **http://ucfsga.com/resources/forms/**
- Senator - **http://ucfsga.com/find-your-senator**
- Senator/Seat Designation and contact information same each year as long as seat exists
- If RSO contacts Senator or Committee Chair and doesn’t receive response, contact Senate Pro Tempore at **sga_pro@ucf.edu**
- RSO Funding History and Funding Request Projection/Deadlines on KnightConnect Page under Documents Section
UCF Creed

- Integrity
- Scholarship
- Community
- Creativity
- Excellence

http://creed.sdes.ucf.edu/