

Student Organization Manual

Office of Student Involvement
University of Central Florida

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Office of Student Involvement

At the Office of Student Involvement (OSI), we're all about helping Knights make the most of their time at UCF. We support student success and enhance the campus environment by focusing on our core principles: Connect, Involve, Impact, through quality programs, services, student leadership opportunities, and intentional environments.

We support over 600 registered student organizations, offering guidance on registration, event planning, leadership development, and connecting students to valuable campus resources. Whether you're leading a group or just getting involved, OSI is here to help you thrive and create an inclusive and exciting campus experience.

This guide is a useful tool for student organization officers and members and is intended to be a resource only.

Office of Student Involvement

12715 Pegasus Drive, Student Union, Room 208, Orlando, FL 32816
407.823.6471 | osi@ucf.edu

Monday-Friday 8:00 AM to 5:00 PM

Extended hours (until 7:00 PM) may be implemented in Fall 2025. Stay tuned for updates!

Saturday-Sunday: CLOSED

*subject to change in accordance with university mandated closures.

[Office of Student Involvement](#)

[KnightConnect](#)

Student Organization Registration

Authority for Registration

1. The University of Central Florida (UCF) reserves the right to register all student organizations. The Office of Student Involvement (OSI) serves as the official registrant for all student organizations and is responsible for maintaining up-to-date records on each registered student organization, including but not limited to its authorized officers, members roster, constitution, purpose, and advisor.
2. It is the policy of the University of Central Florida that all registered student organizations must comply with all federal, state, and local nondiscrimination laws, as well as university regulations. Discrimination against any member or prospective member on the basis of race, color, religion, sex, national origin, age, marital status, disability, military status or status as a disabled veteran is prohibited. UCF also prohibits discrimination based on sexual orientation. For more details, please refer to the [UCF Non-Discrimination Policy](#).
3. The authority to establish and enforce policies related to student organizations and activities, including ensuring compliance with organizational constitutions, is vested in the Office of Student Involvement. All student organizations at UCF must adhere to university policies and regulations, including but not limited to the [Student Code of Conduct](#) and the [Golden Rule Student Handbook](#). Student leaders and organizations are encouraged to familiarize themselves with the applicable sections of the [UCF Regulations](#) regarding student organizations.
4. Students seeking information about a registered student organization can easily find contact details through the Office of Student Involvement or in the student organization listing available via [KnightConnect](#).

Classifications Determination

An RSO's classification will be determined when the RSO is initially established or through the re-registration process. RSOs will be classified as one of the following:

- General Student Organization (GSO)
- Associated Student Organization (ASO)
- Department Supported Student Organization (DSSO)

Classifications cannot be altered without written approval from OSI and the RSO's affiliated University College/Department/Unit/program (if applicable). To change its classification, an RSO officer must meet with OSI staff and initiate a new registration.

An RSO must not misrepresent its classification, provide misleading or false information to OSI to achieve a classification, or misuse University resources. OSI may reevaluate an RSO

classification at any time and may reclassify an RSO in its sole discretion. The Director of the Office of Student Involvement or designee shall have final authority to determine an RSO's classification.

Benefits of becoming a Registered Student Organization (RSO)

DSSO, ASO, or GSO (*types of RSOs explained below):

1. Eligible to request reserving campus spaces for meetings, events, and activities, subject to availability and guidelines
(Available to ALL)
2. Eligible to be provided with liability insurance coverage, ensuring protection during university-affiliated activities
(Available to DSSOs)
3. Eligible to apply for funding from UCF's Student Government to support activities, events and initiatives if SG policies and criteria are met
(Available to ASOs and GSOs)
4. Eligible to qualify for tax-exempt status when making purchases for their organization.
(Available to DSSOs)
5. Eligible to use UCF's marks and logos as part of their official branding and identity per the College, Department or Unit approval
(Available to DSSOs)
6. Eligible to access departmental resources, enhancing their operational capacity and support
(Available to DSSOs and ASOs)
7. Eligible to apply and receive OSI RSO locker space for the storage of the organization's material. This is subject to availability and under OSI's discretion.
(Available to ALL)
8. Eligible to participate in OSI-sponsored activities and events that help connect them to campus resources and other organizations
(Available to ALL)
9. Access to comprehensive advising, staff support, and resources from the Office of Student Involvement to help them achieve their goals.
(Available to ALL)
10. Privilege of incorporating "UCF" into their organization's official name, connecting them to the university community. For example, Hiking Club @UCF.
(Available to ALL)
11. Privilege of creating and managing an official profile page on KnightConnect for the organization, helping to increase visibility and engagement
(Available to ALL)

Organization Requirements

To remain active and have access to RSO benefits, each Registered Student Organization (RSO) must:

- Have a unique mission that aligns with UCF's values and is not a duplicate of an existing RSO
- Have a minimum of ten (10) members, including a minimum of two (2) officer positions (President, Vice President, Treasurer, Secretary) who are UCF students with NID emails
- Have an OSI approved constitution and bylaws outlining the organization's purpose, structure and operations
- Complete the annual re-registration process through KnightConnect
- Complete all training requirements successfully
- Complete and sign the RSO Obligations and Advisor Obligation forms (if applicable)

NOTE: RSOs are required to follow University policies related to Non-Discrimination, Hazing, and Sexual Harassment.

Types of Organizations

- **General Student Organization (GSO):**

The majority of student organizations at UCF fall into this category. GSOs are independent organizations formed by any group of students who are currently enrolled at UCF and share a common interest and/or goal and are entirely student-run. A GSO's mission and purpose is established by and fulfilled solely through its student leadership and membership. GSOs are independent organizations with no legal affiliation to UCF or any of its related entities. Accordingly, any statement, idea, or conduct expressed by an RSO within this classification is the organization's alone and is not an expression of, or endorsement from, the University of Central Florida. RSO members must not represent themselves as affiliated with or acting on behalf of the University.

- **Associated Student Organizations (ASO):**

ASOs are independent organizations formed by any group of students who are currently enrolled at UCF and share a common interest and/or goal and are entirely student-run. with no legal affiliation to UCF or any of its entities. Accordingly, any statement, idea, or conduct expressed by an RSO within this classification is the organization's alone and not an expression of, or endorsement from, the University of Central Florida. RSO members must not represent themselves as affiliated with the University. However, these organizations' mission statements may be connected to a University College/Department/Unit. To be considered an Associated Student Organization, the College/Department/Unit would have to approve the affiliation by completing the appropriate Department Sponsorship Agreement Form. The benefits and limitations to being an RSO in this category are discussed below.

- **Department Supported Student Organization (DSSO):**

DSSOs are student-run organizations sponsored by a College/Department/Unit of the University and serve one or more aspects of the College/Department/Unit's mission. To be considered a Department Supported Student Organization, the College/Department/Unit would have to approve the affiliation by completing the appropriate Department Sponsorship Agreement Form. Mission and purpose are established by the University and the DSSO must operate within the scope and function of its sponsoring University College/Department/Unit. Accordingly, it must follow all University regulations, policies, standards, business practices, and other applicable rules. Moreover, a DSSO's membership standards and operational policies must be set by its sponsoring University College/Department/Unit. Finally, the University may utilize DSSO members as Volunteers under specific circumstances described below. RSO members must not represent

themselves as acting on behalf of the University unless they are acting as Volunteers as defined herein. Please see the University's Volunteers policy for more information. Moreover, an RSO cannot bind the University to any legal or financial obligation.

- **Fraternity and Sorority Life (FSL):**

Fraternities and Sororities are self-supporting organizations. Most fraternities and sororities are single-sex organizations. While fraternities and sororities may not discriminate on the basis of age, color, creed, handicap, inter/national origin, race, religion, or sexual orientation, University policy and Title IX of the Education Amendments of 1972 do permit their selection of members on the basis of sex. Fraternities and Sororities are responsible for abiding by the policies, regulations and procedures of the University, as well as their Inter/National office, Fraternity and Sorority Life (FSL), and their governing council if they are to maintain their rights as a registered student organization. No social sorority or fraternity may exist at the University without approval from the [FSL Office](#). Fraternity and Sorority Life is not eligible to receive funding from Student Government.

- **Sport Clubs Council (SCC):**

Sport Clubs Registered Student Organizations are defined as groups that are part of the department of Recreational Wellness Center, Sport Clubs Council, and the organization must obtain approval from the Sports Clubs coordinator and the Department of Recreational Wellness Center. All Sport Clubs are competitive in nature, with an emphasis on participation, skill development and student leadership. Student organizations interested in joining the Sport Clubs Council must be a Registered Student Organization (RSO) in good standing for at least one full academic year before applying. Sports Clubs Council will receive funding from Student Government through the Sports Clubs Council. For more information, please contact the [Sport Clubs Staff](#).

Categories:

- Academic
- Community/Volunteer Services
- Cultural
- Graduate
- Greek Life
- Health/Wellness
- Honor Societies
- Multimedia
- Military
- Political
- Professional/Career

- Recreational/Leisure
- Religious/Spiritual
- Social/Special Interest
- Global/International

Registration Process

All students have the opportunity to join and participate in any registered student organization. We encourage student organizations to complete the registration process to fully access the University's resources, which may include eligibility for funding and the use of University facilities, in accordance with the relevant University policies, regulations, and guidelines, such as the Student Code of Conduct and the Golden Rule Handbook. You can find more information on policies, procedures and the registration process at the Office of Student Involvement located on the second floor of the Student Union, Room 208.

1. Establishment of Registered Student Organization

- a. The application to establish a new Registered Student Organization opens during the second or third week of both the Fall and Spring semesters. For Fall, the application closes on November 1; for Spring, it closes on April 1. If either deadline falls on a weekend, the application will close on the Friday immediately before.
- b. Submit an application that includes all of the requirements for registration listed below.
- c. Schedule a KnightQuest Consultation in order to confirm the eligibility of forming the student organization.
- d. Ensure all assigned authorized officers complete the Authorized Officer training with a passing score. Please note: the quiz content is updated annually, and the latest version becomes available on July 1 each year. Students must complete the version of the quiz that corresponds with the registration period they are applying for.

Registration as an RSO is contingent upon the review and recommendation of the Office of Student Involvement, compliance with all registration requirements, and approval of the Student Government President and Vice President of Student Success and Wellbeing or designee.

Once approved, OSI will notify the organization that it has been approved as a Registered Student Organization.

2. Re-Registration (Annual and Organizational Changes):

Organizations which have been approved and wish to maintain registration with OSI shall re-register and complete officer training annually, based on the date of the organization's last registration. In addition, organizations are required to re-register within 10 class days of any

change of information for the organization (e.g. elections, officer change, advisor change). If an RSOs registration with OSI is more than 1 year old, they will be considered inactive.

Requirements for Registration

- Mission/Purpose (Must be unique and not appear to duplicate an existing organization)
- A minimum of ten UCF student members. Exceptions to this rule can be requested and approved by the director of the Office of Student Involvement or designee
- Designate a president, vice president and treasurer, each of whom will be considered an Authorized Officer. Organization may have up to 1 more officer that is designated as an Authorized Officer.
- Constitution that meets OSI requirements and is approved by OSI
- Proof of documentation confirming affiliation if associated with a National Organization
- Appropriate Department Sponsored Agreement form, if registering as a Department Supported Student Organization (DSSO) or Associated Student Organization (ASO).
- Advisor and completed Advisor Agreement Form (If required by classification)
- Complete membership and officer lists should be made available to the Office of Student Involvement upon request
- Signed Agreement of Obligations which includes agreeing to abide by all State of Florida, Board of Governors and University policies, procedures, and regulations and to hold harmless the University for any actions or activities of the organization.
- Organizations requesting exemption for membership restrictions based on sex, which are permitted to do so by Title IX of the Educational Amendments of 1972 (Social Fraternities and Sororities), must follow the Fraternity and Sorority Life's processes and provide approval from Fraternity and Sorority Life.

RSOs that are registered through the Office of Student Involvement will receive the following benefits and privileges:

General Privileges for all RSOs (GSO, ASO, DSSO):

- Ability to make room reservations for events and meetings (Student Union, General Classrooms, etc. that are open to all RSOs)
- Student Government Funding (per SG's policies)
- Access to an organization page on KnightConnect
- Cubicle and Storage Space with OSI (dependent on availability)
- Ability to participate in OSI & University wide Student Organization Fairs
- Access to OSI Advising, Staff Support, and Resources (i.e. Equipment Rental)
- The ability to use UCF in name of organization to show that they are located at UCF (RSO@UCF or RSO at the University of Central Florida)

Additional Privileges for ASOs and DSSOs:

The following privileges are available only to ASO and DSSO classified RSOs:

- Access to limited departmental resources on a per time basis (Department controlled conference room, classroom, lab, etc.)
- Ability to access Department Storage Space (if available and approved)
- Ability to participate in Department Sponsored Events

Exclusive Privileges for DSSO Organizations:

The following privileges apply to only Departmental Supported Sponsored Organizations (DSSO):

- Ability for Department to provide funding
- Qualify to use Tax-Exempt status as long as expense is related to department function
- Fall under University Liability Insurance if operating on behalf of department and registered as University volunteer
- Privilege to use Department's name as part of the Organization Name if approved by department

Constitution

All Registered Student Organizations (RSOs) are required to have an approved constitution that meets the University of Central Florida's requirements on file with the Office of Student Involvement (OSI). A constitution defines the organization's purpose and structure. OSI requires all registered student organizations to submit a constitution during the new student organization registration process or whenever amendments are made. The Constitution Template is available on the [OSI website](#). Changes made to an organization's existing constitution must be submitted to and approved by the Office of Student Involvement in order to take effect. Organizations are required to follow their current constitutions in implementing any revisions.

The review/approval process may take up to two weeks to process. RSOs must comply with the constitution on file with OSI and the most current regulations outlined in the guidelines.

To update your constitution please use the Constitution Revision Request Form found on [KnightConnect page of Register Student Organization \(RSO Resources\)](#). For any other questions, please contact rso@ucf.edu.

Officer Eligibility

Each Registered Student Organization is required to have Authorized Officers. An organization must have a minimum of 2 authorized officers but are allowed to have up to 4 total. The Office of Student Involvement encourages RSOs to have the following officers as their authorized officers:

- President (Required)
- Vice President
- Treasurer
- Secretary

Authorized officers play a critical role in the organization, because to access certain resources provided by the university and OSI, they are the only ones allowed to act on behalf of the RSO.

An authorized officer is an individual who has been appointed by the President to perform certain responsibilities on behalf of the organization. This is including but not limited to the following:

- Ability to make room reservations on campus for your RSO
- Ability to rent out OSI equipment for your RSO
- Request and pick up a banking letter from Knights of the Round Table:
 - The President and Treasurer must be listed Authorized Officers
- Request flyer printing from OSI Front Desk
- Request a Constitution Revision Request
- Ability to advertise RSO/events in Student Union bulletin boards

All officers holding positions within an organization, including President, Vice President, Treasurer and Secretary, must meet the minimum eligibility criteria to serve in their roles. Student organizations are encouraged to establish stricter eligibility requirements if suited to their specific needs. For questions regarding officer eligibility, feel free to contact osi@ucf.edu. Currently, these requirements include:

1. Meet requirements for full-time enrollment:
 - a. 6 credit hours for Undergraduate students
 - b. 5 for Graduate students
 - c. 3 for Graduate students in thesis/dissertation
 - d. Be actively enrolled in a degree-seeking program Fall & Spring semester
 - e. An Activity and Service Fee paying student
2. Be in good academic standing:
 - a. Minimum UCF Cumulative GPA of 2.5 for Undergraduate students
 - b. Minimum UCF Cumulative GPA of 3.0 for Graduate students

3. Notwithstanding the above, students in the final semester before graduation are eligible to hold an officer position but may be required to submit documentation through the appeal process to confirm.
4. Have no disciplinary holds.
5. Eligibility Verification:
 - a. Eligibility verification will be conducted by the Office of Student Involvement (OSI).
 - b. Officers who do not meet the eligibility requirements will be informed by OSI that they must either vacate their position or appeal.
 - c. If an officer fails to step down, or if the appeal is unsuccessful, OSI may notify the organization's advisor and the next highest-ranking student officer that the position has been vacated and must be filled according to the organization's approved constitution.
 - d. Students are not required to disclose the reasons for stepping down from their officer position to their organization.
 - e. Unless otherwise dictated by regulations, policies, student sanctions, or the organization's constitution, ineligible officers may continue to participate in the organization and may hold other leadership roles, excluding President, Vice President, Treasurer, or Secretary.

Non-Traditional Officers

All Registered Student Organizations have the ability to create positions to be displayed on their Knight Connect roster. If you do not see your officer position on the roster, you will have to create the new position. The created positions are called "Non-Traditional" officers. A "Non-Traditional" officer is any officer that is not the President, Vice President, Treasurer, and Secretary. These special roles should be added to the newly elected member before re-registering. *Please note: This will not count as re-registering your organization. This will only display the non-traditional roles on your organization's page.*

Student Organization Training

The Office of Student Involvement (OSI) is dedicated to developing a training model that equips student leaders with the essential tools and resources to foster successful student organizations.

Training is mandatory for all registered student organization Presidents, Vice Presidents, Treasurers, and Secretaries to maintain active status. However, fraternities and sororities (FSL groups), Sport Club Council (SCC) groups, and student organizations at connect campuses are not required to complete this training but will receive alternative training tailored to their needs.

Other students, including additional officers, are encouraged, but not required, to participate in OSI-provided training.

Note: Fraternities and sororities (FSL) and SCC groups are guided by the Fraternity and Sorority Life office and the Recreational Wellness Center (respectively) regarding their training requirements. Student organizations at connect campuses are only required to take training specific to their operations as directed by OSI.

1. There are several online training modules that officers may need to complete, depending on their organization's classification and funding status. All trainings are available through Webcourses and use a self-enrollment process.
 - [RSO Authorized Officer Orientation \(for the current academic year\):](#)
 - Required for all Authorized Officers of Registered Student Organizations
 - Must complete the module and pass the quiz for the current academic year
 - Includes a brief Sport Club Council (SCC) training module for organizations affiliated with the Sport Club Council
 - [Activity & Service Fee \(A&SF\) Training:](#)
 - Required for any RSO receiving Student Government funding
 - This is a separate self-enroll Webcourse
 - Must be completed in addition to the RSO Authorized Officer Orientation
 - [Fraternity & Sorority Life \(FSL\) Organizations:](#)
 - FSL organizations are no longer required to take a separate quiz
 - Instead, they must complete the RSO Authorized Officer Orientation and quiz
 - Check with the Office of Fraternity and Sorority Life for any additional Greek-specific officer training requirements.
2. Student leaders must score 80% or higher to be considered as having successfully completed the training. This training is designed to equip you with the skills needed to effectively lead your organization and achieve your goals!

Student Organization Advisors

About Student Organization Advisors

An advisor plays a vital role in every student organization by offering guidance and serving as a resource for both the students and the organization. The advisor shall serve as a mentor to the organization, providing guidance to the officers and members in the development and implementation of programs and activities. The advisor has no voting rights. The advisor must be willing to obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Please note that General Student Organizations (GSOs) no longer require an advisor, though having one is still highly encouraged. Only Department Supported Student Organizations (DSSOs) and Associated Student Organizations (ASOs) are required to have an advisor, and this advisor must be affiliated with the university college, department, or unit that sponsors the organization. Fraternities and Sororities must have a chapter advisor approved by Fraternity and Sorority Life.

Who can be an advisor?

1. Faculty, A&P, or USPS employee at UCF defined by Human Resources.
2. For a DSSO or an ASO, the advisor must be affiliated with the college, department or unit to which the organization is connected.

Role of Advisors

While the role of an advisor varies based on organizational activities and purpose, advisors can make a tremendous impact on students and student organizations. There are many benefits that can result from an advisor/organization relationship, so organizations should not underestimate the importance of advisors.

The role of an advisor may include:

- Liaison between the organization and University administration
- Interpreter of University policy/procedure
- Information resource regarding organizational procedures and group functioning
- Provider of organizational history and continuity from year to year
- Counselor, mediator, consultant, mentor, and friend
- Helping officers exercise good judgment in decision making
- Attending officer and organizational meetings, and some activities
- “Sounding board” for new ideas
- Facilitator of leadership development and personal growth
- Helping the organization develop realistic goals

- Keep copies of organizational records

If an organization's advisor is frequently unavailable or only serves as a required signature on a form, the organization should consider finding a new advisor who is able to commit the time to the organization and obtain an appropriate level of experience, resource information, and knowledge related to the mission, purpose, and activities of the organization.

Advisor Expectations

The organization-advisor relationship cannot be a one-way street. The student organization and its leaders also have responsibilities. These responsibilities include maintaining an appropriate level of communication with the advisor and providing opportunities for advisor interaction with officers and members. As such, both the advisor and the officers should spend time early in their relationship establishing a clear understanding of the roles each will play.

Although advisors are integral parts of the organization, they do not have voting privileges in the organization and are not voting members.

Finances

Registered student organizations are expected to manage their finances responsibly, ensuring that all funds are utilized to benefit the organization as a whole and that accurate records of expenditures are maintained. We encourage groups to keep transparent financial records and share account details during transitions between leadership stages. Please note that the Office of Student Involvement does not retain records or details about registered student organizations' off-campus or on-campus bank accounts or financial documents.

In general, student organization funds should be used for educational or charitable purposes that align with the organization's mission. It is advisable for student organization advisors to be involved in both the creation and maintenance of financial accounts.

The methods by which an organization raises funds should be clearly outlined in its Constitution. This may include charging membership dues, conducting fundraising activities, specifying the university college/department/unit that sponsors the organization, and/or applying for funding through Student Government allocations. The following points should be taken into account when managing student organization funds:

1. Student organizations may charge dues to support their operations and programming, but these dues must be explicitly stated in the organization's constitution.
2. Organizations that are not supported by a university college/department/unit may be eligible to apply for Activity and Service Fees from Student Government, provided they meet SG's criteria and policies.
3. Fundraising on campus is a privilege and is permitted only under certain conditions. For information about your fundraising activities, please see the Fundraising section. For additional help, please contact the Office of Student Involvement.
4. Student organizations are prohibited from using the University's tax exemption status and insurance coverage.

SG Office and Funding

Student Government represents, advocates for, and serves, the Student Body. The three branches of Student Government serve students in different ways.

The Judicial Branch is here to make sure that students' rights are being protected, and to support students who are working through the conduct process. The Legislative Branch advocates for students' needs by meeting with administrators, writing resolutions to express the concerns of the Student Body, as well as allocating a million dollars to students and student organizations that are working to improve the campus and community. The Executive Branch serves students in several different ways: by hosting programs to educate and support students, representing the Student Body on University Committees, and implementing changes to create a better student experience.

Student Government also allocates the Activity and Service Fee that students pay. This fee helps to pay for the Student Union, the Office of Student Involvement, the Recreation and Wellness Center, as well as other student services.

Did You Know SG Funds RSOs?

RSOs can request funding from Student Government for events, conferences, promotional materials, and more! For more information, see the [Student Government RSO & Individual Funding Page](#).

Student Government has created two different ways to request funding for RSOs: Committee Allocations and Senate Bill.

Committee Allocations (must apply 4 weeks prior to funding need)

Committees are the easiest way to receive funding. Student Government has two committees that allocate funding to RSOs: Conference, Registration & Travel (CRT) and Financial Allocations for Organizations (FAO).

Conference, Registration & Travel (CRT)

CRT is the committee that gets students connected with their passions. Through CRT, students have the opportunity to travel to conferences around the world, compete, present research, provide service, and meet other students and professionals with the same interests.

- RSOs can request up to \$4,500 annually from Student Government CRT Committee

Financial Allocations for Organizations

The Financial Allocation for Organizations Committee (FAO) allows students to showcase and facilitate the mission of their RSO. FAO allocates funds to RSOs for events, projects, and promo items.

- RSOs can request up to \$3,700 annually from Student Government FAO Committee.

Senate Bill (must apply 4 weeks prior to funding need)

For an amount that exceeds the amount that Committees can allocate, RSOs can work with Senators to Sponsor a Bill. This process takes significantly more time than an allocation.

- Although RSOs can get more funding via Senate Bills, Student Government will only pay for 50% of the expenses related to the bill and the student organization will be required to cover the remaining 50%.

- Senate Bills still have a cap on how much they will allocate.

RSOs pursuing funding must meet the following requirements in order to obtain Senate Allocations:

- RSOs must be registered with the Office of Student Involvement to request funding.
- Financial Training must be completed each Fiscal Year July 1st – June 30th to be eligible to receive SG funds.

The steps to apply for SG funding are as follows:

- Make sure RSO is an active Registered Student Organization via OSI.
- Complete the Financial Training with the Activity and Service Fee Business Office (at least 2 authorized officers).
 - Obtain vendor quotes (do not pay if getting SG funding).
 - Fill out an Allocation or Bill Request Form (KnightConnect Legislative Branch-Senate). Must do so by deadlines above.
- Attend a Senate Committee meeting and or a Senate meeting
- Complete A&SF paperwork before meeting with an accountant

More in-depth information about all these processes can be found in the [Financial Training module on Webcourses](#).

For any further inquiries regarding SG funding forms, please contact either the CRT Chair at sga_crt@ucf.edu or the FAO Chair at sga_fao@ucf.edu.

Student Organization Banking

If an organization does not receive funding from Student Government, it is free to choose any bank for its financial needs. While Student Government can offer support to organizations that receive SG funding by the RSO contacting either the CRT Chair at sga_crt@ucf.edu or the FAO Chair at sga_fao@ucf.edu, Student Legal Services and Knights of the Round Table are a helpful resource for all student organizations seeking guidance on the following:

1. Setting up and managing an EIN (Employer Identification Number) for banking purposes
2. Applying for tax-exemption status
3. Registering and maintaining non-profit status
4. Addressing questions regarding contracts, waivers, and similar matters.

Note: For student organizations that do not receive SG funding, we recommend setting up a bank account with two authorized individuals listed on the account. It is also important to ensure that banking details are included in transition reports, so new leaders can access the funds smoothly.

To open a bank account, most banks require a banking letter issued by the university. This letter confirms your organization's recognition and authorizes you to open an external account. While other options may be available, Knights of the Round Table (KoRT) provides a standard and widely used process for [obtaining a banking letter](#), and most student organizations choose to request it through KoRT due to its accessibility and consistency.

Banking Letter requests through KoRT are processed every Friday. To be included in that week's processing, the Banking Letter Request Form must be submitted by Thursday at 5:00 PM. Approved letters will be available for pick up the following Monday at the Office of Student Involvement front desk. Once received, you can take the letter to your preferred bank to open the account.

Fundraising

Groups are encouraged to raise their own funds to support organization functions. RSOs are granted the privilege of establishing membership dues (as determined by their constitutions), which can be a major source of funding. There are a variety of ways to fundraise, and many of them have legal or UCF policy implications (including, but not limited to, poker tournaments, raffles, guessing games, and bake sales).

In addition to making sure the fundraiser follows law and policy, the RSO needs permission to hold said fundraiser in the desired location. Organizations should recognize that many fundraisers involving sponsorships or the sale of items may require that the group pay federal income or state sales taxes.

Student Government (SG) has a budget set aside for funding RSOs. There are 3 means by which RSOs can request money: Senate Committee Allocation (FAO or CRT), Senate Bill, and Activity & Service Fee (A&SF) Budget. The avenue the group follows depends on what the money is for, how much money is being requested, and how much time exists before the money is needed. For more information on the funding process, visit the SG website.

Below are some general guidelines for some of the more popular fundraisers. For guidance on fundraising and the law, contact OSI prior to beginning the fundraiser.

Bake Sales

Bake sales are not allowed inside or around the Student Union; however, RSOs may be allowed to hold a bake sale if they secure permission from the building

manager in/near the desired selling location. If an RSO gains permission to hold a bake sale, it is only allowed to sell food items from retail establishments. Homemade bake sales are not allowed anywhere on campus, due to liability issues involving food handling and food preparation. Additionally, RSOs should not sell items that compete with items that on-campus vendors sell.

Poker Tournaments

Poker and other card tournaments may be illegal and against the Golden Rule (Office of Student Conduct section). RSOs may not charge an admission or entry fee for participants; however, RSOs may accept (but not require) donations. Required donations are considered entry fees, which are illegal. Anyone, even if he/she does not give a donation, should be allowed to participate. The tournament cannot involve real money (playing with it or winning it). Prizes for winners should be donated. Participants must be at least 18 years of age. There may be other legal issues, so RSOs should discuss details of a card tournament with an attorney and OSI upon the start of planning and before promotion of the event.

Games of Chance

Games of Chance may be illegal and against the Golden Rule (Office of Student Conduct section). The most common example of a game of chance is guessing the number of items in a container (e.g. pieces of candy in a jar). RSOs may not charge money for participation in the game of chance, but may accept optional donations (no specific amount of a donation can be stated, i.e., "Take a guess for a \$2 donation" is illegal). Anyone must be able to participate in the game regardless of a donation. Cash prizes are not allowed.

Raffles

Raffles may be illegal and against the Golden Rule (Office of Student Conduct section). RSOs may not charge money for participation in a raffle but may accept optional donations (no specific amount of a donation can be stated, i.e. "Get a ticket for a \$2 donation" is illegal). Anyone must be able to participate in the raffle regardless of a donation. Cash prizes are not allowed.

Certain 501(c) tax exempt organizations may be able to conduct raffles provided they adhere to the guidelines outlined below:

- [2024 Florida Statutes](#) and
- [Games of Chance, Authorized Organizations AGO 97-54](#)

Concessions at Kia Center and Citrus Bowl

In order to work concessions at Amway Center or the Citrus Bowl, organizations must (a) provide proof of IRS tax-exempt status 501(c)(3), (b) attend training sessions, (c) provide at least 10 volunteers for each event, and (d) commit to at least 2 events during the Orlando Magic season. It may be a profitable fundraiser, but it takes a big commitment. For more information, contact 407-849-2050 x3990.

Car Washes

Contact local vendors (gas stations, grocery stores, etc.) to find out which ones will allow you to utilize their property for a car wash.

Sports Tournaments

Tournaments can be a great way to raise funds, but they typically also come with greater risk and liability. If you are interested in hosting a tournament on campus, you will need to reserve the space. Depending on the location, you may not be able to charge a participation and/or admission fee. Contact OSI for additional details. Sales Promotions and Labor Fundraising or other companies may, from time to time, contact organizations regarding their fundraising opportunities (e.g., sell these promotional cards and the organization will receive 10% of sales; pass out promotional flyers for \$5/hour/person). While these offers are typically legitimate, RSOs should always research the company to determine if the opportunity is in fact legitimate.

Contracts

Contracts are legally binding agreements that should be entered into with caution. Neither students nor RSOs can sign contracts on behalf of UCF or in any way represent that they are agents of or signing on behalf of UCF. Such action may constitute civil or criminal fraud. Students may sign contracts on behalf of their organization, but UCF shall not be bound by contracts entered into by students or student organizations.

It is strongly recommended that students fully read any agreement before signing it. Ask questions and resolve concerns or uncertainties, and do not rely on oral representations from the contracting party. If the agreement is not satisfactory, make written changes to it that reflect discussions of changes to the terms. Ideally, the organization would consult with legal counsel prior to signing a contract.

Neither the University's General Counsel nor Student Legal Services will review contracts for RSOs. However, because many OSI staff members have experience with entertainment and service contracts, they are willing to read contracts and provide general suggestions. However, such assistance is not the same as gaining legal advice since OSI staff members are not lawyers.

UCF is a net-30 institution, so vendors will receive payment 30 days after the event if an RSO received SG funding and followed A&SF procedures:

- [Activity and Service Fee Training](#)
- [Activity and Service Fee Forms](#)

Additional Information:

- RSOs cannot represent a group on behalf of UCF
- RSOs can receive no assistance from:
 - Student Legal Services
 - UCF General Counsel
- For questions about Contracts ask OSI Programming staff: <https://osi.ucf.edu/staff/>

Taxes

RSOs must navigate tax policies as they manage their group's funds and spending. Below are tips and links for organizations to utilize in order to follow the guidelines established at UCF.

- [State Sales Tax](#)
 - RSOs cannot use UCF's exemption to purchase goods or food (including on-campus catering) without state sales tax. According to the Florida Department of Revenue, RSOs cannot apply to receive state sales tax- exemption unless they have applied for and been granted federal tax- exempt status under Internal Revenue Code Section 501(c)(3).
- [Federal Income Tax \(IRS\)](#)
- [Tax-exemption and Donations](#)
 - RSOs are not automatically tax-exempt. RSOs are not an entity of the university, therefore they are not entitled to the university's tax exemption status. To receive 501(c)3 organization status, you must contact the IRS directly to apply. The Office of Student Involvement does not give official tax advice.

Solicitation

Solicitation is any act or event conducted for the purpose of financial or commercial gain for the vendor, individual(s) or organization(s).

UCF Business Services has been delegated the responsibility of managing solicitation by for-profit and non-university affiliated entities. University Regulation 6C7-4.010 establishes the authority and parameters for solicitation on the University of Central Florida campus.

Prohibited Type of Solicitation:

Any solicitation that violates or impairs any existing university contract. The university has contracts with the following vendors to exclusively provide products/services. Competitive products/businesses are prohibited from being promoted or used in conjunction with a solicitation on campus.

- Coca-Cola for beverage products
- Barnes & Noble for UCF licensed merchandise and book/school supplies found in a college bookstore

It is prohibited to solicit in any Free Assembly areas on the UCF campus. Free Assembly areas are for free expression and the open sharing of thoughts and ideas.

Rules for RSOs, Fraternities & Sororities, University recognized and supported honor societies, and professional fraternal societies/academic courses:

The Solicitation must not conflict with the prohibited restrictions or violate the Solicitation regulation 4.010 (if beverages will be provided, it must be Coke products, except for unbranded hot tea/coffee.)

Proceeds must benefit the RSO, Fraternity or Sorority; or in the case of academic courses, their official philanthropic designee.

The activity must be within or directly outside of a building, and the group must receive permission from the building, and the group must receive permission from the building coordinator. Please see a [list of building coordinators](#).

Contact the [Student Union](#) by calling 407-823-3677 to conduct the activity inside or around the Student Union or to participate in the Student Union Market Day.

A representative from the university organization must be present for the full duration of the event.

If a donation is required for the exchange of a product/service/chance to win/participation, this is considered a sale, and the fundraiser would be responsible for remitting sales tax directly to the Florida Department of Revenue. The use of 'suggested donation' language, meaning someone is not required to make a donation, would not require the remittance of sales tax.

Per Chapter 64E-11 in the Florida Administrative Code, "potentially hazardous foods" is defined as any perishable food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, or other ingredients, including synthetic ingredients in a form:

Capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms; or capable of supporting the slower growth of *Clostridium botulinum*.

The term 'potentially hazardous food' does not include foods which have a pH level of 4.6 or below or a water activity (Aw) value of 0.85 or less, or air-cooled hard-boiled eggs with the shell intact.

Solicitation Rules for Other Individuals and Non-University Organizations (e.g. unregistered student organizations, businesses, etc.):

If you desire to conduct a solicitation or promotion on campus, please contact the [Student Union](#) by calling 407-823-3677 about participating in their Market Day events on Wednesdays.

Refer to the prohibited solicitation sections above and regulation 4.010 for additional restrictions.

Campus Solicitation Inquiry:

The form can be found in the UCF Business Center website [here](#). Please include as much relevant information as possible. Due to the variable nature of inquiries, it is recommended that requests are submitted a minimum of 10 business days prior to the proposed activity. For more information, please see page 90 of the Golden Rule Student Handbook under (2) Solicitation on Campus.

Organization Management

Managing your Organization

Recruitment and Retention:

Develop a recruitment strategy to attract more members to your organization. The RSO Fairs during the Summer B semester offer a great opportunity to showcase your group. Additionally, SG-funded agency Knights of the Round Table organizes events like Opening Knight and Involvement week, which are also great ways to promote your organization.

To retain members, engage them with leadership opportunities, set both long-term and short-term goals, and organize events or retreats that foster relationship-building and friendships.

Meeting Structure:

Your meetings should have a clear agenda outlining the objectives you want to achieve. This helps keep the meeting focused and ensures it serves a clear purpose. Allow your executive members to contribute to the discussion topics. For example, if an important event is approaching and the event leader needs more time than usual, make sure to allocate that time in the agenda.

Organizational Management:

Strong leaders build trust within their team and encourage collaboration by recognizing each member's strengths and assigning roles that reflect them. Creating a supportive, well-organized, and welcoming environment can help your members feel more connected to the group and to one another. When members are empowered with some independence and clear expectations are set from the beginning, it becomes easier for everyone to stay accountable and engaged.

Relationship with Advisor:

Advisors play a key role in the success of student organizations. They serve as a valuable guide and consistent point of support, helping the group grow and stay grounded over time. Rather than viewing your advisor as just someone who signs off on paperwork, think of them as an active partner, someone you can turn to for insight, planning support, and guidance when navigating challenges with your organization.

Transition and Legacy:

All organizations experience a period of transition as leadership changes from year to year. To make this shift seamless, outgoing officers should be encouraged to keep organized records (including any and all digital files), offer feedback, and meet with the incoming team. Creating

transition reports is also a great way to capture key insights and accomplishments, giving new leaders a solid starting point as they step into their roles. To support this process, Knights of the Round Table hosts a Leadership Transition Workshop at the end of each spring semester, designed to help RSOs navigate officer transitions and set up the next board for success.

Ethics

Leading a student organization comes with the responsibility of making thoughtful, mission-driven decisions. It is important to recognize that your actions reflect not just you, but the entire organization. Good leadership often means prioritizing the collective needs of the group over personal preferences. Before making a decision on behalf of your organization, take a moment to reflect on your intentions. Ask yourself why you're making that choice and whether it supports the organization's goals. If the answer doesn't align with what's best for the organization, take time to reconsider your approach. When you lead with integrity and keep the organization's success at the center of your actions, you are more likely to foster a positive and purposeful impact.

Framework for Ethical Decision Making

The following is a framework offered to assist you in ethical decisions. Understanding how ethical decisions are processed will help you make the best decisions for yourself and your organization.

1. Begin with the desire to do the right thing
2. Clarify your options
3. Consider risks and benefits
4. Advance ethical values
5. Make a judgment
6. Implement to maximize benefits and minimize risks
7. Monitor and modify Bottom Line Considerations:
 - Who is left out or not considered in my decision?
 - Is my action doing more good than harm?
 - Am I proud of this decision?
 - Would I be comfortable or embarrassed if this decision made the news?

For more information and resources, please see [The Decision Making Framework \(DMF\) published by the National Center for Professional and Research Ethics at the University of Illinois](#).

Ethics Within Your Organization

1. Prioritize open and honest communication with your members.
2. Make sure every member understands their role, the expectations tied to it, and what they can gain from being involved.

3. Remember that the president's role is to guide and represent the group, not to act as the 'boss'. They should focus on supporting and facilitating.
4. Lead by example. Don't ask others to do something you wouldn't feel comfortable doing yourself.
5. Rotate responsibilities regularly to keep members engaged and help prevent burnout or disconnection.
6. Distribute perks like T-shirts or event swag fairly among members.
7. Give plenty of notice about meetings and events. Use your RSO's KnightConnect page, social media, or group chats to share times and locations, and consider sending reminders as the date approaches.
8. Treat every member with respect and fairness, regardless of personal connections. Your organization should be welcoming and purpose driven. Use agendas to keep meetings structured and make space for members to share ideas and get involved. Icebreakers or quick activities can make meetings more enjoyable and engaging.
9. When teaching someone a task, assume they're brand new to it. Be clear, patient, and open to questions. If it's a bit complicated, offer to meet one-on-one after the meeting or invite others to help walk through it together.
10. Encourage members to visit your RSO's cubicle (if you have one) to collaborate, connect with peers, or check in with your advisor.

Ethics and Outside (Non-UCF Organizations)

1. As a leader, you represent your organization and may be perceived as representing UCF to external partners, vendors, and fellow students, so professionalism matters.
2. When you engage with outside entities, maintaining integrity and professionalism helps build a positive reputation that benefits both your organization and future student leaders.
3. Never commit another RSO to a service, event, or collaboration without first checking in with that organization's leadership and advisor.
4. If your group is promoting an event or campaign, make sure you follow all university marketing and publicity guidelines. Consult this handbook or ask your advisor if you're unsure.
5. Keep in mind that other departments and agencies operate on deadlines too. Submit requests for space and funding well in advance to avoid delays.
6. If another organization reaches out about co-hosting an event, be clear and timely in your response. If you're interested, set up a meeting to discuss the details. If not, communicate early so they can adjust their plans accordingly.

Regulations and Expectations

All Registered Student Organizations (RSOs) at UCF are expected to follow university policies, including the Student Code of Conduct and all applicable local, state, and federal laws. If an RSO is found in violation of these policies or laws, the organization may face disciplinary action, which would include suspension, loss of privileges, or removal of its registration status.

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 may be taken against the organization. In some instances, the conduct of a single member may provide sufficient grounds for action against the entire organization.
- From time to time, the Office of Student Conduct and Academic Integrity will have UCF students attend RSO meetings to comply with Educational Sanctions. Such students may attend your RSO activities and request to have their form signed. As long as they attend RSO meetings from beginning to end, RSO Officers may sign-off on their attendance sheet.

Nondiscrimination

Registered Student Organizations shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, gender expression, or veteran status. However, social fraternities and sororities permitted to do so by Title IX of the Educational Amendments of 1972 may restrict membership on the basis of sex.

Student organizations whose primary purpose or mission is religious, which adopt eligibility criteria for leadership positions based on religious beliefs, will not be denied registration on that basis. Hazing is prohibited by law and will not be tolerated as a condition of membership in any organization.

Sexual Harassment

In 2018, UCF launched a new Title IX campaign: Let's Be Clear. Through Let's Be Clear, UCF aims to increase disclosure of sexual and relationship violence. The more people who come forward, the more who can be supported by campus and community resources. A new text message disclosure option is being introduced to support that goal.

Comprehensive information about what constitutes sexual violence, how UCF responds to such incidents, and how to get help is available on the Let's Be Clear website. Reports to the Title IX coordinator also can be made on the [website](#).

Hazing

Organizations must be aware of and adhere to the policy on hazing. Hazing is defined in the UCF Roles of Conduct as:

Any action or situation that recklessly or intentionally endangers the mental or physical health and/or safety of a student for purposes including but not limited to initiation or admission into, or association or affiliation with, any registered student organization or other group whether or not officially recognized by the University.

At UCF, hazing is strictly prohibited. Hazing may occur regardless of the individual's membership status and applies to all student organizations and groups, whether officially recognized or not. Hazing may occur when an individual or group:

1. Engages in physical brutality such as whipping, beating, branding, forced calisthenics, or exposure to the elements; or forces the consumption of food, alcohol, drugs, or other substances that could negatively impact a person's physical or mental health.
2. Subjects a student to extreme mental or physical stress, including but not limited to sleep deprivation, forced isolation, activities intended to cause extreme embarrassment, or actions that could harm the student's mental or physical well-being or dignity.
3. Pressures or coerces someone to violate University policies, or any local, state, or federal law.
4. Solicits or plans acts of hazing, even if the act itself is not carried out, when the planning poses a substantial risk of mental and/or physical harm or death.

It is important to note that the following are not valid defenses to hazing allegations:

- The individual consented to the activity.
- The act was not part of an official or sanctioned organization event.
- The act was not a requirement for membership.

Customary athletic events or legitimate activities that serve a lawful purpose are not considered hazing.

All student organizations and student groups, regardless of recognition or registration status, are subject to these hazing policies, and violations may result in serious consequences including conduct proceedings and potential legal action under Florida law.

Responsibility to Report

Hazing is a serious matter and if you feel you, or someone you know has been hazed, you can report the hazing by submitting and [Incident Reporting Form](#) to the Office of Student Conduct and Academic Integrity and/or file a report with the UCF Police Department by calling the non-

emergency line at 407-823-5555. All reports of hazing will be directed for investigation to the appropriate department depending on the nature of the report.

Don't be a bystander when it comes to hazing!

Americans with Disability Act

The Americans with Disabilities Act requires that public institutions provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Registered student organizations are expected to provide accommodations in alignment with the Americans with Disability Act for their programs and activities on campus.

For enrolled students with disabilities requiring special accommodations, the Student Accessibility Center in conjunction with Student Government has resources available for registered, SG funded student organizations that have a request for special accommodations by enrolled UCF students. Please visit the Student Accessibility Center at least 5 business days prior to the event to determine and assist with the necessary accommodation requests.

Computing Policies

The University of Central Florida's computing and telecommunications resources provide a wide range of capabilities for students and employees to communicate, store, and process information that is essential to the academic, research, and administrative functions of the university. UCF is committed to having a comprehensive information security program that includes a security awareness program to promote and reinforce good security practices, policies and procedures, employee responsibilities, and fulfills the university's legal and contractual obligations.

It is the policy of the University of Central Florida that all students and employees use computing and telecommunications resources ethically, responsibly, and in compliance with all applicable federal and state laws, university policies, and as prescribed by this policy's procedures. The goal of the security awareness program is to promote a strong information security culture at UCF, where users recognize the value and importance of protecting data and the privacy rights of individuals. Users of information systems must complete annual training, other training as appropriate, remain vigilant to the information security threats UCF faces, and report suspected threats immediately to the security incident response team (SIRT) via sirt@ucf.edu or via a call to 407-823-5117.

Any violation of this policy and procedures may result in immediate loss of network and computer access privileges, seizure of equipment, or removal of inappropriate information posted on university-owned computers or university-supported internet sites. In addition to

these corrective actions, failure to comply with this policy and procedures may result in disciplinary action up to and including termination for employees or expulsion for students.

For more information, please read the Policy 4-002.5 Use of Information Technologies and Resources found [here](#).

Deactivation

An RSO's registration may be suspended by the Office of Student Involvement (OSI) for one or more of the following reasons:

- Violating university policies, procedures, or regulations, or any local, state or federal laws.
- Failing to resolve outstanding debts owed to university departments or affiliates.
- Disciplinary sanctions resulting from conduct cases managed by the Office of Student Conduct and Academic Integrity.
- Loss of affiliation due to the organization's charter being revoked or denied by its national, regional, or state body.
- Not meeting registration or constitution requirements, including having officers who do not meet leadership eligibility criteria. OSI regularly reviews students' status to ensure compliance.
- Providing false or misleading information during the registration process.

Event Planning

Hosting events is a big part of building community and engagement within your RSO. This section will guide you through the key steps and resources to help you plan successful, policy-compliant events at UCF.

Planning an Event

Before you start planning your event, take time to identify your intended audience: who you want to reach and who is most likely to attend. Defining your audience early will help shape your goals and guide the development of meaningful, relevant activities. Once you have a clear direction, brainstorm creative ways to engage that audience and use a planning checklist to organize tasks. Breaking the event into manageable steps and delegating responsibilities will help keep things on track from start to finish.

If you're looking for guidance on how to start planning, we recommend reading "10 Tips for Planning a Successful Event" from the UCF Rosen College of Hospitality Management found [here](#). This article offers helpful strategies rooted in professional event planning and provides a strong foundation for creating a successful experience.

To ensure your event follows all university guidelines, policies, and expectations, take time to review the following resources:

- [The Golden Rule Student Handbook](#)
- [Office of Student Conduct and Academic Integrity](#)
- [Office of Student Involvement](#)
- [Facilities Operations](#) – Event Support Services (for support with event-related housekeeping or maintenance needs)

Use of Facilities

When your RSO is planning an event, it is important to remember that each building on campus may have its own policies and requirements. Be sure to review the specific guidelines for the space you intend to use before finalizing your event details.

RSOs utilizing the Student Union's event services should follow all instructions as specified in the [Student Union Policy Manual](#).

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.

General Purpose Classroom Space

- Advisor must be present (if applicable, based on RSO classification)
- Take special care of rooms
- [Reservation Form](#)

Recreation & Wellness Center

- [Facility Reservation](#)

Free Assembly

- For more information, please see [Use Your Voice](#)

Advertising

RSOs looking to publicize their organization can utilize any of the following resources:

- [Signs](#)
- [Knight Connect](#)
- To post flyers in different buildings contact the building managers for those facilities

All advertisements and marketing must include the organization's official name (on file with OSI) and contact information. All advertisements and marketing of the organization must comply with all University policies, the Golden Rule, the Student Union, and other building guidelines. Please see a [list of building coordinators](#). Please note that all RSOs must comply with [UCF Policy 2-207.1](#) (Licensing and Use of University-owned Copyrighted Materials and Trademarks).

Tabling

Tabling is a great way to raise awareness about your organization and promote upcoming events. It provides direct visibility in high-traffic areas and allows for meaningful, face-to-face engagement with the UCF community.

To table on campus, your organization must:

- Be registered with OSI for the current academic year
- Submit the [Student Union Patio Reservation Form](#)
- Reach out to [Knights of the Round Table](#) for additional tabling opportunities and support

Additional Advertising Ideas

RSOs can also utilize the following advertising resources to advertise their organization:

- [Rent Tents and Tables](#) for tabling on UCF main campus through KnightConnect
- RSO Printing Flyer Request by emailing OSIfrondesk@ucf.edu
- Request to place a [Digital Signage Model in the Student Union](#)
- Request to place [signs on campus](#)
- Request to place your flyer in the Student Union bulletin boards with the [OSI Front Desk](#)
- Contact a [building liaison](#) to place flyers inside different buildings across campus
- Create an [event through Knight Connect](#)
- Submit a [Relay Request form](#) on Knight Connect to all notify all Knights about your event

Event Policies

SAFE Forms:

RSOs must have a [SAFE Form](#) completed (with all signatures) at least 15 days prior to an event that might possibly result in some degree of harm to persons or defacement/damage to property. This includes, but is not limited to, events with alcohol, outdoor events, events that sell food or have certain types of catered food, events that require police, and activities that may garner more than 200 people.

See the [Golden Rule](#), Office of Student Involvement section and the [SAFE form](#) for more information. When in doubt on the forms necessity, ask OSI. Once all fields are completed online, bring the form (signed by the advisor and facility coordinator) to OSI at least 15 days prior to the event. OSI will submit it to other offices so as to obtain all signatures that fall below the advisor and facility coordinator's.

Alcohol Policy:

If an RSO intends on having alcohol at an event on campus, it should refer to the [Golden Rule](#), (UCF-5.008 Code of Conduct) for guidance, and should submit a SAFE Form (see above). All RSOs must follow [UCF Policy 3-115 Alcoholic Beverages on Campus](#).

Do

- Comply with all laws and policies of the State of Florida and of UCF.
- Follow BYOB guidelines. Guests may only consume the alcohol they bring to the event. Guests may bring no more than a six-pack of alcohol.
- Only one bar will be used to store alcohol.
- Glass bottles are strictly forbidden.
- Members working the bar and the door must be 21 years of age and may not consume alcohol.
- All members working the event (serving alcohol, checking ID's) must receive training in proper event management.
- Have a guest list at the door of the event, so every person at the event is accounted for.
- Allow only guests and non-members with specific, personal invitations in to the event.
- Have stamps or wristbands to differentiate those guests that are of legal drinking age.
- Contain the perimeters of the event to ensure there are sufficient emergency exits. These areas are required to be monitored throughout the event.
- Contain the area of the event to ensure there is only one entrance and exit.
- Have occupancy limits for the venue, including common rooms, hallways, and stairwells.
- Supply non-alcoholic beverages and non-salty foods.
- Have a licensed security company monitor the event. There should be one monitor for every 25 people.

- Make sure the President or highest-ranking officer is the contact person in case of emergencies.
- Have a written emergency plan in place and discuss it with your advisor prior to the event.
- Make sure all membership recruitment activities are DRY events. People should join your organization for the right reasons.

Don't

- Purchase alcoholic beverages with organization funds. This includes prohibiting any member from coordinating the purchase of alcohol (passing the hat, or the like) on behalf of the organization.
- Purchase bulk quantities of alcohol (kegs, cases, etc.) for any organization event.
- Allow any member(s) to purchase for, serve to, or sell alcoholic beverages to any minor.
- Allow the possession, sale, or use of any illegal drugs or controlled substances during an organization event.
- Co-sponsor an event with an alcohol distributor, organization, or bar/tavern (defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. Sponsorship includes but is not limited to: financing the event in any amount, publicity of the event, on fliers, t-shirts, or other advertising mediums, or taking funds from the event.
- Allow any member to permit, tolerate, encourage, or participate in drinking games.
- Allow alcohol at any pledge/associate member/novice program, activity, or ritual of the organization. These should be meaningful activities, not to be clouded by the presence of alcohol.

Loud Speakers and Sound Equipment:

Active registered organizations must secure in writing permission to use amplified sound on campus (including Research Pavilion) for the purpose of engaging in any activity to benefit either their own organization directly or a program that their organization may sponsor, as follows:

- a. Student Union and inside the Pegasus Circle - Director of the Student Union or designee (see Student Union Amplified Sound Policy);
- b. Outdoor area immediately adjacent to any building—officially designated building manager for that facility;
- c. Other outdoor open spaces on the campus - designated sponsors, i.e., Lake Claire - Director of the Recreation and Wellness Center;
- d. Inside any building - officially designated building manager for that facility.
- e. Permission by active registered student organizations to use any space on each regional campus or its host institution's campus for the purpose of such fundraising must be secured in writing in advance from the Director of Campus Life on each regional campus. All registered student events must be in compliance with local, state, and federal law.

Accessibility:

Activities (meetings and events) of student organizations must be accessible to students with disabilities. It is the RSO's responsibility, not UCF's, to provide necessary accommodations for the member or guest with a disability. A variety of services may be accessed to provide students with the necessary services. Although RSOs may request funds from SG to help cover the expenses of an accommodation, such as a sign language interpreter, monetary assistance is not guaranteed. RSOs should seek assistance from OSI professional staff by sending an email to osi@ucf.edu or visiting www.osi.ucf.edu to determine the best way to respond to each specific student and/or situation. More information regarding students with disabilities can be found on the [Student Accessibility Services \(SAS\)](#) website or in their office located in Ferrell Commons Room 185.

All Registered Student Organizations (RSOs) are expected to ensure that their meetings and events are accessible to students with disabilities. Students who need accommodations should work directly with the RSO to discuss how access needs will be met and incorporated into RSO activities.

In previous years, limited funding was occasionally available through the Office of Student Involvement (OSI) and Student Accessibility Services (SAS) to support accommodations, including for internal RSO meetings. However, to better align with the role and purpose of RSOs at UCF, this funding will now be reserved for select RSO-sponsored events that are open to the broader campus community.

For public-facing RSO events, OSI and SAS will continue to collaborate with organizations to coordinate reasonable accommodations. Funding support may be available for requests that are communicated in a timely manner and meet the eligibility criteria.

In Addition:

- RSOs need to accommodate all students
- Potential funding can be requested through OSI & SG

Films

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 the 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 / (800) 890-9494
- Motion Picture Licensing Corporation: www.mplc.com / (800) 462-8855
- Swank Motion Pictures, Inc.: www.swank.com / (800) 876-5577

Food:

RSOs planning an event with food should look over the following policies/guidelines before supplying food from any source.

- [University Approved Caterers](#)
- Currently, if an organization is trying to use non-approved caterer must obtain approval from building coordinator (e.g. SU/RWC) and submit [SAFE Form](#)
- Currently, If the organization is bringing, cooking, preparing food must follow [facility policies](#), obtain approval from building coordinator and a 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.

Event Planning Tips

Below are general tips on planning events:

Timeline

Depending on the size and type of event, planning should begin at least six weeks prior to the desired event date.

Budget

Before doing anything else, create a budget to see what the organization can afford. Make accurate budget estimates by doing some research. Allow for some "cushion" in the budget to cover unexpected costs. Determine where the money for the event is coming from and make sure that funding is secured.

Date Issues

When looking at potential event dates, be cognizant of the time of the year. Check out the [UCF Academic Calendar](#), [OSI Events Calendar](#), [KnightConnect](#), and [Addition Arena Calendar](#) and check with Student Union Event Services (SU 312) to see if there are other events (such as athletic events, departmental programs, academic dates, holidays, or community events), either near or day of, that could potentially conflict or take away audience members. Additionally, be cognizant of the students' psychological calendar. For example, providing a lecture during a heavy testing period or right before Spring Break may not be a good idea.

Facilities

Check for facility availability and reserve the date. If the program is to be held outdoors, reserve a rain or bad weather location or back-up date.

Charging Admission

Per Student Union policy, events that are charging admission are subject to pay the affiliate rate of the space, which is 50% of the public, non-university rate. In this case, the entirety of Memory Mall would be \$750 to rent. However, if the organization doesn't charge admission and simply asks for donations (but does not require them) there would be no fee to use the space. If sponsored by SG, admission cannot be charged and must be open to any Activity and Service Fee paying student.

Contracts

Do not sign a contract or agreement without obtaining advice.

Set-up Issues

Communicate any sound, lighting, and A/V equipment needs, catering, and set up requests (room layout with tables and chairs) to the reserving entity as soon as the information is known.

Risk Management

If the event could potentially elicit any type of emotional response from the UCF community, or if there are any other potentially dangerous or harmful activities involved, the organization should take steps to [lower risk](#) within the event. This may include filing a SAFE Form at least 15 days prior to the event. Audience management requires that the organization prepare for the best procedure to maintain a safe and pleasant environment, in and around the event, for all event participants. For certain programs, the organization may want to hire security and/or an EMT as a precautionary measure. Whenever the health and safety of people is involved, it is always better to be safe than sorry.

Parking

Talk to [UCF Parking Services](#) if parking passes are needed, or to work out parking arrangements for a large group of people.

Evaluation

Programming is not finished at the end of the event. Perhaps one of the most underestimated steps a student organization can take is verbal and written evaluation of the event. The organization should evaluate and document the actual budget. When evaluating the program, provide honest feedback, good and bad, on the event, as well as an attendance count. In the future, this information will help the organization avoid some of the problems faced with the event, so that it doesn't have to 'reinvent the wheel' every time it programs a similar event.

A Final Note

The above are general tips that will not apply to every event. RSOs are encouraged to discuss event planning with their advisors, and to seek guidance from OSI and/or KoRT. Depending on the event, OSI staff members may have other suggestions and advice, especially when events involving contracted performers/artists are concerned.

Travel and Your Organization

For any RSO booking international travel:

Know

- RSOs are not covered by UCF Travel Insurance.
- Any international travel done by a member of an RSO is not done so on behalf of UCF and are therefore considered independent travelers.

Ask Questions

- Email the International Programs Health & Safety Manager or UCF Global (ucfglobal@ucf.edu)
- Student Health Services (<https://studenthealth.ucf.edu/appointments/>) (Office: 407-823-2701)

Utilize the U.S. Dept. of State

- Vast array of resources to travelers both prior to departure and while abroad.
- <https://travel.state.gov/>

Utilize the OSAC Travel Guide

- Tactics and procedures to reduce the risks inherent to overseas travel.
- [OSAC Crime and Safety Reports](#)

Visit the UCF Travel Clinic

- Questions regarding immunization requirements, or other health issues
- More information and to schedule an appointment can be found on their [website](#)

Research Insurance Options

- Accident/Sickness/ Evacuation insurance is recommended- companies like the following are affordable
- [HTH Worldwide Travel Insurance](#) & [United Healthcare Global SafeTrip](#)