

# **Student Organization Handbook**

**2015-2016**

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**Arizona State University  
Student Organizations**

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## Introduction

This information packet has been developed to introduce you to the many services and resources available to registered student organizations at Arizona State University, as well as policies that impact your organization. More detailed information is available at the ASU Student Organization website ([asu.edu/clubs](http://asu.edu/clubs)). Please review the materials provided in this handbook and pass this information on to the members of your organization.

While this guide is intended to be a summary of certain matters of interest to student organizations, its readers should be aware that:

1. This document is not a complete statement of all procedures, rules, and regulations of Arizona State University;
2. The University reserves the right to change, without notice, any procedures, policies, and programs that appear in the Student Organization Handbook; and
3. The various colleges, schools, and departments of the University may have their own procedures and policies that apply to student organizations.

If you have any questions, please contact or visit a student organization advisor at your location. It is the job of student organization advisors to ensure that your organization is informed about policies and procedures, and has an opportunity for personal growth and leadership development.

Best wishes on a successful academic year!

### Student Organization Office Locations

<p><b>TEMPE</b> Memorial Union, 3<sup>rd</sup> Floor PO Box 87901 (480) 965-9665 <a href="mailto:tempeclubs@asu.edu">tempeclubs@asu.edu</a></p>	<p><b>DOWNTOWN</b> Student Center @ the Post Office, Room L1-15 522 N. Central Ave., Suite 243 Phoenix, AZ 85042 (602) 496-1781 <a href="mailto:downtownclubs@asu.edu">downtownclubs@asu.edu</a></p>
<p><b>POLYTECHNIC</b> Polytechnic Student Union 5999 S. Backus Mall Mesa, AZ 85212 (480) 727-1098 <a href="mailto:polytechnicclubs@asu.edu">polytechnicclubs@asu.edu</a></p>	<p><b>WEST</b> Office of Student Engagement (OSE) PO Box 37100 Phoenix, AZ 85069 (602) 543-8200 <a href="mailto:westclubs@asu.edu">westclubs@asu.edu</a></p>

## **CONDITIONS FOR PARTICIPATION IN ASU CO-CURRICULAR ACTIVITIES**

Co-curricular activities provide valuable opportunities for students to enhance their educational experience at Arizona State University (ASU). The privilege to participate in activities requires that students and organizations participate and represent the University with honor, dignity and integrity. It is expected that students conduct themselves in a manner that is compliant with the ASU Student Code of Conduct. Students who violate the ASU Student Code of Conduct may lose their ability to participate in some or all ASU co-curricular activities.

Participation in any ASU co-curricular activities includes, but is not limited to, holding a leadership position in a registered student organization, membership in registered student organization, elected or appointed office in student government, and participation in any ASU sponsored activity in which a student is or reasonably could be understood to be representing the University.

Any of the following university officials, or their designees, may determine that a student is not eligible to participate in ASU co-curricular activities: the Assistant Director for Student Organizations and Programming, Dean of Students, and the Deputy Vice President for Educational Outreach and Student Services or her/his designee. If a student is paid by ASU in connection with participation in an ASU co-curricular activity, these university officials or the student's direct supervisor may terminate employment or immediately stop other payments to the student if the student fails to represent the University with honor, dignity and integrity. For purposes of this policy, any act that violates University or Board of Regents Policy or local, state or federal law (even if the violation is not prosecuted by relevant authorities) may be grounds for loss of the privilege of participation.

This policy is not intended to diminish the important values of freedom of expression and academic freedom, but is intended to clarify the responsibilities inherent in the privilege to participate in activities in which the student represents ASU. This policy serves as a supplement to and is not intended to replace other published membership or eligibility requirements, termination provisions, codes of conduct or other policies that may apply to the individual activity.

## General Information

### Starting a New Club

The first step to starting a new organization is to explore whether a similar organization already exists. With approximately 1,000 student organizations at ASU, there are many interest areas being met. Check the website at [asu.edu/clubs](http://asu.edu/clubs) or contact the student organization office at your respective location.

### Student Organization Registration

The purpose of student organizations at ASU is to complement students' academic programs of study and to enhance their overall educational experience through development of, exposure to, and participation in social, cultural, intellectual, and recreational activities.

### New Student Organization Registration

A representative from any new organization is required to attend an information session conducted by the student organization staff as part of the registration process. The following documents are required for registration:

1. A completed organization profile online through [asu.orgsync.com](http://asu.orgsync.com).
2. A constitution and any governing documents that outline how the organization governs. The constitution is to be uploaded online while completing the organization profile.
3. An electronic Advisor Commitment Letter is sent to the organization's faculty or staff advisor(s).
  - a. The organization advisor(s) must be an ASU faculty/staff member employed by ASU at least 50% of the time.
4. At least one officer must either participate in a Student Organization Information Session or meet with an appropriate staff person prior to OrgSync approval.

### Student Organization Re-registration

Registration of student organizations is an annual process and must be completed each academic year. Organizations are required to renew annually during the period of April 1 through April 30. Student organizations returning after their first year must be in good standing with the university in order to complete the renewal process. A student organization will be considered in good standing if they have:

1. Complied with all university policies and procedures (including those outlined in this document)
2. No unpaid debts or outstanding balances with university entities.
3. No outstanding or unresolved student code of conduct violations. Student Organizations may not have any outstanding conduct cases with the Office of Student Rights and Responsibility. If a student organization is currently on a status with the University or has an open case the organization must be working toward resolution of the case.

Eligible organizations are permitted to register during the academic year unless the university finds that the organization:

1. Seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
2. Engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
3. Seeks personal gain; or
4. Engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
5. Refuses to comply with federal or state laws, including the Americans with Disabilities Act of 1990, Board of Regents' policy, or university rules and regulations.

In denying or revoking registration, Arizona State University considers among other factors:

1. Individual members' past conduct;

2. Organization's past conduct;
3. Organization's stated objectives;
4. Organization that exists solely to conduct business for a for-profit company or vendor. This includes but is not limited to: street teams, student brand representatives, boosters, etc.
5. Failure to meet financial obligations to the university.

If registration is denied or revoked by student organization staff, the organization may appeal the decision unless the denial or revocation was initiated under the Student Code of Conduct. For more information visit: <https://eoss.asu.edu/dos/srr>

Arizona State University registration of an organization does not constitute university endorsement or approval of the organization's policies and activities. However, it does signify a willingness on the part of the organization to comply with state law and the rules, regulations, and policies of the university and the Arizona Board of Regents. Per the Student Services Manual: Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. *Title IX of the Educational Amendments of 1972, §106.14*, makes an exception for social fraternities and sororities in regard to gender for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

## Timelines associated with registration, information change requests, and club status

### Registration of a Student Organization

After receiving a completed OrgSync submission for the registration student organization, Student Organization staff will review all information. Student Organization staff will look at all submissions within 3 business days. If you have specific questions regarding your submission, please email the respective Student Organization contact at your campus location.

If a student organization registration request is not completed (missing information, missing electronic advisor commitment letter, etc.) within 60 calendar days from submission date, Student Organization staff will delete the request. If the group wishes to continue registering the new club a new profile will need to be submitted.

### Officer Updates and Advisor Changes

After receiving a request to update profile, officer, or advisor the Student Organization staff will address the submission within 3 business days. If you have specific questions regarding your submission, please email the respective Student Organization contact at your campus location.

### Disabling of an Inactive Student Organization

Student Organizations staff reserve the right to disable any registered student club that fails to re-register during the annual re-registration process. Members of the organization must contact the staff respective to their campus location to enable the organization for re-registration.

### Deletion of Disabled Student Organizations

Staff reserve the right to delete any organization profile that has been disabled/inactive for longer than one calendar year. Once an organization profile is deleted, any group wishing to re-start the organization will be required to create a new profile and apply for registration as a new student organization.

## Naming Your Student Organization

Arizona State University recognizes the importance of student organizations in campus life, and encourages student groups to register to gain access to a variety of benefits and privileges. However, registered student organizations remain independent,

voluntary organizations and are not sponsored by the University. Registered student organizations may not use “Arizona State University”, “ASU”, or Arizona State prior to their organization name as it may imply an official relationship with the University. Students groups may use the geographical designation “at Arizona State University” or other variations at the end of their name.

## Membership and Officer Requirements

1. The organization must be created and controlled by currently enrolled students of ASU.
2. A minimum of three currently enrolled ASU students is required to register a student organization.
3. Membership in a registered student organization is limited to students enrolled for at least one semester hour of credit at ASU. Faculty, staff, alumni, and others may participate in the activities and programs of student organizations.
4. All officers of a student organization must be currently enrolled in and successfully complete at least three credit hours during the semester(s) in which they are officers.
5. All officers must be in good academic and conduct standing. A student on academic or disciplinary probation may not hold office but may continue as a member.
6. At least one officer must either participate in an organization information session or meet with an appropriate staff person following registration.
7. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability, color, national origin, race, religion, sexual orientation, or veteran status. Title IX of the Educational Amendments of 1972, Section 106.14, makes an exception for social fraternities and sororities, in regard to gender, for membership criteria. Religious student organizations will not be denied registration solely because they limit membership or leadership positions to students who share the same religious beliefs. These groups, however, may not discriminate in membership or leadership on any other prohibited basis (i.e., age, ethnicity, gender, disability, color, national origin, race, sexual orientation, or veteran status).

## Starting a Non-profit Organization

ASU’s Lodestar Center exists to advance nonprofit leadership practice so that organizations can better achieve their mission. If you have questions about starting, governing, managing, or operating a nonprofit organization, visit <http://lodestar.asu.edu>.

If you would like to register your organization as non-profit, you must apply with the IRS. For a description of the process, please visit <http://www.irs.gov>

## Events and Space Reservations

No student organization may schedule or sponsor any events during the final exam period. Events are only permitted to occur during the academic year. Events are not allowed to occur during the winter break, spring break or summer break period. This does not include alternative spring break or participation in events scheduled by conference, regional, or national affiliates. Exceptions to this policy can be made with approval from a student organization staff member. No exceptions will be made for the use of university Classrooms during this time.

## Academic Facilities & Classrooms

Send an email request to Classroom Scheduling at [rooms@asu.edu](mailto:rooms@asu.edu) with the following information:

1. Organization Name
2. Requester Name
3. Advisor Name
4. Additional organization members authorized to make reservations

You will be provided with instructions for the web-based reservation system (<https://astra.oasis.asu.edu/astraweb/>). Once the reservation is complete, you will receive a confirmation. PLEASE forward that confirmation to your advisor. Use of academic facilities is a privilege available to registered student organizations. Food and beverages are not allowed in classrooms. Please be respectful and adhere to all policies to allow for future use of this privilege.

## Location Specific Reservations

### Downtown

A.E. England Building, Downtown Phoenix: The A.E. England building is located on Central Avenue in the Civic Space Park. This building can be reserved through the academic facility/classroom process. Food is allowed in this building. There is a \$40/hour charge to use the building on Saturdays or Sundays.

Civic Space Park, Downtown Phoenix: This venue is managed by the City of Phoenix. While this outdoor space can be utilized for special events, use cannot be granted by ASU. Visit <https://www.phoenix.gov/parks/parks/party> for the City's reservation information.

Student Center @ the Post Office, Downtown Phoenix: This space provides rooms and common areas for reservations. To reserve space, [an online request form](#) can be submitted. If you have questions regarding this space, contact [studentcenter@asu.edu](mailto:studentcenter@asu.edu).

Taylor Mall, Downtown Phoenix: Taylor Mall is the paved walkway located in between the University Center (UCENT) and Walter Cronkite School (CRONK) buildings and serves as the primary location for tabling Downtown. You can make a reservation for Taylor Mall by submitting an e-mail to [taylormallevents@asu.edu](mailto:taylormallevents@asu.edu).

Sun Devil Fitness Complex (SDFC): Gym, pool, and multipurpose rooms are available for rent. For more information, email [facilityrentals.downtown@asu.edu](mailto:facilityrentals.downtown@asu.edu).

### Polytechnic

Citrus Dining Pavilion, Polytechnic: Reservations for Citrus, Devils Den and the Private Dining Room are available at <https://eoss.asu.edu/polyunion>.

Student Union, Polytechnic: Reservations for the Student Union Cooley Ballrooms and the Student Union Conference Room can be made by submitting a request at <https://eoss.asu.edu/polyunion/reservations>.

Sun Devil Fitness Complex (SDFC): Fields, gyms, pool, and multipurpose rooms are available for use. For more information, email [Jeff.Bricker@asu.edu](mailto:Jeff.Bricker@asu.edu).

### Tempe

Memorial Union (MU), Tempe: The MU offers meeting/dining rooms with a wide variety of setups and amenities. Additionally, you can work with MU staff to arrange a table or activity on Orange Mall, Cady Mall, Hayden Lawn, or the MU North Plaza. For more details regarding this process, visit the Event and Meeting Services section of the [www.asu.edu/mu](http://www.asu.edu/mu) website. You can also contact MU Event and Meeting Services at (480) 965-3406.

Sun Devil Fitness Complex (SDFC): The SDFC offers reservations for both indoor/outdoor facility spaces. Rentals may be at an hourly rate cost for student organizations.

- Gyms/Racquetball Courts/Classrooms: <https://fitness.asu.edu/content/indoor-facility-rental-form>
- Fields/Sand Volleyball Courts: <https://fitness.asu.edu/content/outdoor-facility-rental-form>
- Pool: <https://fitness.asu.edu/content/pool-rental-form>
- Specialty Rentals: <https://fitness.asu.edu/content/inflatable-movie-screen-rental-form>

### West

The Office of Student Activities & Conference Services (SACS) handles space reservations for meetings, events, and tabling requests for all non-academic space at West. Meeting/Event/Tabling requests for outdoor space, University Center Building (UCB), Sun Devil Fitness Complex (SDFC), and Verde Dining Pavilion (VDP) can be made by visiting the Student Activities & Conference Services website (<https://eoss.asu.edu/sacswest>) or by contacting the SACS team at 602-543-7700. The space reservation system does require student organizations to create an account which can take 24-48 hours to become fully activated. Please work with the SACS team to ensure successful activation of your account when reserving space on campus for the first time.



## Sound Guidelines

Policies seek to strike a balance between the needs of the students to program in active spaces at Arizona State University, and the needs of the surrounding classrooms, offices, and other spaces to fulfill their academic mission. If you are planning an on-campus event that may include amplification, be sure to contact your local student organization office for more information on sound amplification guidelines. Policy violations not only put your organization at risk, but all programs that utilize on-campus space for programming.

## Media/Audio-Visual Services and Equipment Rentals

Various types of equipment are available for student organization usage at events. Requests can be made through the following contacts:

- Downtown: Work with the student organization office to reserve any media by emailing [downtownclubs@asu.edu](mailto:downtownclubs@asu.edu)
- Polytechnic: Specify when making the reservation at <https://eoss.asu.edu/polyunion/reservations>.
- Tempe: Event and Meeting Services has some equipment available to student groups. Contact 480-965-3406 or [mureservations@asu.edu](mailto:mureservations@asu.edu).
- West: Contact [eventsmedia@asu.edu](mailto:eventsmedia@asu.edu)

## Food Sales and Catering

Arizona State University departments and registered student organizations must use authorized catering services for on-campus events. Due to liability issues, it is imperative that individuals representing ASU through university functions ensure that all risk management concerns are addressed by securing approved catering services as outlined in the following information. Details and additional links are available at [https://eoss.asu.edu/mu/plan\\_event/food](https://eoss.asu.edu/mu/plan_event/food).

Please read the following information to determine how to obtain food and beverages for the specific event that you are planning.

## Food at Events

No home prepared food or drink is allowed at campus events sponsored by student organizations. Individual students are allowed to bring their own brown bag or lunch box meal. However, they may not supply homemade food to others.

## Aramark/Sun Devil Dining

Aramark can provide a variety of services for your organization, from light refreshments to elegant dinners. Arrangements should be made at least two weeks prior to your event. Aramark staff can help you plan a menu to fit your program and your budget.

Aramark is the exclusive caterer contracted to provide food at the following Arizona State University locations:

- Residence Halls: Downtown Phoenix, Polytechnic, Tempe
- Student Center at the Post Office: Downtown Phoenix campus
- Citrus Dining Pavilion & Student Union: Polytechnic campus
- Memorial Union and Old Main: Tempe campus
- University Center Building & Verde Dining Pavilion: West campus

## Aramark Contacts

- **Tempe Campus**  
480.965.6508  
[ASUCatering@gmail.com](mailto:ASUCatering@gmail.com)
- **Downtown Phoenix Campus**  
602.496.6707  
[ASUCateringDowntown@gmail.com](mailto:ASUCateringDowntown@gmail.com)

- **West Campus**  
602.543.3662  
[ASUCateringWest@gmail.com](mailto:ASUCateringWest@gmail.com)
- **Polytechnic Campus**  
480.727.1440  
[ASUCateringPolytechnic@gmail.com](mailto:ASUCateringPolytechnic@gmail.com)

## Additional Food Contracts

- Alasta Catering is contracted to provide food at University Club, Tempe campus and Walter Cronkite School of Journalism at the Downtown Phoenix Campus
- Sodexo Sports and Leisure is contracted with Sun Devil Athletics
- For catering at Gammage Auditorium and Kerr Cultural Center, contact ASU Public Events at 480-965-5062.

## Food Waiver

Occasionally, events involve special requirements that cannot be fulfilled by ASU contracted caterers or approved caterers. In such instances, food waivers and vendor proof of insurance are required from event organizers. The food waiver application can be found online. A food waiver must be submitted 14 days in advance of the event. Examples of exceptions include: food that was donated or a special menu item not offered by Aramark/Sun Devil Dining.

A food waiver is not required for food purchased from one of the retail outlets located in the Tempe Memorial Union.

## Organizational Funds

### Student Fee Funding

All Arizona State University students pay an activity fee that is re-distributed for many campus events and activities. Please note that the funding allocation process for undergraduate student organizations is unique to each ASU campus based on the process identified by their local University Student Government (USG). Any graduate student organizations should approach the Graduate and Professional Student Association (GPSA) for funding.

More specific information regarding this funding process is available online at the following sites:

- USG Downtown: <http://www.usgdowntown.com>
- USG Polytechnic (Student Fee Allocation Board): <http://asasup.asu.edu/sfab>
- USG Tempe: <http://asuusg.com/funding/>
- USG West: <http://asu.orgsync.com/org/usgw/Funding>
- GPSA: <http://gpsa.asu.edu/support/gso-funding>

### Fundraising & Financial Management

Many student organizations choose to hold fundraisers to obtain additional money. Whether the proceeds will be given to a charity, used for a specific function, or deposited into an off-campus account, be aware that there are some specific guidelines organizations will need to follow when raising funds on campus.

Organizations must have ownership of all activities (i.e. a representative of the organization must be present the length of the activity, and a banner with the organization insignia should be prominently displayed). All relevant university rules and regulations, as well as federal, state and local laws must be followed. Failure to comply with these may result in Student Code of Conduct disciplinary action against the organization and/or specific individuals. It is strongly encouraged for organization members to fulfill [Cash Handling Training](#) prior to conducting a fundraiser.

### Fundraising Events with Alcohol

No student organization may sponsor or co-sponsor an event with alcohol or with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a

tavern as defined above for the purpose of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of the Alcohol Policy.

## Raffles

The Arizona Attorney General has determined that ASU and its departments and administrative units are NOT permitted to conduct raffles. Using an actual raffle ticket for a door prize is permitted, as long as attendees are not required to pay for the raffle ticket and everyone has an equal chance of receiving it. Any group planning a raffle should be familiar with the law related to this activity and should contact the Office of the Arizona Attorney General for additional information. For more information, visit <http://www.asu.edu/counsel/brief/raffles.html>

For ASU policies concerning gambling and hosting casino nights, visit <http://www.asu.edu/counsel/brief/gambling.html>

## Misuse of University Assets

Misuse of university assets is a violation of policies of the Arizona Board of Regents (ABOR), the Academic Affairs Policies and Procedures Manual (ACD), the Staff Personnel Policies and Procedures Manual (SPP), the Student Code of Conduct, and other policies of the university (collectively “board and university policies”). Therefore, this policy is in addition to, but does not substitute for other laws and policies governing employees and students at the university, whether currently in effect or whether established after the adoption of this policy. Employees and students are required to be familiar with all policies governing the appropriate use of university assets.

Disciplinary action against employees or students for misuse of university assets will be pursued under one or more of those policies, using the procedure applicable to that category of employees or students in connection with those policies. The policy is available at <http://www.asu.edu/aad/manuals/acd/acd123.html>.

## Sales and Solicitation Regulations

Vendors sponsored by registered student organizations provide a great opportunity to fundraise. Contact your local student organization office for more information regarding how to sponsor a vendor on campus.

Registered student organizations are permitted to sell items on campus for organization fundraising. Food is rarely allowed to be sold on campus due to existing university food contracts, along with health and safety regulations. Be sure to consult with your student organization office in advance to ensure that the activity is within the university policies. This process does require advanced planning and paperwork.

Have procedures in place for:

- Inventory control – controlling access to inventory, issuing items to be sold, verifying quantities of unsold items returned, physical inventory counts, ordering merchandise, and receiving purchases
- Revenue control – safeguarding assets under your control, receiving sales proceeds, reconciling cash and sales, and depositing sales proceeds
- Accounting – verifying deposit of proceeds, verifying the accuracy of inventory receiving, preparing vouchers, reviewing physical inventory results, investigating variances, preparing financial reports, and reconciling change in inventory
- Authorization – approving invoice payment and reconciliations and reviewing asset variances

Student organizations wishing to conduct sales of food or beverages on university property must receive approval prior to the sale, and are responsible for meeting all health and safety regulations.

## Bank accounts

Monies obtained from dues, fundraisers, sponsorships or donations should be deposited in an off-campus bank account. An off-campus bank account is not held to the policies of the University, the University does not take any responsibility in the management of your off-campus account. It is the responsibility of each student organization to track expenses and keep record of the account number, balance, or the approved officer signers. Any money appropriated from University Student

Government or the Graduate and Professional Student Association, or a University department may not be deposited into an off-campus account.

The organization operates in the name of the entity and not in the name of the individuals who are part of the organization. Student organizations are strongly discouraged from depositing student organization money into an individual member's personal account. Business records should be maintained in the organization's name, not in the name of an officer. Keep in mind that financial institutions will require that checks made payable to the organization be deposited into an account established for the organization.

Designate two or more members to be authorized to withdraw funds from your account. Ideally, checks and withdrawals should require two officers' signatures to be valid. This reduces the risk of any unauthorized expenditures.

Financial institutions will require that authorized signers are kept current. If the signers have left their position or the university, your organization will experience a delay in withdrawing funds. Changes to the organization's account must be in writing to the financial institution from the current authorized signers. Contact your financial institution to find out how they process a change of signers. Most require that at least one of the current signers authorize the change. Advisors are welcome to be listed as an authorized signer, if they so choose.

If appropriate, student organizations are responsible for filing. Often times, student organizations do not earn enough income to require filing federal income tax. Please refer to the [IRS website](http://www.irs.gov/) at <http://www.irs.gov/> for more information.

Most banks allow organizations to set up accounts under the organization's name. Typically, your organization must provide:

1. Proof that the organization is an official registered student organization. You can verify if your organization is registered by completing a search for your club at [www.asu.edu/clubs](http://www.asu.edu/clubs). If your organization is found, it is registered.
2. Two or more co-signers with photo ID, one of whom could be the club advisor (for transition purposes);
3. A copy of your club's official constitution and meeting minutes with signatory identified
4. An Employer Identification Number (EIN) on file with the Internal Revenue Services.

## Tax Identification Numbers (TIN) or Employee Identification Numbers (EIN)

The United States Treasury Department and the Internal Revenue Service require an organization to disclose its TIN/EIN when opening any type of deposit account. To obtain an off-campus bank account, you will need this number. Registered student organizations at ASU cannot use the University's TIN/EIN. For more information, [visit the IRS website](#).

In applying for a TIN/EIN, the organization officer who is listed as the executor of the number will be required to provide his/her social security number. When transitioning between officers, it is recommended that the executor of the TIN/EIN be switched as well. This will protect the outgoing officer and ensure that his/her name is not associated with the account after he/she leaves office.

## Marketing and Advertising

### Copies

Student organizations are offered a limited number of copies per semester as a registered student group. Number of copies varies depending on whether the copy is black and white, or color.

- Downtown Phoenix: Copies can be made at the student organization office front desk (POST L1-15)
- Polytechnic: Copies can be made at the Student Union Front Desk.
- Tempe: Copies are not available with the student organization office
- West: Copies can be made in the USGW offices, located at UCB-226.

### OrgSync

Besides enabling student organizations to register their clubs online, OrgSync can also help clubs manage membership and improve communication within their organization as well as with student organization staff. OrgSync also offers student organizations an array of online options including:

- A customizable page for your organization where you would be able to post upcoming events and meetings, your organization mission, welcome message etc. (much like a webpage).

- Improved communication within members through wall posts, mass text messaging and discussion boards.
- Storage of important organization files including your constitution and bylaws, meeting minutes, sponsorship information, notes from past events, etc.
- Better organization, through event and meeting tracking (attendance tracking), distributed news and to-do lists, and paperless forms.
- Improved membership and retention. Inviting new members to join is as simple as a click of a button. This is also a great tool to keep in touch with graduated members.

## Movies

Video tapes, DVDs, or downloaded video that is available for rental or purchase are for home viewing purposes only. This means they can only be viewed in your private living spaces (e.g., residence hall room, apartment, or private residence). Therefore, anytime a group shows a movie in any context, the group must purchase the public viewing rights (copyright) for that particular showing. Copyright purchases for a film typically costs between \$300 and \$1,000 per showing for popular titles from major movie distributors.

## University Policies

### Hazing Policy

Hazing is prohibited. Any solicitation to engage in hazing is prohibited. Aiding and abetting another person who is engaged in hazing is prohibited. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.

Violations of this policy or interference in an investigation under this policy by students or student organizations are subject to sanctions under the Student Code of Conduct. Any university employee who knowingly permitted, authorized, or condoned hazing activity is subject to disciplinary action by the university.

“Hazing” means any intentional, knowing, or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any student organization that is affiliated with the university and;
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation, or causes physical injury, mental harm, or personal degradation.

“Student Organization” means any team, association, order, society, corps, cooperative, club, fraternity, sorority, or other similar group that is affiliated with the university and whose membership consists primarily of students enrolled at the university. “Student Organization” includes a local chapter, unit, or other local division consisting primarily of students, regardless of the nature of the membership of the larger public or private organization.

“Student” means any person who is enrolled at the university, any person who has been promoted or accepted for enrollment at the university, or any person who intends to enroll at or be promoted to the university within the next 12 calendar months. A person who meets the definition of a student shall continue to be defined as a student, for the purposes of this policy, until the person graduates, transfers, is promoted, or withdraws from the university.

(<http://www.asu.edu/aad/manuals/usi/usi104-03.html>)

### Alcohol Policy

The following procedures are required for student organizations in regards to hosting events with alcohol:

- Student organizations must be in compliance with all federal, state, county, city and university regulations (including STA 106–03: Alcohol and Other Drugs on Campus; ABOR 5-108: Sale and Consumption of Alcoholic Beverages on Campus; DPS 202–03: Sales and Service of Alcoholic Beverages on Campus; STA 104-01: Student Code of Conduct and Student Disciplinary Procedures) as well as any national organization alcohol/risk management policies that apply.

- A third-party vendor must be hired to provide, serve and distribute alcohol at all events/activities.
- Events with alcohol may only be hosted during the academic year. No events shall take place during Winter Break, Spring Break or Summer Session.
- No organization should benefit financially from the sale of alcohol at any event.
- No organization should purchase alcohol with organization funds, nor may a member or members, on behalf of the organization, coordinate the purchase of alcoholic beverages.
- No “open” activities/events (those with unrestricted access) including alcohol should be held.
- The guest to member ratio at any event should not exceed 3:1.
- The hosting organization will provide one member per every ten persons in attendance at any event who will abstain from consuming alcohol.
- Each activity/event involving alcohol must be planned and approved by the Organization President and Primary Advisor 14 days prior to the scheduled event. A sufficient event planning checklist (created by organization) should be completed.
- The guest list should be finalized 24 hours prior to the event. The activity/event guest list should be typed and available throughout the event. The guest list will then be filed properly.
- Security should be finalized at least 14 days before the event depending on the size or nature of the event. The hosting organization should consider employing at least one officer from an accredited law enforcement agency as event security. Security guards from licensed, bonded security companies will be acceptable for the remaining security personnel.
- All guests should have a student ID, driver’s license, or other form of government issued identification. No person under the age of 18 should be permitted into the event without an Arizona State University-issued ID. A Student ID shall not be used in lieu of a government issued ID to establish an individual’s age or date of birth.
- Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug, or possession of drug paraphernalia that would violate the law is prohibited at all events.
- The host organization shall make available adequate amounts of non-alcoholic beverages and food throughout the duration of the activity/function.
- There are to be no drinking games played at an event at any time.
- Should any individual need medical attention, call 911 promptly. If in the course of an event/activity should an incident requiring medical attention or police involvement occur, the event should be terminated and your advisor should be notified.
- Alternate transportation information shall be easily accessible to all activity/event attendees.
- No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, an organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list.

## Grievance Policy

A disciplinary investigation may be initiated by submitting a written referral to the Dean of Students. The Dean also may initiate an investigation based on media reports or other reliable information. The office will accept any complaint that is provided in writing, such as email, fax, mailed letter, etc.

Complaint against a student organization: Below are steps to file a formal complaint against a student organization:

- The concerned party should file a complaint with the student organization staff and document the situation.
- The student organization staff will contact the organization’s advisor and ask for a recommendation on the situation;
- If necessary, the student organization will be referred to the Student Rights and Responsibilities Office for code of conduct issues.
- The following Campus Community Incident Report may be submitted to the Office of Student Rights and Responsibilities: <https://students.asu.edu/files/incidentreport.pdf>

Complaint against an advisor: Below are steps to file a formal complaint against an advisor of a student organization:

- Student should file a complaint with the student organization staff and document the situation.

- The student organization staff will review the complaint and follow-up with the appropriate individuals.

## Student Rights and Responsibilities & Code of Conduct

Arizona State University Student Rights & Responsibilities Office information can be found here:

<https://eoss.asu.edu/dos/srr>

The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. The Arizona Board of Regents Code of Conduct can be found here:

<https://eoss.asu.edu/dos/srr/codeofconduct>

## Freedom of Expression

ASU recognizes and supports the rights of students to engage in lawful free speech activity including: peaceful demonstrations and circulation of petitions that do not disrupt the normal educational and administrative function of the University, or interfere with the legitimate rights of others. Additional information about the University's commitment to free speech is available on the Committee for Campus Inclusion website at <https://provost.asu.edu/ci>

## Insurance Policy

In most cases, ASU does not provide insurance for student organizations. Registered student organizations are responsible and liable for the actions and behaviors of their members and officers. Any damages to persons or property would need to be covered by the personal insurance of the participants.

If the organization contracts to receive services from a third party, the organization should confirm that the third party has sufficient insurance by contacting ASU Insurance Services at 480-965-1851 for guidance.

## University Logos, Marks, and Images

### Advertising and Posting Policy

- All advertising must be factual, and should not mislead or misrepresent the real nature of event, activity, service, or commodity advertised.
- Advertisements posted on University property by registered campus organizations or an off-campus company or group may not imply sponsorship or endorsement by the University.
- All advertisements must bear the names of the sponsoring organizations.
- Advertisement must be removed in a timely manner.

Materials may be posted on kiosks around campus without prior approval. Materials may be posted on bulletin boards or message boards inside buildings subject to the requirements of the department or unit that maintains the board. No materials may be posted or placed in or on any other objects or surfaces, including vehicles, buildings, classrooms, parking structures, trees, plants, planters, trash receptacles, benches, signage, light poles, or sidewalks. Students, student groups, or organizations that violate this policy may be subject to sanctions under the *Student Code of Conduct*. ASU Police Department also may cite individuals who violate this policy for violations of Arizona law.

Decisions regarding the permissibility of posting or distribution will not be made on the basis of content, with the exception that of materials that contain illegal content or that violate university or Board of Regents' policies. Examples of impermissible content include materials that are obscene, that convey an imminent threat of physical harm to specific individuals, or that disclose confidential information without appropriate authorization. This University policy can be reviewed at

<http://www.asu.edu/aad/manuals/pdp/pdp208.html>

## Trademark and Licensing Regulations

All logos, seals, names, symbols and slogans associated with Arizona State University are trademarks and are the exclusive property of Arizona State University. Any individual, organization, or company wishing to use Arizona State University's logos

and trademarks must obtain the right to do so in writing from the university. ASU Trademark Management is responsible for protecting the use of Arizona State University trademarks and for licensing commercial use of these trademarks.

Sparky, the official ASU mascot, can be used by registered student organizations. Sparky is a recognized trademark of the Arizona Board of Regents. Sparky must not be redrawn or modified in any way. Please consult the Graphic Standards Manual (<http://commguide.asu.edu>) for guidelines.

## Logo Requests

Student organizations may use Sparky on fliers or t-shirts by following steps outlined below:

- First contact the student organization staff at the location of the organization's registration.
- Student organization staff then determines if the student organization is registered.
- If registered, the student organization staff communicates this information to the Trademark Management office.
- The Trademark office will then provide the download to the student organization/club.

Students and student groups may not use the ASU sunburst logo or the seal. The University reserves the ASU sunburst logo for institutional uses and the seal of the University for official and ceremonial uses. Uses and modifications of the University's trademarks are governed by the Arizona State University Graphics Standards manual available at [www.asu.edu/gsm](http://www.asu.edu/gsm). The official ASU Pitchfork logo is reserved for use by Sun Devil Athletics and may not be used by any other entity including student organizations.

For additional information about use of the University logo, word mark, signatures, and/or mascot, please contact the Trademark Licensing Office at (480) 727-7848 or (480) 727-2124 or by emailing [brandcouncil@asu.edu](mailto:brandcouncil@asu.edu).

## Student Organization Travel

Student organizations travel for many purposes including retreats, conferences, competitions, and social events. ASU recognizes that travel is integral to students' collegiate experience and can be extremely beneficial to advancing the mission of the organization. However, it is important to remember that travel can be a high-risk activity that requires adequate proactive planning and preparation. Proper planning can mitigate many of the risks often associated with travel!

Student Organizations should consult with their organizational advisor prior to any trip. Organizational leadership should consider transportation options, lodging options, insurance requirements, and cost before planning a trip. A travel worksheet and trip itinerary should be completed with the assistance of the organizational advisor no less than 7 days prior to departure.

Here is a summary of forms that would need to be completed prior to travel. Please submit these forms to your club advisor as well as your local student organization office at least 7 days prior to travel.

- Assumption of risk/release: Complete a Release, Indemnity, Assumption of Risk and Consent to Medical Treatment form and submit with organizational advisor. By completing this form, travelers acknowledge the risks involved in the travel activity and assume responsibility for liability for themselves and the passengers traveling with them.
- Travel worksheet: Complete a travel worksheet stating purpose of trip, destination, contact information and transportation details. Attach a manifest of students and advisors. If flying, include a copy of the flight itinerary.
- Driver details: If using personal vehicle, submit a copy of current drivers' license, insurance and registration with your organizational advisor.
- Travel code of conduct template: Have participants sign a code of conduct form
- Conference travel agreement: If university funds are used for travel, have participants sign a travel agreement

**IMPORTANT:** If you have received student fee funding for student organization travel, a representative of the student club is required to schedule a risk-analysis meeting with a student organization staff member at least 7 days prior to travel.

## Chartering a Bus

Whenever possible, student organizations should use chartered bus/van service for transportation. ASU has contracts for group transportation with several different companies. Contact information can be found at the following website: [http://uabf.asu.edu/buying\\_sunmart\\_bus](http://uabf.asu.edu/buying_sunmart_bus)



## Use of Personal Vehicle

Students are discouraged from using personal vehicles for organization-related travel. When a personal vehicle must be used for organization travel, the driver assumes all liability associated with the trip. Drivers and all passengers should follow the following guidelines when using personal vehicles:

- Drivers and passengers are expected to follow University policy and federal, state, and local laws and posted signs.
- Drivers must have a valid operator's license.
- Drivers must possess adequate auto insurance as required by law.
- Drivers must possess current vehicle registration.
- Drivers and all passengers shall have access to and use seatbelts and/or other approved safety restraint devices.
- Drivers and all passengers shall not possess, consume or transport alcohol and/or illegal substances.
- Drivers should take considerable care to allow for adequate rest periods and drive times.
- Drivers should take care to assess the safety of the vehicle they are driving.
- Drivers and passengers should have proper communication and emergency plans in place.

Due to safety concerns, organizations should note the use of large passenger vans defined as 12 and 15 passenger vans is prohibited at Arizona State University. Student organizations and student groups are not permitted to purchase, lease, rent or transport passengers in 12 and 15 passenger vans.

## Guidelines for Student Organization Travel Outside the United States

ASU does not encourage student organizations to travel outside of the United States unless it is deemed necessary for an educational or service-related purpose.

Student organizations that wish to travel outside of the United States should consult with staff from the student organization office no less than 21 days prior to departure. In addition to the travel worksheet, student participants should provide the student organization office with copies of the Indemnity, Assumption of Risk and Consent to Medical Treatment form no less than 7 days prior to the trip. Finally, if personal vehicles will be used for transportation, all drivers must provide the student organization office with a photocopy of their current driver's license and insurance, including all appropriate licenses, certificates and insurance as required by the country in which the travel occurs. All documentation must be left with the student organization office and a copy should be provided to the organizational advisor.

An important note about U.S. passports: As of January 31, 2008, all travelers must show proof of identity and citizenship when entering the United States from Canada, Mexico, Bermuda, and the countries of the Caribbean by land or sea. Acceptable documents include a U.S. passport, U.S. passport card, trusted traveler card, or enhanced driver's license. U.S. citizens who do not have a single document verifying identity and citizenship must present both an identification and citizenship document i.e., driver's license and a copy of a birth certificate or naturalization certificate.

Additional safety information, along with guidance on how to register one's travel with the State Department and how to obtain a U.S. passport book and/or U.S. passport card, can be found at the Bureau of Consular Affairs web site at [travel.state.gov](http://travel.state.gov).