



STUDENT ORGANIZATION RESOURCE GUIDE

UPDATED 09/2021

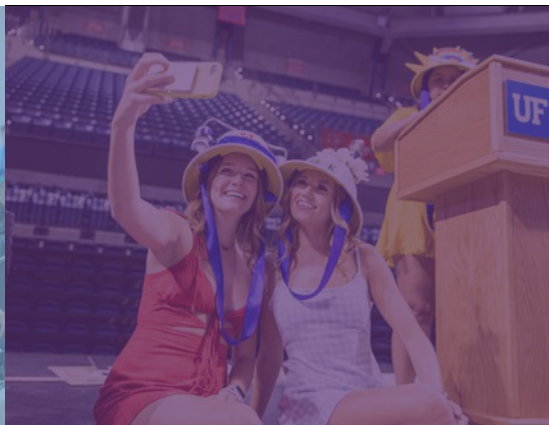


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STUDENT ACTIVITIES AND INVOLVEMENT

The Department of Student Activities and Involvement is committed to providing innovative programs to help students and student organizations engage on campus and giving Gators opportunities to develop leadership skills and pursue their passions through experiential learning. Our team supports nearly 1,000 registered student organizations, and vibrant campus events and traditions.

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

Student Activities and Involvement

3000 J. Wayne Reitz Union
352.392.1671 | sai@ufsa.ufl.edu

Monday-Thursday: 8:00am - 9:00pm

Friday: 8:00am - 5:00pm

Saturday: CLOSED

Sunday: 12 pm - 6 pm

SAI: studentinvolvement.ufl.edu

Gator Connect: orgs.studentinvolvement.ufl.edu



STUDENT ORGANIZATION REGISTRATION

AUTHORITY FOR REGISTRATION

1. The University reserves the right to register all student organizations. Student Activities & Involvement serves as the University registrant of all student organizations and maintains current information on each registered student organization, its officers or authorized representatives, its purpose and its advisor.
2. It is the policy of the University of Florida that registered student organizations shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders and regulations. Student organizations registered at UF may not practice any discrimination against a member or prospective member on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, disability, unfavorable discharge from the military, or status as a disabled veteran of the Vietnam era, except specifically exempted by law. Discrimination based on sexual orientation is prohibited by University policy, but not by law. (Please refer to the [University Non-discrimination Policy](#) for more information).
3. The responsibility for establishing and enforcing policy concerning organizations and activities, including the requirement that they function in accordance with their constitutions, is vested in Student Activities and Involvement ([UF Regulation 4.003](#)). All student organizations are subject to the rules and regulations governing the University, including, but not limited to the [Student Honor Code and Student Conduct Code](#). Information from the Student Codes are used and referred to throughout this guide. Student Activities and Involvement strongly recommends that all student leaders and student organizations become familiar with the sections of [Chapter 4](#) of the Florida Regulations that refer to student organizations within Student Life.
4. A student wanting to contact an organization can readily find that information at Student Activities and Involvement or in the Student Organization listing which is available online through [Gator Connect](#).

BENEFITS OF BECOMING A REGISTERED STUDENT ORGANIZATION (RSO)

1. Regular use of university facilities: buildings, grounds, services (some may have fees for use)
2. Eligible to apply for office, mailbox, and/or storage space in the J. Wayne Reitz Union if criteria is met
3. Eligible to request funds from Student Government if SG policies and criteria are met
4. Eligible to apply for Classic Fare Catering Scholarship for certain permitted events
5. Eligible to participate in SAI Student Organization Fairs
6. Eligible to request to hang flyers in SAI managed JWRU Bulletin Boards
7. Eligible to request to use SAI managed collaboration rooms, if criteria is met
8. Eligible to participate in SAI's Involvement Awards
9. Access to SAI staff and resources and leadership training provided by SAI

ORGANIZATION REQUIREMENTS

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

- Have a minimum of ten (10) members including an eligible President, Vice President and Treasurer
- An SAI approved constitution
- An eligible student organization advisor
- Complete the annual registration process through Gator Connect
- Complete all training requirements successfully
- *NOTE: RSOs are also required to follow University policies related to Non-Discrimination, Hazing, and Sexual Harassment*

TYPES OF ORGANIZATIONS

SAI may place student organizations into the most appropriate “type,” and “category” based on the RSOs relationship to the University of Florida, its registration status, and campus activities:

- 1. ACTIVITY AND SERVICE FEE SUPPORTED (ASFS):** Student organizations that are allocated Student Government funding, with approval by the Student Government Finance Manager, will be registered in this category. Membership and Leadership in ASFS organizations must be open to all enrolled students at the University of Florida. Leadership for the organization must be voted on by the entire membership of the RSO.
- 2. GENERAL (RSO):** The majority of organizations at UF fall into this category. These organizations are formed by any group of students currently enrolled at UF sharing a common interest and/or goal, and are entirely student-run.
- 3. REGIONAL (REG):** Student Organizations at the regional campuses at UF fall into this category. These organizations are formed by any group of students currently enrolled at UF sharing a common interest and/or goal, and are entirely student-run at one of the many regional campuses throughout the state of Florida.
- 4. SOCIAL SORORITY/FRATERNITY (SSF):** Social sororities and fraternities are self-supporting organizations. Most social sororities and fraternities are single-sex organizations. While social sororities and fraternities 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. Social sororities and fraternities are responsible for abiding by the policies, regulations and procedures of the University, as well as their Inter/National office, Sorority and Fraternity Life (SFL), 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 SFL Office. Social Sororities and Fraternities are not eligible to receive funding from Student Government.
- 5. SPONSORED (SPON):** This category of student organizations consists of groups that serve as a function or an extension of a University department, and/or any student organization which receives significant support from a University entity. This includes, but is not limited to, space, direct guidance from paid university staff and/or faculty, resources, funding, etc. Sponsored student organizations are not eligible to receive funding from Student Government. Sponsored student organizations may not be involved in political or religious activities or projects for private gain.
- 6. SPORT CLUBS COUNCIL (SCC):** Sport Clubs Council registered student organizations are defined as groups that are part of the department of Recreational Sports, Sport Club Council, and the organization must obtain approval from the Sports Club coordinator, Department of Recreational Sports. All Sport Clubs are competitive in nature, with an emphasis on participation, skill development and student leadership. SCC will receive funding from Student Government through the Sports Clubs Council.
- 7. STUDENT GOVERNMENT POLITICAL PARTIES (SGPP):** A designation provided for groups that are representing student interest in Student Government Elections each semester, SG Political Parties are not recognized by Student Activities and Involvement as registered student organizations unless they've completed the registration requirements set forth by the new student organization establishment process that is managed by SAI staff. This category is recognized through Student Government upon approval from the Supervisor of Elections for approximately 6 weeks each semester. Political Parties are required to turn in the Student Government Political Party Registration Form and select a President and Treasurer to register. A designated member of Student Government Advising and Operations (SGAO) will serve as the assigned student organization advisor and will be un-registered 1 week following the completion of elections. SGPP must register each election cycle through Student Government. *NOTE: This category of organization does not meet the requirements to receive the same benefits and privileges granted to other RSOs.*
- 8. CATEGORIES:**
 - Academic/Research
 - Academic/Research - Agriculture and Life Sciences
 - Academic/Research - Arts
 - Academic/Research - Business
 - Academic/Research - Dentistry
 - Academic/Research - Design, Construction, Planning
 - Academic/Research - Education
 - Academic/Research - Engineering
 - Academic/Research - Health and Human Performance
 - Academic/Research - Journalism and Communications
 - Academic/Research - Law
 - Academic/Research - Liberal Arts and Sciences
 - Academic/Research - Medicine
 - Academic/Research - Nursing
 - Academic/Research - Pharmacy
 - Academic/Research - Public Health and Health Professions
 - Academic/Research - Veterinary Medicine
 - Ambassador
 - Cultural
 - Fine Arts
 - Graduate
 - Healthy Living
 - Honor Society
 - Interfraternity Council
 - Media/Publication
 - Military
 - Multicultural Greek Council
 - National Pan-Hellenic Council
 - Panhellenic Council
 - Political Interests
 - Professional/Career
 - Recreation
 - Religious/Spiritual
 - Social and Global Change
 - Special Interest
 - Sport Clubs
 - Student Government
 - Political Party

REGISTRATION PROCESS

All students are free to join and participate in any registered student organizations. Student organizations are encouraged to register in order to take full advantage of available University resources (including possible eligibility for funding and use of University facilities) pursuant to applicable University rules, regulations, and guidelines, including the Student Conduct Code and Academic Honesty Guidelines. Information on policies, procedures and the registration process can be found in Student Activities and Involvement in the J. Wayne Reitz Union.

1. REGISTERING A NEW ORGANIZATION

- a. Student Organizations may register beginning July 1- second week of Fall semester (Fall Cycle) or from December 1- second week of Spring semester (Spring Cycle) only.
- b. No student organizations may have the same name of a currently registered student organization.
- c. To start the process, student organizations must have at least 10 members including, President, Vice President and Treasurer, and have an eligible student organization advisor.
- d. Submit a “new organization proposal form” through Gator Connect to be reviewed by the SAI staff. If the application is approved, the group will be notified by e-mail with next steps. If the application cannot be approved, the group will be contacted to discuss potential ways to resolve the matter.
- e. Complete the new organization registration process:
 - i. Attend a constitution consultation.
 - ii. Complete officer training requirements.
 - iii. Submit an approved constitution with registration application.

2. RE-REGISTERING AN ORGANIZATION ANNUALLY

- a. Registered student organizations must re-register each year with SAI.
- b. The annual registration process for the coming academic year will be available on Gator Connect beginning July 1 and must be completed by the second week of the Fall semester each year.
 - i. All organizations that have not completed the registration process for the coming academic year by the closing date will be deactivated and listed as inactive.
 - ii. Should a registered student organization miss this deadline, they will have the opportunity to re-register in the spring cycle for the remainder of the academic year (December 1- second week of Spring semester).
 - iii. Registered organizations will remain active throughout the summer.
- c. The listed President or other designated student leader must submit the registration application with the updated President, Vice President, Treasurer, and other officer information via their GatorLink email, including the student organization advisor online in Gator Connect during the registration cycle.
- d. President, Vice President, and Treasurer must complete officer training to remain active for the academic year. Advisors are encouraged to attend training every 2 years.

CONSTITUTION

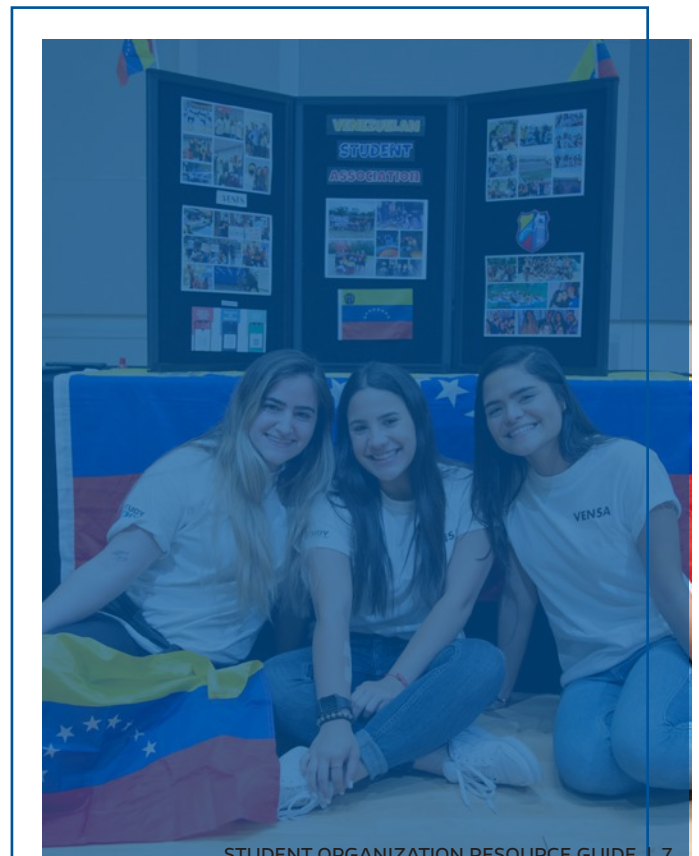
All registered student organizations are required to have a constitution that meets the University’s requirements on file with Student Activities and Involvement. A constitution is a document that defines the long-term purpose of the organization and the structure of the organization. SAI requires all student organizations to submit a constitution for review during the new student organization registration process or whenever amendments are made to the current document. The [Constitution Guidelines](#) document is updated annually and available on the SAI website for review.

The review/approval process usually takes about three weeks for new organizations’ constitutions and 4 weeks for updated and amended constitutions. RSOs are bound by the constitution on file and the most updated regulations as it appears in the Constitution Guidelines. To update your constitution or for other constitution questions, please contact sai@ufsa.ufl.edu.

OFFICER ELIGIBILITY

President, Vice President and Treasurers are required to meet minimum eligibility requirements to serve in their positions. Student organizations are encouraged to consider higher requirements if appropriate for their specific group. You may reach out to sai@ufsa.ufl.edu for officer eligibility questions. Please refer to UF Regulation 4.003 of the University of Florida Regulations for a comprehensive list of eligibility requirements. These requirements currently include:

- 1.** Meet requirements for full-time enrollment:
 - a.** Undergraduate students must be registered for twelve (12) credits per semester.
 - b.** Graduate and professional students must meet the requirements for full-time status for the graduate or professional program in which they are enrolled or be registered for eight (8) credits if appointed to a half-time graduate assistantship, or nine (9) credits if appointed to a one-third time graduate assistantship.
 - c.** Postgraduate students, including post-baccalaureate students, must be enrolled for at least twelve (12) credits.
- 2.** Be in good academic standing:
 - a.** Undergraduate students must have a minimum 2.5 cumulative academic average.
 - b.** Graduate and professional students must have a minimum 3.0 cumulative academic average, or at least the minimum grade point average required to remain in good standing with the graduate or professional program in which they are enrolled, and otherwise be in good academic standing.
 - c.** Postgraduate students may not hold an office in a student organization for more than one semester while in postgraduate status.
- 3.** Have no late or delinquent obligation for fees owed to the University.
- 4.** Be free of conduct probation.
- 5.** Students who have received approval from the Disability Resource Center to have a reduced course load due to a registered disability are eligible to hold leadership positions in student organizations as described herein, but may be required to submit documentation through the appeal process to confirm.
- 6.** Students who are a part of Innovation Academy are eligible to maintain their role through the Fall semester.
- 7.** 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.
- 8.** Eligibility Verification:
 - a.** Eligibility verification will be conducted by Student Activities and Involvement (SAI).
 - b.** Officers not meeting the eligibility requirements will be notified by SAI that they must relinquish their office or appeal.
 - c.** Appeals filed within ten (10) business days will be heard by an appeals committee.
 - d.** Under such circumstances an officer fails to relinquish their role, or appeal is unsuccessful, SAI may notify the RSO's advisor and the next highest ranking student officer that the position has been relinquished and that the vacancy must be filled in accordance with the RSO's approved constitution.
 - e.** Students do not have to disclose to their student organizations the reasons they are relinquishing their officer position.
 - f.** Unless precluded by other regulations, policies, student sanctions, or the RSO's own constitution, ineligible officers may continue to participate in the RSO and may even maintain leadership roles other than President, Vice President, or Treasurer.



STUDENT ORGANIZATION TRAINING

Student Activities and Involvement is committed to creating a training model that provides our student leaders the necessary tools and resources to develop successful student organizations.

Training is mandatory for all registered student organization Presidents, Vice Presidents, and Treasurers to remain active but social sororities and fraternities (SFL groups), sport club council groups, and student organizations at regional campuses are not required to complete this training, but will receive alternative trainings to complete. Any student including other listed officers are encouraged, however not required, to participate in SAI offered trainings.

Note: Social sororities and fraternities and sport club council groups are given guidance by Sorority and Fraternity Life Office and Recreational Sports (respectively) on training requirements for their officers. Student organizations at regional campuses are only required to take training relevant to their operations as instructed by SAI.

1. There are 3 online training modules located on [University of Florida's myTraining](#) and [prevent.zone](#) websites. See requirements and instructions below:
 - a. 3 Required trainings:
 - i. **Student Officer Training** - Resources and Organization Management (UF_SAI101_OLT) through myTraining
 - ii. **Student Officer Training** - Responsibilities and Regulations (UF_SAI102_OLT) through myTraining
 - iii. **Hazing Prevention 101™ Course** - College Edition through UF's Prevent.Zone
 - b. Instructions: Login using GatorLink credentials
 - i. First time myTraining users: select Create Account to authenticate your GatorLink Account
 - ii. Return users: select University of Florida
 - iii. Locate the trainings through the search bar
2. Student leaders must receive a 90% or above to be recognized as completing training. This training is to help you effectively lead your organization and help you successfully achieve your goals!



STUDENT ORGANIZATION ADVISORS

ABOUT STUDENT ORGANIZATION ADVISORS

An advisor is an integral part of every student organization. The role of the advisor is to counsel and serve as a resource to the students and the student organization. Student organization advisors have four broad functions:

1. Advisors help with growth and development of student officers and members.
2. Advisors provide consistency and communicate goals to future officers and members.
3. Advisors assist in the area of program planning.
4. Advisors serve as Campus Security Authorities and Responsible Employees on campus and can assist you in reporting concerns/incidences to UF or UF Police Department.

All registered student organizations, except sororities and fraternities, are required to have an eligible and approved advisor. [Social sororities and fraternities must have a chapter advisor that has the approval of Sorority and Fraternity Life.]

WHO CAN BE AN ADVISOR?

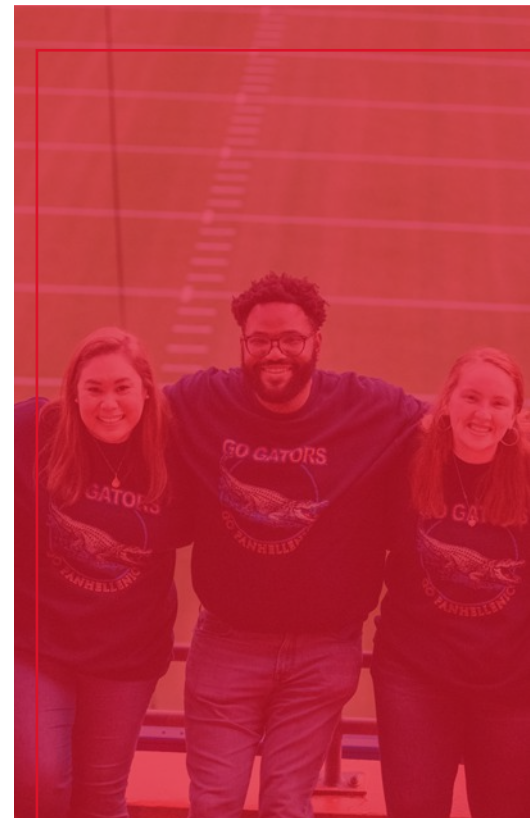
1. Full time, salaried faculty and professional or approved staff members are eligible to serve as student organization advisors so long as they are not on leave during their term.
2. Student teaching assistants and some adjunct professors and non-professional staff are not eligible to serve as advisors. If you are an employee of the university and are interested in becoming an advisor, please contact Student Activities and Involvement at sai@ufsa.ufl.edu.
3. Some student organizations have two or more advisors. Student organizations that are sponsored may have an advisor designated by the sponsoring department or college.

RESOURCES AVAILABLE TO ADVISORS

Student Activities and Involvement offers advisor training to student organization advisors online through myTraining as well as supplemental workshops throughout the year. It is encouraged that advisors participate in all offerings as often as possible, but at minimum complete advisor training once every two (2) years to stay up to date on policies, requirements, and guidelines for student organizations.

- a. **Advisor Training - Organization & Advisor Basics**
(UF_SAI201_OLT) through [myTraining](#)
- b. **Advisor Training - Organization Policies & Event Management**
(UF_SAI202_OLT) through [myTraining](#)

Please contact sai@ufsa.ufl.edu for more information on additional workshops, training, and resources for student organization advisors.



FINANCES

Registered student organizations are expected to practice ethical financial stewardship over their organizations' finances from ensuring all funds are used to benefit the entire organization to keeping up-to-date ledgers on expenditures. We encourage groups to practice proper and transparent financial records and record keeping practices, and to pass on all account information through each transitional stage of the organization as Student Activities and Involvement does not maintain any records or information about registered student organizations' off-campus bank accounts or financial documentation.

In general, student organization funds must be used for charitable causes or educational purposes within the scope of the organization's mission and purpose. It is recommended that the student organization advisors are involved in the creation and maintenance of the account.

The way in which an organization receives money needs to be clearly stated in the Constitution which can include charging dues, fundraising activities, stating the University unit that supports it and/or applying for funding through Student Government allocations. The following should be considered in managing student organization funds:

1. Student organizations may charge dues to manage the operations and program of their student organization, however those dues must be clearly stated in the organization's constitution.
2. Student organizations that do not charge dues and/or are not supported by a university entity may be eligible to apply for Activity and Service fees from Student Government; they must meet SG criteria and policies to qualify.
3. Fundraising on campus is a privilege and can be done in limited situations. Please reach out to the Office of Event Services or Student Activities and Involvement about your fundraising activities.
4. Student organizations are prohibited from using the University of Florida Tax Exemption status and insurance.

STUDENT GOVERNMENT (SG) FINANCE OFFICE AND SG FUNDING

Student Government manages the allocation of Student Activity and Service (A&S) fees bi-annually (twice a year) and the [Student Government](#) Finance Office (SG Finance) administers the allocation of Student Activity and Service (A&S) fees through a fiscal management system called [Docutraq](#).

1. GENERAL ELIGIBILITY INFORMATION

- a. SG funded organizations may not charge membership dues, fees, or charge any UF student to participate or attend an event.
- b. A&S Fees cannot be used for support of fundraising events.
- c. Additional criteria and policies for funding can be viewed by visiting the SG website or SG Offices.

NOTE: Organizations may not expend A&S Fees without the prior approval of the Student Body Treasurer. To obtain approval for expenditures, an authorized representative of the organization must submit a Student Activity Request (SAR) through the Docutraq system.

2. OUTSIDE REVENUE ACCOUNTS WITHIN SG FINANCE

- a. Income from external funding sources is commonly referred to as Outside Revenue or OSRV.
- b. This income consists of funds received from sources other than Student Government and is only available to student organizations that are funded by Student Government.
- c. The funds are put on deposit with the University and are available upon request by submitting a Student Activity Request (SAR) in the Docutraq system.
- d. Please refer to Student Government's 800 Codes for more information on SG funding.

The SG Finance Office is available to answer any questions, concerns, or problems you may have. Please visit their website at www.sg.ufl.edu.

STUDENT ORGANIZATION BANKING

If an organization does not receive SG funding, it may use any bank of its choice. It is important to note that although the Student Government Finance office is only available to organizations that receive SG funding, [Student Legal Services](#) is an available resource for all student organizations interested in advising on:

1. Establishing and managing an FEID for banking purposes
2. Registering for tax exemption status
3. Registering and maintaining non-profit status
4. Questions and inquiries on contracts, waivers, etc.,

NOTE: For registered student organizations that do not have SG funding, we encourage to set up their own bank accounts with two names on the account. Most importantly, be sure to include and transfer banking information in transition reports to enable new leaders of the organization to access the funds.

FUNDRAISING

Student organizations at the University of Florida have the privilege of fundraising on campus in limited situations. Any student organization wishing to coordinate fundraising activity via the sale or donations of any items must consult with a programming advisor in Student Activities and Involvement or the Office of Event Services. The following rules apply to fundraising by student organizations:

1. A&S Fees cannot be used for support of fundraising events.
2. Funds raised must be donated to a charitable cause or be used for educational purposes (conference travel, programs, competition, lectures or forums, etc.).
3. Regulations on the selling of materials can be found [here](#).

APPROVED FUNDRAISING ACTIVITIES ON CAMPUS:

- Penny Voting
- Silent Auctions
- T-shirt, button, hat, etc., sales (only if item is personalized for event or student organization)
- Collection of dues for student membership (for non SG-funded organizations only)
- 3-5K Run or Walk
- Walkathon
- Face tattoos or painting (organization must work with the University Athletic Association if for an athletic event)
- Photos w/ famous people (UF faculty, sports figures, president)
- Dunking booths

FUNDRAISING ACTIVITIES NOT ALLOWED ON CAMPUS:

- Raffles or gambling
- Bake (or any food) sales
- Flea Markets
- Car Bashes
- Date Auctions
- Food Eating or Drinking Contests
- Live Animals or Petting Zoos
- Slip-n-slide or homemade novelties
- Haircutting (except for Locks of Love done by the Reitz Union Barbershop)
- Makeovers
- Credit card, telephone card, or discount card sales
- Product sales such as magazines, clothes, CD's, or software, etc. (any commercial items not directly related to organization or event)
- Garage sales w/ donated items

SOLICITATION (IF AN OFF-CAMPUS ENTITY CONTACTS YOU OR WANTS TO CONTACT YOU)

[Gator Connect](#) is the student organization database for all active student groups on campus and is the source for students to contact an organization with their interest. Student Activities and Involvement staff will not recommend the names of student organizations or their contacts to “for-profit” companies or businesses nor provide “listservs” to outside entities for communication. Individuals with a GatorLink (such as other enrolled students, faculty and staff) may use the GatorConnect platform as a resource to share opportunities and event information, however this access is closed only to university affiliates. Should you have any questions about GatorConnect please contact SAI at sai@ufsa.ufl.edu or 352-392-1671.

- **FOR PROFIT:**

- a. Student organizations may be contacted by outside entities including for-profit companies. For-profit companies and businesses must have the permission to have access to campus from the Vice President for Business Affairs and their office.
- b. Student organizations may be allowed to sponsor for-profit companies or businesses on campus in limited situations and only if the product or service has a significant educational mission.

- **NOT-FOR-PROFIT OR NON-PROFITS:**

- a. Student organizations may develop relationships with not-for-profit organizations. These organizations ought to contact the Brown Center for Leadership and Service for information about access to campus.

- **OUTSIDE ENTITIES CAMPUS ACCESS AND/OR COLLABORATIONS**

- a. RSOs may not utilize their registration benefits to grant access to campus to an outside group without approval. This action is considered a misrepresentation of student activities, which is not allowed. Please see Co-Sponsorships on [page 19](#) for more details.
- b. Should you have questions about hosting an outside entity on campus, please contact an advisor in the Office of Event Services or Student Activities and Involvement.



ORGANIZATION MANAGEMENT

MANAGING YOUR ORGANIZATION

RECRUITMENT & RETENTION: Have a recruitment plan to gain more members of your group. The Student Organization Fairs held in the Fall, Spring, and Summer B are an excellent way to promote your organization. In order to retain your members, keep them stimulated through leadership opportunities, create long-term and short-term goals, and have retreats and opportunities to develop relationships and friendships.

MEETING STRUCTURE: Your meetings should include an agenda with what you want to accomplish. This keeps the meeting organized and maintains a clear purpose. Provide an opportunity for your executive members to have input on what is discussed. For example, if an important event is coming up and the leader of that event would like a longer timeslot than usual, add that in your planned agenda.

ORGANIZATIONAL MANAGEMENT: Good leaders have trust in their executive team and members. Maximize the strengths of your team by delegating accordingly and keeping a fun, structured and inclusive culture. Your members will feel better connected to the organization and each other if given some autonomy. Set expectations early so each of your members can hold each other accountable for their responsibilities.

RELATIONSHIP WITH YOUR ADVISOR: An advisor is an integral part of every student organization. The role of the advisor is to advise and serve as a resource to the students and the student organization. Your advisor can help your organization develop by being the source of consistency from year to year. Don't consider your advisor as only a signatory on forms, but rather an engaged resource whom you can utilize and rely upon when you need assistance with program planning or troubleshooting within your organization.

TRANSITION & LEGACY: Every organization goes through a transition period at the beginning and end of each year. To make the transition process run smoothly, it is recommended that you encourage your officers to maintain all their materials (electronically as well), provide feedback, and hold meetings with the new officers that will be taking over their positions. Transition reports document the officers' legacy on the organization and provide a foundation for the new leaders.

ETHICS

As leader of an organization, be mindful and intentional in your decision-making process when it relates to your organization. Remember, serving as a leader is a responsibility that may require putting the interests of the team, organization or community above your own. Additionally, as a leader, you not only represent yourself, but everyone in your organization. An important first step is setting clear intentions and asking yourself "WHY?" Why are you choosing to do or not do something on behalf of the organization? If the outcome of your decision is not in the best interest of your organization, re-examine and consider other more favorable options that meet the goals and interest of the organization. With that in mind, perform your responsibilities motivated by the good of the whole group and not for your own self-interest. Using this philosophy, you will ensure that you and your organization meet the goals you set and achieve what you hope to accomplish.

FRAMEWORK FOR ETHICAL DECISION MAKING (ADAPTED FROM THE LEADERSHAP INSTITUTE, CHAMPAIGN, ILLINOIS)

The following is a framework offered to assist you in making 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 to his decision made news?

ETHICS CONT.

ETHICS WITHIN YOUR ORGANIZATION

1. Keep an open communication line with all organization members.
2. Organization members should be clear as to what their role is, and what is expected of them, as well as what they might gain from participating in the organization.
3. The president is not the organization's boss, rather they ought to be looked upon as the spokesperson or facilitator of the group.
4. Don't ask an organization member to do something that you would not be willing to do yourself.
5. All roles should be rotated between organization members so that the members do not experience burnout, boredom, or dissension.
6. "Fringe benefits" given to the organization, such as T-shirts, need to be distributed fairly.
7. Provide ample notice and time to when and where all organization meetings and events are being held. Post the time and locations on your organization's dashboard within Gator Connect, as well as websites and social group pages. Have "phone trees" to remind members to come to the meetings.
8. Treat all members equally, whether they are personal friends or someone you do not yet know. The organization is not only a social club. Hold your meetings in an organized and systematic manner with an agenda. Make sure you allow a period for all organization members to express their views and volunteer their time and talent. Meetings can be more interesting and productive if you start off with an ice breaker or something that is fun but not too time consuming.
9. When explaining how to do a task, think of yourself as a new member with no experience and try to explain the task clearly and allow for questions. If it's too complex, ask to meet after the meeting for more explanation or involve all the members in learning the task.
10. Encourage organization members to come to the office to complete their tasks, meet others, and talk to the advisor.

ETHICS AND OUTSIDE (NON-UF) ORGANIZATIONS

1. You represent your organization and may appear to speak for the University of Florida, and the State of Florida to outside agencies, clients, and fellow students. The image you portray is very important.
2. When you deal with outside organizations in an ethical manner, you will help all future organization members in their dealings with these agencies.
3. Do not offer another organization's services without first consulting that organization, officer and advisor.
4. If you are doing any publicity or promotion, follow all University policies and procedures. Refer to the appropriate sections of this handbook.
5. Remember that everyone has a deadline for getting work done. Allow for plenty of time when turning in requests to all other departments, University departments, and outside agencies, as well as for your publicity planning and Tech requests.
6. If another student organization contacts your organization about a possible co-sponsorship, be realistic about your interest, and tell them when you can meet to make a decision and give them an answer (with an explanation) as soon as possible. This will allow them to either get started or find another sponsor.



REGULATIONS AND EXPECTATIONS

All student organizations and groups are subject to the rules of the University of Florida, including the Student Conduct Code and Academic Honesty Guidelines as well as national, state, and local laws. Any violation by a registered student organization may result in disciplinary sanctions against the organization and may include suspension, revocation or deactivation of its registration.



NONDISCRIMINATION

A registered student organization shall be in full compliance with all federal and state nondiscrimination and equal opportunity laws, orders, and regulations; and their constitutions must include the following language:

"[Name of organization] agrees that it will not discriminate on the basis of race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act. Discrimination on the basis of the protected classes described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited."

A student organization whose primary purpose is religious will not be denied registration as a Registered Student Organization on the ground that it limits membership or leadership positions to students who share the religious beliefs of the organization. The University has determined that this accommodation of religious belief does not violate its nondiscrimination policy.

SEXUAL HARASSMENT

In compliance with Title IX regulations, all Registered Student Organizations must not participate in any activities that would constitute sexual harassment.

The following language must be included in all RSO constitutions:

"[Name of organization] agrees that it will not engage in any activity that is unwelcome conduct of sexual nature that creates a hostile environment. Behaviors that could create a hostile environment include sexual harassment, which could include inappropriate sexual comments, and/or sexual misconduct on the basis of sexual orientation or gender identity, dating violence, domestic violence, stalking, and repeated instances of cyber abuse. Sexual harassment as described in University of Florida Regulation 1.006 (Non-Discrimination/Harassment/Invasion of Privacy Policies) is prohibited."

HAZING

Organizations must be aware of and adhere to the policy on [hazing](#). Hazing is defined in the UF Student Code of Conduct as:

Any action or series of actions that recklessly or intentionally endangers the mental health, physical health or safety of a Student for any purpose, including but not limited to initiation into, admission into or affiliation with any Student group or organization.

In such an instance, hazing occurs if an individual or group:

1. Causes or attempts to cause physical injury or other harm to a student including but not limited to emotional distress, or engages in any conduct which presents a threat to the student's health or safety, which shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, alcohol, drug, or other substance, or other forced physical activity that could adversely affect the physical or physical and mental health or safety of the student, and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced sexual conduct, and forced exclusion from social contact.
2. Engages in an action or activity which has a tendency to or which is intended to demean, disgrace, humiliate, or degrade a student, which shall include but not be limited to, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student.
3. Conduct that by design, intent or recklessness causes a student to be unable reasonably to pursue, or interferes with or attempts to interfere with a student's academic schedule or performance; or
4. Causes, induces, pressures, coerces, or requires a student to violate the law or to violate any provision of University of Florida regulations.

In response to allegations of hazing under this regulation it is not a defense that:

1. The victim gave consent to the conduct.
2. The conduct was not part of an official organizational event or sanctioned or approved by the organization.
3. The conduct was not done as a condition of membership in the organization.

For more information, you can view the Dean of Students Office Hazing Website [here](#).

The following language regarding hazing must be included in all RSO constitutions:

"[Name of organization] agrees that it will not initiate, support, or encourage any events or situations that recklessly, by design, or intentionally endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with any student group or organization. Hazing as defined in University of Florida Regulations 1.0081 (Prohibition of Hazing; Procedures and Penalties) and 4.040 (Student Honor Code and Student Conduct Code) is prohibited. If found responsible for hazing, sanctions may be imposed against the organization, its leaders and/or its members."

RESPONSIBILITY TO REPORT

Registered student organizations officers and its membership are encouraged to report instances of any of the preceding matters that may arise. The following language must be included in all RSO constitutions:

"The University of Florida identifies Responsible Employees and Campus Security Authorities to support the health, safety, and well-being of campus. If [Name of organization] becomes aware of any such conduct described in this article, they are encouraged to report it immediately to Student Activities and Involvement, the Director of Student Conduct and Conflict Resolution, the University's Title IX Coordinator or to their Student Organization Advisor, who are university-identified mandated reporters."

NOTE: If you encounter concerning behavior of individuals in your student organization, please connect with a student organization advisor, [Student Activities and Involvement](#), [Student Conduct and Conflict Resolution](#), or to the [University's Title IX Coordinator](#) for assistance and resources.



AMERICANS WITH DISABILITIES 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. If you are planning a program, choose a location that is physically accessible; the majority of the Reitz Union and most UF buildings such as the University Auditorium and the Phillips Center for the Performing Arts are accessible.

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

STUDENT ORGANIZATIONS AT UF ATHLETIC EVENTS

Students attending UF athletic events are expected to follow the [Gator Fans' Code of Conduct](#) and the [Student Conduct Code](#). Any student organization whose membership attends an athletic event together (formally or informally) and violates either of these codes could be subject to individual or organizational sanctions through the Office of Student Conduct and Conflict Resolution, which could include suspension of the organization's registration.

COMPUTING POLICIES

As part of its educational mission, the University of Florida acquires, develops, and maintains computers, computer systems and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research and service missions; university administrative functions; student and campus life activities; and the free exchange of ideas within the university community and among the university community and the wider local, national, and world communities. For information on the University's Computing Policies, visit the [Office of Information Technology](#).

DEACTIVATION

AN ORGANIZATION'S REGISTRATION MAY BE SUSPENDED BY STUDENT ACTIVITIES & INVOLVEMENT FOR ANY ONE OR MORE OF THE FOLLOWING REASONS:

- a. Violation of University statutes, rules, policies, and procedures, and/or state, federal, or local law.
- b. Failure to pay organization debts owed to the University community.
- c. Disciplinary action adjudicated by the Dean of Students Office.
- d. The national, regional, or state organization revokes organization's charter or denies affiliation.
- e. Non-compliance with organization registration procedures and constitution requirements. (Note: persons listed on the organization's registration form that do not meet the eligibility requirement for leadership accounts for the majority of cancellations. Student Activities and Involvement will periodically run a check on the status of students to verify enrollment and eligibility).
- f. Falsification of any registration information.

EVENT PLANNING

Welcome to the Event Management Section. It is intended that this resource guide will assist students by providing an overall framework for planning new and creative programs and by alerting them to potential problems.

PLANNING AN EVENT

Start the event planning process with specific outcomes and target audience. This can assist with brainstorming good options and activities before implementing any program ideas. Use a checklist to break the program down into easy steps and then delegate responsibilities.

Then, when you have decided on an event, fill out an [Event Permit Request](#) in GatorConnect to start the Event Approval Process. The following are some things to think about as you begin planning your event:

1. Select & reserve a venue.
2. Develop a timeline and task lists to meet deadlines.
3. Submit an event permit and necessary financial requests.
4. Create a marketing and advertising plan.
5. Order supplies and arrange all contract and agreements for vendors.
6. Ensure permit is approved prior to the event.
7. Evaluate risks to the event and develop a plan (e.g. severe weather, vendor cancellations, etc.)
8. Organize and communicate with volunteers for set-up, execution and break down of the event.
9. Thank guests, vendors and staff that supported the event.
10. Debrief event successes and challenges.

EVENT PERMITTING

Submitting an Event Permit Request is an important early step you take in planning a program or event on campus. All student organization events or programs (excluding general body meetings), that take place on University grounds, require an Event Permit obtained by completing a request through GatorConnect. The purpose of this permit request is to help student organizations run their event smoothly and to identify what areas of campus need to be notified about a specific event. It is the responsibility of the organization's President to designate officers in the organization who can submit permit requests. Submitting a permit request does NOT reserve the space for an event so you will have to go through the office that manages the space to submit that request. The steps to submitting a permit are below.

1. *NOTE: Permits need to be submitted AT LEAST 3 weeks in advance or the event will not be approved.*
2. Login GatorConnect with GatorLink credentials.
3. Click on "My Organization" located on the top left side of the landing page and "Log in" to your student organization's dashboard
4. Click on the "Create a New Permit" on the left side of the dashboard. (Note: Only authorized members of your organization will have access to create event permits on behalf of the organization. Your organization's leaders must designate access to submit permits by listing the officer on their GatorConnect page via registration application or by completing an Officer Update form.)
5. Select the appropriate event permit type (e.g. General, Runs/Walks, Fundraising, etc.,)
6. Complete the online Permit Request providing information for all required fields.
7. Once the permit is successfully submitted through Gator Connect, your organization's event will be assigned any relevant campus partners to review the request and will communicate through Gator Connect (on the permit wall) about any additional information that may be required.
8. After the permit is approved, an email notification will be sent from Gator Connect to the organization member who submitted the request. The email will have a permit attached for you to print and bring to your event.

TYPE OF EVENTS

All events require specific procedures and/or space reservations. Please note that all events other than regularly scheduled meetings require an Event Permit. Types of events requiring a permit include but are not limited to: non-university guest speakers/performers, small scale events, large scale events, major events, concerts, political speakers, demonstrations and protests, runs/walks, and fundraising events. Please contact the [Office of Event Services](#) for event permit questions/concerns.

USE OF FACILITIES

Registered student organizations are eligible for free or reduced cost for use of many university spaces. Officers and members of organizations are responsible for compliance with fire and safety ordinances and with other regulations applying to the place where meetings and events are held, including applicable federal, state and city laws, the regulations of the Board of Trustees, the University Statutes and Rules, administrative regulations, as well as with the Student Conduct Code. Please visit [Use of University Space](#) policy and the venue website for specific space use policies.

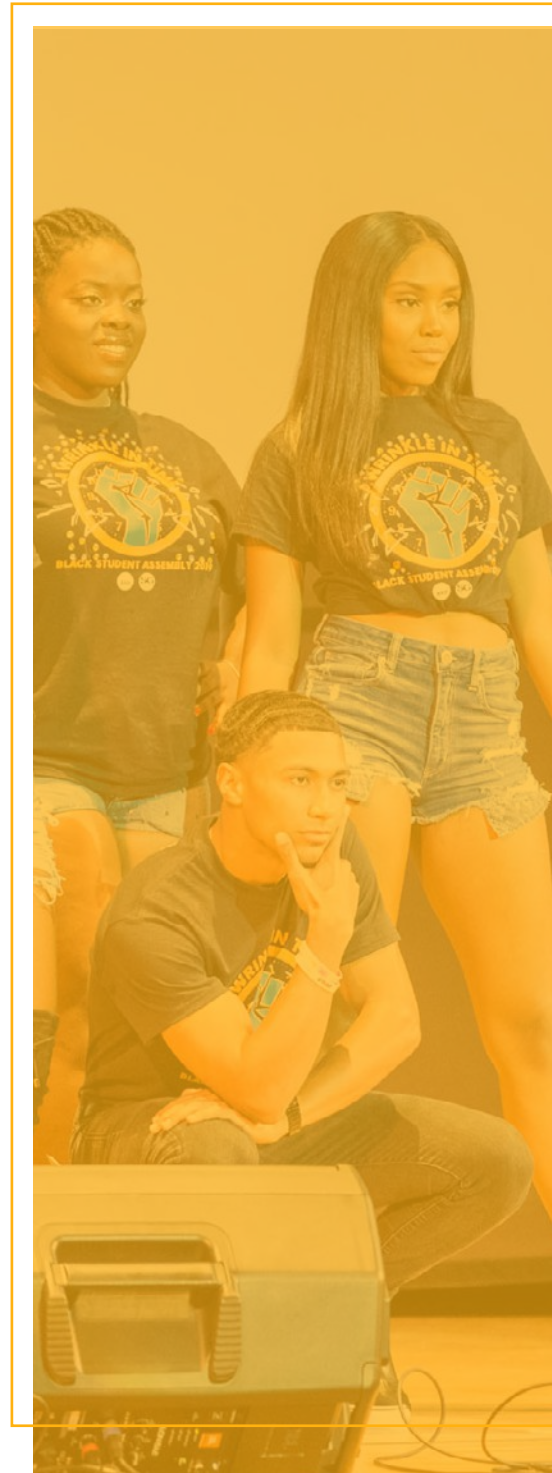
Listed below are specific regulations applying to all student organizations using University facilities. You can find a list of facilities and spaces available for reservation here.

1. Each event ought to be accessible to all students according to the American for Disabilities Act (ADA). Please see the section on the ADA in this resource guide for more information.
2. The organization shall be responsible for and pay any charges incurred for the use of facilities, equipment, services, or security.
3. The organization, its officers, and any individual applying to reserve space on behalf of the organization assumes responsibility for all damages or misappropriation of University facilities or property caused by their own members or non-member attendees and will reimburse the University for any damages.
4. Student organizations must comply with insurance requirements requested by venues and events; Student organizations are not eligible to utilize the University's insurance for its activities and programs.
5. If the Administration determines, for any reason, adequate safety of persons or property cannot be ensured at an event, they may deny, withdraw, or further qualify permission for use of facilities at any time.
6. Student organizations must adhere to the regulations and policies regarding marketing, advertising, sales and commercial activity on campus.

CO-SPONSORSHIPS

Collaboration with other stakeholders and organizations on campus is recommended and promotes University partnerships. Creating a co-sponsor agreement is recommended for proper communication and administration of your co-sponsored events.

If you are approached about a “co-sponsorship” by non-university groups or commercial vendors, please contact [Office of Event Services](#) to have the inquiry reviewed on a case-by-case basis. Do not reserve meeting rooms for these vendors. Your organization must be the main sponsor and the headliner on all promotional materials (i.e. GatorDays presents...). Promotional materials may be reviewed by Office of Event Services. For more information, please see [Solicitation](#) on page 12.



CONTRACTS

A contract is needed any time an individual or business is being paid to perform a service. This includes but is not limited to: Bands (any musical performance), Lecturer/Speaker (any person presenting a lecture), DJ, Instructors (yoga, dance), etc. A facility agreement may be needed when reserving a campus location.

If your Student Organization is Student Government funded, the Office of Event Services must be involved in the completion of the contract and signature of campus facility agreements. Remember, a verbal offer on the phone is considered binding. Student organizations funded by Student Government may not legally sign contracts with outside vendors. The contract process must begin at least 20 business days (4 weeks) in advance.

For non-Student Government funded organizations you may work with [Student Legal Services](#) to review contracts. In these instances, the non-Student Government funded organization will sign the contract.

TYPES OF CONTRACTS:

- 1. UF ENGAGEMENT AGREEMENTS** are utilized as the sole contracting document with external vendors who either do not have their own contracts or where the cost of the artist is under \$5,000. The UF Engagement Agreement may also be used where the cost of the artist is above \$5,000 and the vendor does not have their own contract. The UF Engagement Agreement is a binding agreement between the University of Florida and the entity performing a service.
- 2. UF FACILITY AGREEMENTS** are internal agreements that are sent from facilities/venues on campus. These may include but are not limited to the following venues: Curtis M. Phillips Center for the Performing Arts, University Auditorium, Stephen C. O'Connell Center, Emerson Hall, Ben Hill Griffin Stadium.
- 3. EXTERNAL CONTRACTS/RIDERS** are supplied by the vendor and require additional review/potential edits based on what the University of Florida can agree to. A completed UF Engagement Agreement may be attached to an External Contract.
- 4. INVOICES** will be issued if a vendor is selling a product. Invoices will be paid through a Purchase Order (PO) and no contract is needed. External invoices and agreements for products that are not performance-based will need to go through the [University of Florida Procurement](#) process. Student Government funded organizations should contact Student Government Finance for any questions related to invoice processing.

Events hosted by SG funded organizations that include performers such as speakers, disc jockeys, lecturers, or entertainers (e.g. Bands, dance troupe, singer, etc.), who are being paid, require a fully executed contract and rider. There are three types of contracts used by the University of Florida: performers receiving payment, free performance, and lectures. In addition, UF requires a UF Rider for all performers or lecturers who provide their own contracts. When a student organization begins to think about contracting a lecturer or entertainer, they should call Student Activities and Involvement at 352-392-1671 to make an appointment to discuss the university policies and procedures on contracting and requirements for their event.

A contract meeting with Student Activities and Involvement or the Office of Event Services staff must take place no later than 4 weeks prior to the event. Contracts requests under this 4-week deadline may not be approved, and the performer will not be able to perform. This includes the submission and approval of an SAR before the meeting, which is required prior to meeting with a staff member to prepare the contract. An event permit request for on-campus events must also be submitted in order to schedule a contract meeting. If the contract involves a major band or performer, the contract will need to be prepared by the office at least 4 weeks in advance.

NOTE: Contracted performers cannot be transported in private vehicles. Performers must be transported in University vehicles, by University employees who have driving as part of their job description, or the student organization must contract for a vehicle with a chauffeured driver. In many instances the performer may utilize other forms of transportation to get to the venue.

ADVERTISING

BANNERS: To reserve banner space please submit a request with the Office of Event Services [Event Management System](#). Reservations for banner space will be approved no more than twenty (20) school days (four weeks) before the day the banner is to be hung. A student group may reserve a maximum of five (5) days of banner space per month. The organization requesting approval of the banner must defray its cost, and be responsible for the erection and removal of, and any damage caused by, the banner.

CHALKING: Chalking is limited on campus to TWO locations: (1) the North side of the Reitz Union (from North stage area to breezeway), and (2) on the Northeast concrete portions of Turlington Plaza (from west of Newell to Union Road, including the tabling area). Student organizations may only use water-soluble, dry stick chalk that is designed for writing and drawing on concrete or paved sidewalks; aerosol chalk, markers, paints, etc, is strictly prohibited. Chalk on buildings or on other sidewalks around campus is also prohibited. See the UF [Temporary Signage Policy](#) for more information.

ADVERTISEMENTS: The distribution of printed materials is defined as newspapers, handbills, leaflets, pamphlets, posters, magazines, and printed paper(s) of a like nature. Any individual, group or organization desiring to distribute printed material on the University campus may distribute under the following conditions: Posters, flyers, etc. must follow the University Rules referring to [Distribution of Printed Material](#), the UF [Temporary Signage Policy](#) and the University [Alcohol Policy](#) regarding printed materials.

1. Advertisements for the use, sale, consumption, or distribution of alcohol or illegal drugs are prohibited except for educational purposes such as alcohol awareness.
2. All posted materials, banners, booths, and tables must clearly display the name of the sponsoring student organization(s).
3. Use of materials which include defamation, obscenity, or pornography is prohibited.
4. The Americans with Disabilities Act requires that we provide reasonable accommodations and remove structural barriers to the provision of goods and services for persons with disabilities. Please take the time to look at the type of advertising you're doing to see if you're using the accommodation language that makes sense for that program.

POSTING MATERIALS:

1. No flyers may be posted on cars parked on campus.
2. Posting is only allowed on open bulletin boards and kiosks. Posting on walls, statues, toilet stalls, trees, sidewalks, utility/lamp poles, doors, etc., is prohibited.
3. Adhesives may not be used to post materials.
4. May not take place within University buildings and facilities, including athletic or recreational fields.
5. Posting materials in on-campus housing facilities may occur with permission and instruction from the housing authority.
6. Signage required to break ground such as yard signs, feather banners or flags may be required to be placed by [Facilities Services](#) and at minimum must be placed 12 inches from sidewalks and curbs.

DISTRIBUTING MATERIALS:

1. Passing out materials may not interfere with access to University buildings or facilities.
2. There must be no interference with normal operations of the University, including no forcing of materials on anyone.
3. Newspaper boxes are only for those groups who provide them and require prior approval for placement on campus.
4. Brochures, flyers and leaflets must be handed out person to person and cannot be left in stacks on campus.
5. Distribution of printed materials in classrooms is at the discretion of the instructor.



EVENT POLICIES

ALCOHOL POLICY

The service and/or sale of alcohol to individuals under the legal drinking age is strictly prohibited. Alcoholic beverages may be served or sold at an on-campus function sponsored by a student organization only in limited situations. For the health and safety of individuals on the University campus, the University has formulated rules concerning the sale, service, and consumption of alcohol on campus. As a result, prior written approval from the Division of Student Life is required and can be obtained through the event permitting process in [GatorConnect](#). View the University of Florida [Alcohol Policy](#) for more information.

AMPLIFIED SOUND

Amplified sound must be cleared through the event permitting process in GatorConnect. It is generally not allowed during class time in academic spaces Monday through Fridays, but may be used if properly permitted and approved at the following locations, days and times:

- **REITZ UNION AMPHITHEATER AND NORTH LAWN:** Mondays through Fridays 6 pm to 10 pm, Saturdays and Sundays 9 am to 10 pm
- **TURLINGTON PLAZA AND PLAZA OF THE AMERICAS:** Mondays through Friday 6 pm to 10 pm, Saturdays and Sundays 9 am to 10 pm
- **FLAVET FIELD:** Mondays through Thursdays 4 pm to 10 pm, Saturdays 9 am to 11 pm, Sundays 9 am to 10 pm

Voice amplification equipment may not be used during the day on the North Lawn and outside area around Turlington. Additional information related to Amplified Sound can be found in the [Use of University Space Policy](#).

TENTS

Tents may be erected on University property only AFTER permission has been obtained through the event permitting process. For tents and temporary structures that require to be staked, a [DIG PERMIT](#) must be filed and approved by [Facilities Services](#) at least 3 weeks in advance to ensure the appropriate personnel assess the proposed locations underground utilities and infrastructure.

BANNER

There are 10 banner locations on campus (6 at the Reitz Union, 4 at Plaza of the Americas). Reservations must be made through Office of Event Services [online reservation system](#). An event permit is not required for student organization banners. Organizations may reserve banner space for up to 5 days in a 30-day period (month). Reservations can only be made 30 days in advance. All banners must be removed by 5 pm on the last day reserved.

BANNERS MUST MEET THE FOLLOWING SPECIFICATIONS:

- Be hung from the banner poles using existing ropes and hardware.
- Banners must be 10 feet wide and no more than 8 feet tall and be hung between the pre-installed banner poles.
- Be constructed of heavy cloth, vinyl, or plastic, properly sewn and vented. Banners must have grommets to attach the banner using the clips provided.
- Banners should not touch the ground. Any banner that is too large or is sagging will be removed.
- Have all guy rope marked to be visible day and night. No wire guys may be used.

RECOMMENDATIONS:

- Use exterior house paint to prevent rain/sprinklers destroying banner text.
- Use light colored banner materials so the text may be easily seen.
- Prevent wind damage by cutting several vents in your banner.

Additional information on banners can be found in the [Temporary Signage Policy](#).

FIREWORKS & PYROTECHNICS

Use, possession, display, or storage by any student organization of any explosive device, pyrotechnic device or fireworks is prohibited on all land and buildings owned, leased, or under the control of the University of Florida. The use of fireworks displays or special effect production will be considered on a case-by-case basis via the event permitting process in accordance with the [Fire Safety Policy and Procedure for Fireworks](#) by Environmental Health & Safety and must be approved by EHS and the venue. This approval can take 4 weeks or longer.

EVENT CO-SPONSORSHIPS

If you are approached about a “co-sponsorship” by non-university groups or commercial vendors, please contact Office of Event Services to have the inquiry reviewed on a case-by-case basis. Do not reserve meeting rooms for these vendors. Your organization must be the main sponsor and the headliner on all promotional materials (i.e. GatorDays presents...). Promotional materials may be reviewed by Office of Event Services.

COPYRIGHTED MATERIAL

Any student or student organization showing movies on campus or hosting video games on campus (outside of residence hall residential room) is subject to federal copyright law and must be approved in advance by the event permitting process in GatorConnect to confirm that appropriate licenses have been obtained. Renting & streaming a movie or video game without public distribution licensing or bringing in a personal copy to show membership or the general public, is ILLEGAL and subjects the parties involved (students, your organization, and possibly the University) to fines of up to \$250,000 for a movie and up to \$50,000 for a video game.

To show a movie or play a game tournament on campus, you must submit a permit request for the event. Staff in SAI or the Office of Event Services can assist you in determining the cost and licensing procedures for the film you want to show or video or online game tournaments. This process may take a couple of weeks, so submit the event permit request well in advance of the event or contact us early. Failure to obtain copyright approval will result in cancellation of your event.

Keep in mind that new films (out in mainstream theaters in the past three months or so) are the most expensive and may run up to \$1,500. Older films, foreign films or documentaries are usually less expensive. Films shown in a classroom by an Instructor and that are listed as part of the classroom syllabus are allowable exceptions to the copyright law restrictions.

FOOD SERVICE ON CAMPUS

The University of Florida Food Contract states the Reitz Union and surrounding areas is restricted to using Aramark/Classic Fare Catering. Other campus locations may allow different food providers. For the complete list of approved catering vendors visit [UF Catering](#).

1. The sale of ANY food by student organizations is prohibited. Student organizations are not allowed to sale food on campus.
2. Any food given away must be prepared in a kitchen inspected by the Health Department (i.e., restaurants and caterers).
3. As a result, baked sales and bake items prepared at home are prohibited.
4. A Catering Scholarship may be available to organizations needing funding and specific criteria must be met.

Any food given away must be prepared in kitchens inspected by the Health Department (i.e., restaurants or caterers) so you may not bake anything in your home kitchens and give it away.

For full food regulations see UF’s [Food Service Policy](#).

USE OF LIVE ANIMALS

The use of live animals on campus for entertainment purposes is strictly prohibited and will not be allowed. This includes but not limited to:

- Petting zoos or live animal displays
- Animal Rides
- Animal Races
- Shows involving animals

The use of animals for research, teaching, or exhibition is closely regulated by the federal government. High standards exist for the care and use of animals at UF. To ensure compliance with all regulations, policies and standards in place to protect animal welfare, [Institutional Animal Care and Use Committee \(IACUC\)](#) members review all requests for approval to use vertebrate animals. Failure by any individual to adhere to these standards can jeopardize the University of Florida’s entire animal use program.



WALKS/RUNS

Run/Walks on campus can happen on a first come, first served basis, via 5k registration day or submission of an [event permit](#). They are limited to Saturdays or Sundays of non-home football game weekends. Organizations can select from the below [pre-approved routes](#):

1. The Boot
2. Fraternity Row
3. Southwest Recreation
4. Stadium 3k

Organizations are responsible for all University Police (UPD) and other related expenses.

WORKING WITH MINORS/YOUTHS

Working with the youth is a rewarding community service experience for many student organizations. Students that do volunteer or work with minors (17 & under) are encouraged to complete training and should register their activities with the Youth Compliance office on campus.

These activities can include but are not limited to:

- Mentoring or tutoring high or middle school students on or off campus
- Volunteering at summer camps or extended day enrichment programs (EDEP)
- Coaching sports or other activities
- Virtual or online conferences, workshops, or meetings

For more information please visit [UF Youth Compliance Website](#) or contact them at UF-Compliance@ufl.edu or 352-294-8720.

TABLING

Tabling is established in four locations : **REITZ UNION, TURLINGTON PLAZA, NEWELL HALL, AND PLAZA OF THE AMERICAS**. Each organization can request to table up to 10 times in a 30 day period (per month). At your organization's table, you must not:

- Use amplified sound at either location except for a portable radio/laptop
- Use extension cords across walkways
- Block any pedestrian or vehicular traffic inclusive of building entrances
- Allow vehicles to be parked at the location

Requests for tabling reservations can be made through the Office of Event Services [online reservation system](#). An event permit is not required for student organization tabling.

EVENT LIABILITY

RISK MANAGEMENT AND YOUR ORGANIZATION

Student organizations may plan events or activities that elevate exposure to risk and/or injury such as sporting events or recreational activities. It is important to take the necessary precautions in planning your activities so that if something happens, liability will not follow you. When you are performing individual tasks, make sure you exercise the same type of caution and planning. Some of the recommendations that you and your organization may choose to consider are made in this section to help you potentially avoid liability if the situation presents itself. While no risk management plan is guaranteed, these techniques and considerations should help in the risk reduction and planning process for you and your group.

In general, students participating in University sponsored events or activities may consider themselves as an “invitee” under the law. As such, the school or sponsoring organization has a duty to exercise reasonable care to:

1. Not injure invitees through negligent activities;
2. Warn invitees of hidden dangers;
3. Inspect the premises and venues for possible hazardous conditions;
4. Take precautions to protect invitees from foreseeable dangers;
5. Provide assistance or care to injured invitees, and;
6. Create a written plan outlining the precautions that are being taken.

Some resources that may prove helpful for you to consider when planning your events include:

1. [Student Legal Services](#)
2. [Youth Compliance Office](#) (for events involving minors 17 or younger)
3. [Environmental Health and Safety](#)
4. [University Police Department](#)
5. [Student Activities and Involvement](#)
6. [Office of Event Services](#)

INSURANCE

Typically, vendors must carry insurance to be approved to provide their service on campus. Be sure when talking to vendors that they are properly insured and can provide their Certificate of Insurance (COI) to the Environmental Health and Safety office PRIOR to completing arrangements with them for your event.

Student organizations may be required to purchase additional insurance for the events and/or activities that it hosts on campus. Event insurance (also known as a TULIP policy) can provide financial protection should there be injury to attendees or volunteers, or damage to UF property during an event held on campus. This requirement may be determined by the university venue, Environmental Health and Safety office, through the event permitting process or encouraged by university advisors so the participants, your student organization and the University are protected and properly covered in case of an incident. Types of activities that may require additional insurance include but are not limited to concerts, mechanical amusement devices (inflatable novelties), motorized sporting events and boxing, wrestling, karate, or any event that has non-UF student participation. It is important that you do not misrepresent any aspect of the event or program on the permit request to avoid insurance requirements or to decrease liability exposure to ensure that the insurance company will not void its agreement with you.

For more information on TULIP and event insurance please visit the [Event Liability Insurance](#) website for UF’s Environmental Health and Safety office or contact SAI at sai@ufsa.ufl.edu.



SECURITY

Student organizations that are hosting events must take adequate precautions for the security of attendees at an event, as determined by the University Police Department, in conjunction with Student Activities and Involvement and Office of Event Services.

In general, the required number and type of security personnel for an event will be determined based upon projected attendance, time and location of event, description of activity planned, and the number of organizational personnel available to help monitor the event. Final determination as to the appropriate number of security personnel will be made by the University Police. Other factors which may be determined are advertising, closed vs. open event, expected crowd size, money collection, nature of crowd or program, risk assessment, and written invitations or prior ticket sales.

NOTE: Failure to adhere to these security policies may result in the cancellation of your event.

MISREPRESENTATION/FRONTING

Student employees and student organizations shall not use their privileges for access to university space and services inappropriately. As an example, a student organization should never agree to reserve a meeting room for a department, non-university group, or commercial vendor who would not have access to campus or for whom there would be a fee charged. If a non-university group of any type contacts your student organization about “co-sponsorship” for access to space or service, please contact eventservices@union.ufl.edu.

TRAVEL AND YOUR ORGANIZATION

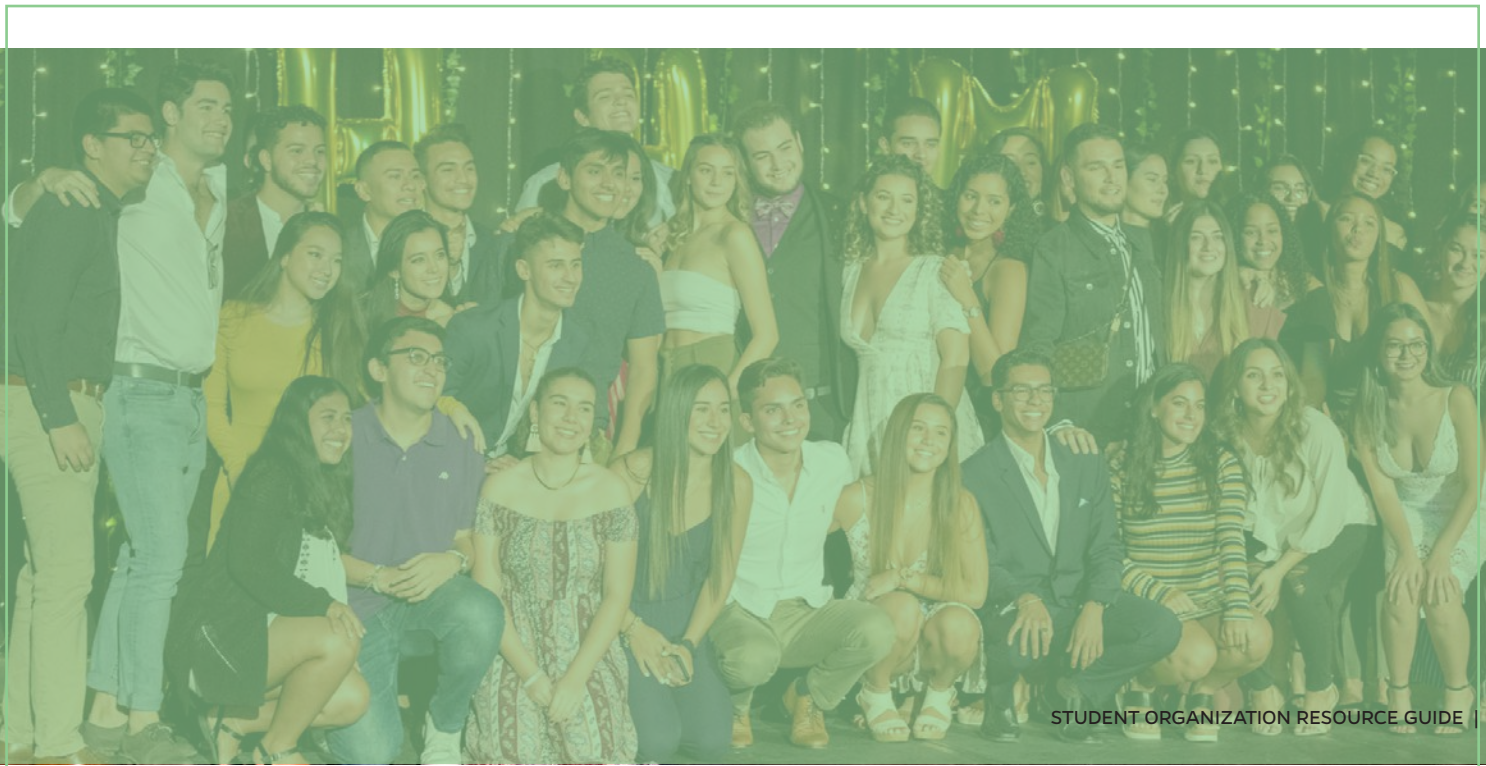
Student organizations often travel to conferences, tournaments, or plan day/field trips for their organization members and leaders. As we become more “liability conscious,” students should be aware of their liability in travelling as well as the various alternatives available.

Leaders of all organizations that intend to travel should inform their advisor and take necessary precautions to mitigate risk and create emergency procedures that are clear and complete PRIOR to travel. This can include creating a traveler information form and report to share with a non-travelling member/advisor in case of emergencies that includes emergency contact information for each traveler, dietary restrictions, medical insurance information, notable medications, travel route, travel insurance information, car insurance information, hotel information, conference schedule, etc., Also, visit [Student Legal Services](#), or for legal advice and your organization’s liability and/or waivers.

INTERNATIONAL TRAVEL

All students and student organizations traveling abroad as part of a group with a UF Medical mission or a service program, a FAB program, or any other non-credit bearing program outside the US, must complete the Student Travel Registry and purchase health insurance through UF’s International Center. For more information about registering international travel, please visit the [International Center’s website](#).

Please visit or call Student Activities & Involvement to speak with staff member for further assistance or clarification.





STUDENT ACTIVITIES AND INVOLVEMENT UNIVERSITY *of* FLORIDA

studentinvolvement.ufl.edu | 352-392-1671 | @sai_uf

