



# Student Organization Reference Guide

The mission of the Office of Student Involvement is to engage students in a vibrant campus community through holistic, co-curricular experiences.

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## **STARTING & MANAGING YOUR ORGANIZATION**

The purpose of recognizing student organizations at the University of Missouri – Kansas City is to provide structures through which students may freely associate in a common purpose or mission that unifies them to form an organization. Organizations will be student-centered, student-driven and student-led and participation is voluntary. Control by any outside entity, public or private, or non-student of the university shall not be permitted. Student organizations are eligible and encouraged to use university facilities for the facilities intended purpose. Funding for recognized student organizations is provided through Student Fees. Student organization activities and events are not University activities or events; activities and events held by student organizations are not sponsored by the University. Organizations should assess the risks and liabilities of their activities and should determine if they should procure insurance through the agency of their choosing.

### **ROOGROUPS**

RooGroups is the official online student organization database that is administered by the Office of Student Involvement. To access RooGroups, visit [RooGroups.umkc.edu](http://RooGroups.umkc.edu). On this website, students can register new organizations, learn about other organizations to join, conduct elections for organizations, register events, post campus news about your organization, and much more.

Students must log in to RooGroups using their UMKC Username and password (what you use to log in to pathway). While the public may see part of RooGroups, students have full access to site features. Students can designate how much information they would like to share—whether just to organization members, all of UMKC, or the public.

RooGroups is intended to be an information hub and a place to highlight organizations, events, and involvement. Any postings by students or student organizations are open to review and may be removed by the Director of Student Involvement. Conditions for removal include, but are not limited to, postings that are libelous, harassing, of a personal nature, or serve no legitimate purpose.

### **HOW TO START A NEW STUDENT ORGANIZATION**

Please visit our website for more detailed information on the New Student Organization process.

<http://info.umkc.edu/getinvolved/studentorgs/start-a-new-student-organization/>

There are some quick and easy steps to starting a new student organization at UMKC.

1. Log in to [RooGroups.umkc.edu](http://RooGroups.umkc.edu) using your UMKC Username and password.
2. Click on the “Organizations” tab.

3. Click on the “Register an Organization” button.
4. Click on the ‘Register a New Organization” button.
5. Fill in the form information, which will include the following requirements:
  - a. A minimum of 10 students who are interested in being involved in the new organization.
  - b. An officer listing which includes a Primary Contact for the organization.
  - c. An on-campus advisor that must be a faculty or staff member.
  - d. A constitution for the organization which includes mandatory language regarding membership requirements, officer selection, payment of dues (not mandatory unless required by a national, state, or other regional chapter above the campus level), non-discrimination, and hazing. For more information and additional requirements, see the example Constitution on the SGA RooGroups page.
6. Once the form is successfully submitted, the information will be reviewed by the Student Government Association (SGA) Constitution Committee. If there are any issues with the organization or constitution, this committee will communicate with the Primary Contact.
7. Once approved by the SGA Constitution Committee, the organization will be placed on the SGA Senate agenda. If the organization is approved by the Senate, it then becomes an officially recognized organization at UMKC. A notice of recognition will be sent to the Primary Contact by SGA.
8. Organizations must re-register every fall and spring semester to continue being recognized by the Office of Student Involvement.

## OFFICER ELIGIBILITY REQUIREMENTS

A student of the University may participate in any co-curricular activity offered by the University. For the purposes of co-curricular participation, "good standing" is defined below. Individual student organizations (e.g., Student Government Association) or any state, regional or national organization to which a student organization belongs (e.g., a national social fraternity) may impose special eligibility requirements, which would be binding on student participants and/or organizations.

Undergraduates & Graduate/Professional Students: For officers of social groups and special interest organizations, the basic requirement is current enrollment of six credit hours at UMKC and in good academic standing with a cumulative GPA of 2.5. Also, students cannot be on any academic, disciplinary, or honor code probation.

Student Government Association Officers and Representatives: The requirements are, in addition to the above, that they have accumulated 12 hours of credit at UMKC before filing for office, be currently enrolled for credit at UMKC and maintain a 2.50 GPA minimum (cumulative) both before filing and during their terms of office.

These requirements must be in accord with equal opportunity guidelines and nondiscrimination policy with respect to race, color, creed, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or veteran's status.

## GRADE REQUESTS

Students in all general honor societies and social fraternities and sororities desiring to check grades of members must make this request with the Office of Student Involvement. Students should not go directly to the Office of Registration and Records for this service. OSI will not release specific grade information unless each individual student has signed a grade release. Rather, OSI will provide you with a list of students who meet your organization's scholastic requirements.

**What we will need is a list of the student's full name, their single sign on (login user name for pathway, email etc.), the GPA requirements, if the students are part-time or full-time, and if the student's' residence is off or on-campus. Note that this will take some time.**

## **Request for List of Potential Organization Members for Recruitment Purposes**

UMKC does not provide a list of student contact information for organization recruitment purposes. UMKC Student Affairs Office will send invitations to join Academic Honor Societies to eligible students in requested by a UMKC Advisor. To request approval, contact UMKC Student Affairs via email at [umkc-stuaff@umkc.edu](mailto:umkc-stuaff@umkc.edu) with the organization's recruitment request, student eligibility requirement, draft email invitation (no attachments), and contact information of the organizations' advisor/president. Please, note the request must be received at least four weeks prior to the requested delivery date of the recruitment invitation. The request must be limited to one email invitation and one reminder message.

## **BENEFITS OF A RECOGNIZED STUDENT ORGANIZATION (RSO) IN "GOOD STANDING"**

- The right to hold meetings and social events in available university facilities.
- The use of university services, where applicable.
- The use of the university name or logo, pending approval from University.
- Communications in connection with publicity, except where specifically prohibited.
- The right to request funds from the Student Government Association or its funding agencies, such as the Student Activity Fee Committee (SAFC) or the academic unit student councils
- The right to have a RooGroups page.
- The use of a mailbox in the Student Involvement Office (when available).
- The use of student organization workspace (when available).

## **RESPONSIBILITIES OF A RECOGNIZED ORGANIZATION**

- To conduct itself in such a way that the University can support the organization.
- To maintain an active, student-centered program.
- Update your organization roster, including the name of your advisor, on RooGroups and if a social sorority/fraternity, complete a Housing Information Sheet.
- The Office of Student Involvement should be notified of any changes that may occur during the year.
- Your most recent Constitution must be on RooGroups.

- Each officer must be in good academic standing in order to hold office.
- To adhere to all rules, policies, and standards of the University of Missouri-Kansas City.
- To check with the Coordinator for Student Organizations to ensure the eligibility of candidates for membership, of candidates for holding offices and of candidates for representing the group or the University in performances of any kind.
- To keep accurate financial records. Each organization shall anticipate, provide for, and promptly meet their financial obligations in a manner that is fair and equitable to its past, present and future members. Recognition of an organization does not in any way imply that the University has any financial responsibility or liability for any of the organizations' acts or obligations.
- To attend funding workshops and training sessions offered by the Student Involvement
- Use of the University name and/or logo shall be limited to recognized student organizations. It shall be used only for identification and must not be used to imply a position of the University.

## **CONTINUED RECOGNITION**

For more information on Continued Recognition, please visit

<http://info.umkc.edu/getinvolved/studentorgs/annual-re-registration/>

Annually the Student Government Association and the Office of Student Involvement shall review the status of all organizations to determine whether they meet eligibility requirements specified in this document and are actively conducting their affairs in accordance with University regulations.

If the Student Government Association and the Office of Student Involvement determine that an organization is ineligible for recognition or is inactive, the organization and advisor (if available) shall be notified of each deficiency. The organization shall remain unrecognized or inactive until the proper steps are taken to reactivate the organization under the guidelines outlined in this publication. If contact information for the organization is not available, then they will be notified upon their first attempt to obtain funds, seek room space, or other services.

## **ORGANIZATION DUES**

Student organizations must include the statement "Paying dues is not a mandatory requirement to be considered a campus-level member of this organization" in their organization constitution.

An organization that is required by a national, state, or other regional chapters (above the campus level) does not need to include the dues statement in its constitution.

Mandatory dues MAY NOT be assessed for the campus level. Organizations that do assess non-mandatory campus-level dues may have different levels of membership for students that do and do not pay dues.

## **SOUND SYSTEM, GAMES, & OFFICE SUPPLIES**

The Office of Student Involvement has a number of items that are available for daily check out at the OSI front desk. These items include two portable sound systems with microphones, yard games, board games, coolers, and other supplies for organization use. These items may not be kept overnight without prior approval by the Coordinator for Student Organizations.

If your organization would like to check out these items, please include this as part of your RooGroups Event Request. If there are any additional items you would like the Office of Student Involvement to consider purchasing, please send us a message at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu).

## **STUDENT ORGANIZATION OFFICE SPACE**

A limited amount of cubicles and offices are available for student organization use on the third floor of the UMKC Student Union. This space is meant to serve as an opportunity for organizations to be present and help recruit new members, to host small meetings with organization members, and have a place to call "home" for documents and materials imperative to the success of the organization.

Organizations are eligible to apply for space if they meet the following criteria:

- Officially recognized by the UMKC Student Government Association and the Office of Student Involvement
- Complete Student Organization Officer Training Module Registered as a Student Organization on RooGroups

Organizations must schedule a minimum of 10 office hours Monday-Friday in which the office is open to all members of the campus community. These hours must be posted in your space by the second week of class each semester.

All Organization must complete and submit to RooGroups, Community Service hours throughout the academic year. Mandatory opportunities for service hours provided by OSI: - Move in Crew (Roo Haul), Roos Give Back (at least half of the organization participation), Service Saturdays, Get Involved Fairs during orientation, Union Fest, and the Student Org Expo (in the Spring).

These hours must be completed and also be submitted and approved in RooGroups which will be posted on your Student Involvement Record!

Upon approval, organizations will be notified via email and must sign an agreement form provided by the Office of Student Involvement. While organizations may request a certain kind of space (ie. office or cubicle space), the Office of Student Involvement will prioritize office space for councils and organizations that complete a higher number of service hours each year and will assign space based upon availability. Thus, if a council or organization with a large amount of service hours accumulated applies for space late, an office may not be available as all office space may have been previously designated to organizations who submitted before the assigned deadline.

Organizations must abide by all campus policies and procedures which can be found in the Student Code of Conduct as well as in this operating guide.



## STUDENT ORGANIZATION RESOURCE ROOM

The Resource Room located on the third floor of the UMKC Student Union is available for student organization use (note—not for individual or academic purposes). This room has large banner paper, markers, and a wide variety of office supplies.

To use this space, please visit the Office of Student Involvement front desk to check out a key. Please keep this shared space clean and tidy, as over 300 student organizations will use this room throughout the year. If there are items your organization would like to have available in this space that is not already present, please email us at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu).

If your organization is found leaving the room disorderly or damage has been done during your check-out time, your organization will be charged a cleaning fee directly to your organization MoCode.

## PROCESS OF PRINTING YOUR BANNER

Submit a digital copy of your banner using the [Banner Print Form](#) on RooGroups for approval by the Office of Student Involvement. Please include the date and time which the printing needs to be completed.

*Please allow two business days for processing.*

*If your banner is approved, you will receive notification and the date and time of completion and pickup.*

## STUDENT ORGANIZATION BANNERS

Each registered student organization in good standing with the Student Government Association and the Office of Student Involvement is allowed one (1) large banner to promote their organization and/or event(s) per academic year. These banners are printed in-house. The size of banner cannot exceed five (5) feet in length by (5) feet in height.

To have a banner printed, please submit a [Banner Print Form](#) on RooGroups. Please note that OSI requests a minimum of one week to produce your banner.

If you would like to have additional banners, there will be a minimal charge of \$35 per banner. This will be directly charged to your organization MoCode.

### TIPS FOR DEVELOPING BANNERS

- ✓ *Save your image as JPG or PDF only!*
- ✓ *Please be mindful of the size used for font text, if it is too small it may become harder to read*
- ✓ *Please set your banner document in the proper orientation needed for enhanced printing outcomes*
- ✓ *Avoid scanning-in printed banners, find and send an original digital copy for processing in a JPG or PDF format*
- ✓ *Banners cannot exceed 5x5 feet*

## **HP Banner Policies**

- Any printing materials must be approved prior to printing by the process stated above before submitting the HP Banner Print Request. Banners will only be printed for the promotional or event needs of Registered Student Organizations at the University of Missouri-Kansas City.
- When printing materials have been approved and printed, the student organization will be charged for the agreed upon amount (1 free banner per academic year, \$35 per banner afterward).
- Please refer to your confirmation email for the date and time your printing job will be available for pickup. When your materials are ready for pick-up please come to the Office of Student Involvement front desk located in the Student Union room 320.
- If banners are not picked up within 2 weeks, they will be disposed of and the organization will still be charged the agreed upon amount.

## **EVENT MANAGEMENT**

### **EVENT REGISTRATION**

All registered student organizations are required to submit event requests to the Office of Student Involvement via RooGroups.

Due to the time required to successfully host a program that meets all programming deadlines, your organization must submit events within these minimum time frames.

<b><u>Type of Event</u></b>	<b><u>Deadline</u></b>
<b>General Meetings</b>	One (1) week prior
<b>Catering</b>	Three (3) weeks prior
<b>Comedy</b>	Two (2) weeks prior
<b>Community Service</b>	Three (3) weeks prior
<b>Conference Hosting</b>	Eight (8) weeks prior
<b>Cultural Show</b>	Eight (8) weeks prior
<b>Dance/NMP/Large Social</b>	Eight (8) weeks prior
<b>Movies</b>	Two (2) weeks prior
<b>Philanthropy</b>	Three (3) weeks prior
<b>Reception</b>	Three (3) weeks prior
<b>Small-Scale Concert</b>	Six (6) weeks prior
<b>Speaker/Government Official</b>	Five (5) weeks prior
<b>Theatrical Performance</b>	Twelve (12) weeks (including audition process)

Once the event is successfully submitted via RooGroups, it will create an automatic notification to the Office of Student Involvement (OSI). In addition, any other administrators across campus will be automatically notified.

OSI and other administrators will provide feedback and ultimate approval/denial of the event all via RooGroups. Students must reply directly via RooGroups to any additional questions asked by professional staff members.

## ACTIVITIES INVOLVING FOOD

### Events Held in the Student Union or Atterbury Student Success Center:

All food and beverages must be catered by the University food service provider, Sodexo. The only exception to this policy is where ethnic food is requested and cannot be produced by Sodexo and is approved by Student Union Operations, Dining Services, and the Office of Student Involvement (OSI).

Student organizations must contact Sodexo at (816) 235-1076 to purchase food or beverages. OSI can provide you with your student organization MoCode for direct payment. No p-card is required and students should not use personal funds to pay for on-campus catering.

Student Organization Catering menu and order form can be found online at [UMKC Student Organization Catering Guide](#) or by visiting <https://umkc.catertrax.com>. Click on “Flavours,” then “Additional Services.”, this will bring you to the ordering portal select “Student Organization Catering” from the Current Menu drop down box to access Student Organization Catering information.

The screenshot shows a web interface for ordering catering. It features two main sections: 'Current Menu' and 'Event Details'. The 'Current Menu' section has a dropdown menu currently set to 'Student Organization Catering'. The 'Event Details' section includes two input fields: 'Number of Guests:' and 'Event Date:'. A 'Set' button is located at the bottom right of the 'Event Details' section.

If organizations are found in violation of this policy, they may receive a strike against their organization.

### Other On-Campus Locations:

If the event is not held in the Student Union or Atterbury Student Success Center, student organizations may purchase food from outside vendors. However, the organization must include the food provider name in their event request on RooGroups.

### Cooking and Serving Food

Updated 4/5/2016

Offering food from a professional catering service is the only option for food on campus. Purchasing, cooking, and serving food personally hold high risk for undercooked food, allergies, and other issues. Please review and resubmit using a catering service (i.e Sodexo, Hyvee).

### **Off-campus vendors providing services or sponsoring on-campus events/programs:**

The use of vendors, (e.g. Red Bull) for an on-campus sponsored program is not allowed on campus under our current campus contracts and sponsorship agreements.

Per the agreement, the campus cannot directly or indirectly maintain any agreement or relationship pursuant to which any Competitive Products are associated in a fashion that tends to create the impression of a relationship or connection between the campus and any Competitive Product (paraphrased).

Within that clause, it is agreed that no permanent or temporary advertising, signage, or trademark visibility for Competitive Products will be displayed or permitted.

## **ACTIVITIES INVOLVING ALCOHOL**

It is the general policy of the University of Missouri—Kansas City, in accordance with the University of Missouri Collected Rules and Regulations, that no alcohol shall be served or consumed on campus. In addition, no Student Activity Fee, Fundraising, or University funds may be used to purchase or otherwise provide alcohol for student organization events on or off campus.

**Student organizations may use Student Activity Fee funds for off-campus events where alcohol may be present if the following conditions are met:**

### **Contractual Events Off-Campus (Graduation Receptions, Banquets, Etc.):**

- Student organizations must be recognized and in good standing with the Office of Student Involvement. Good standing refers to the organization having no more than one strike against their organization in an academic year.
- All contractual events with off-campus venues must be cash bar only. Events with open bars or drink tickets will not allow for Student Activity Fee funding. OSI recommends having two separate contracts produced—one including alcohol and alcohol-related expenses (bartender, glassware, etc. and one with all other charges).
- Licensed bartenders must serve all alcohol. No self-serve or organization bartending is allowed.
- Organizations must complete a HUB International liability insurance policy on behalf of their organizations in a timely fashion prior to the event. This provides additional insurance should any member or guest of the organization provide damage or harm at the event to the venue or other persons. Student Activity Fee funding may be used to purchase an insurance policy.
- Student organization event marshals must meet with the Office of Student Involvement prior to the event to review risk management guidelines and receive tips for successful and safe events with alcohol.

- Any organization or student that violates the Student Code of Conduct at these events may be held responsible to the University for their behavior

### **Non-Contractual Events Off-Campus (Happy Hours, Mixers, Etc.):**

- Student organizations must be recognized and in good standing with the Office of Student Involvement. Good standing refers to the organization having no more than one strike against their organization in an academic year.
- If University funds are paying for off campus event space so that a student group may hold an event, the Risk Management Office will need to determine if a Hold Harmless Release Agreement will be necessary for participants. In those circumstances, call 816 235-5357 at least 2 weeks prior to the event.
- Any organization or student that violates the Student Code of Conduct at these events may be held responsible to the University for their behavior.

## **CO-SPONSORSHIPS WITH OUTSIDE GROUPS**

Often times, local organizations or businesses have purposes that coincide or complement our student organization missions. In such circumstances, student organizations may co-sponsor events and/or tabling of organizations. In addition, the student organization hosting the outside group must be an integral part of the planning, development, and execution of the event (i.e. cannot reserve space and have no additional involvement).

In order to host a non-University organization on campus, student organizations can complete an event request on RooGroups. Through this request process, the University will determine if the project or program results in profits or private gain for the non-University organization. If so, additional information will be required by the University, including the non-University organization's liability insurance policy and, in some cases, the non-University organization will be charged a venue fee.

The University will not enter into co-sponsorship of any program or activity in which the educational or public service implications are not evident and which does not relate appropriately to the missions of the University or is in conflict with University-provided goods or services.

## **RAFFLES AND OTHER GAMES OF CHANCE**

The State of Missouri indicates that a person engages in gambling when an individual pays to play a game of chance or places a wager on a future contingent event, not under his control or influence with the understanding that he will receive something of value if the individual wins the game or a certain outcome occurs.

The Missouri Constitution does allow Missouri citizens to participate in otherwise unauthorized games of chance or skill if one of these two rules is followed:

1. Players must not be required to pay a fee of any kind to play the game or to receive a prize. This includes, but is not limited to general entry fees, cover charges, reservation fees, dues, mandatory donations, or registration fees. Suggested donations are okay as long as people can play without donating.

2. If a fee is required to play the game, then no prize of any value may be awarded to any player. This includes but is not limited to ribbons, trophies, tokens, tickets, coupons, points, food, travel, vacation expenses or money.

#### **Raffles:**

The Attorney General's Office states that a raffle is a game in which a participant buys a ticket for a chance at a prize, with the winner determined by a random drawing to take place at a location and date printed on the ticket. Missouri does not allow any organization to organize or participate in raffles unless they are recognized under federal law as a nonprofit charitable or religious organization.

#### **Bingo:**

You may operate a game of bingo if you follow the rules aforementioned regarding playing games of chance or skill. In other words, you cannot charge money to play and give away any sort of prize. You may do one or the other, but not both.

In the State of Missouri, you may operate a game of bingo where you charge money to play and give away a prize if you have a bingo license from the State of Missouri. You may apply for a bingo license if you are a non-profit organization that has maintained at least 20 members for the last five years prior to applying for the bingo license. Additional considerations apply.

## **DANCES/NEW MEMBER PRESENTATION(NMP)/LARGE SOCIAL EVENTS**

### Student Organization Large Social/Dance/New Member Presentation/ Event Policy

These guidelines apply to any event that meets any of the following criteria:

- Extends past 11:00 PM
- Over 100 people projected to be in attendance
- Alcohol is present at the event.
- Community (non-UMKC students) are involved.

#### Definition of UMKC Student Organization Social Event

1. Any event in which individuals are actively involved and participating in such functions constitutes a large social event/new member presentation. This includes, but is not limited to dances, concerts, social gatherings, mixers, etc.
2. A non-social event is defined as having non-participating audience. Examples of a non-social event would include lectures and speakers, talent shows, fine arts performances, and organization meetings.

#### Requirements

1. Only UMKC student organizations that have been fully recognized by the Student Government Association and have an approved version of the organization's constitution and by-laws on RooGroups are eligible to host a large social, or new member presentation event.
2. An up-to-date officers' listing, including the faculty/staff advisor, must be on RooGroups.
3. New Member Presentation: Intake paperwork must have been submitted prior with the Office of Student Involvement and completed paperwork).

### Reservation Process

1. Large social, or new member presentation events that will include catering, will need to be submitted as an event in RooGroups three (3) weeks prior to the date of the event.
2. Cultural Shows or Large-scale concerts will need to be submitted as an event in RooGroups eight (8) weeks prior to the date of the event.
3. Events must be submitted through RooGroups by going to the organization's page, click on the Manage Organization Button, click on Events in the left-hand menu, and then with proper administrative privileges, the Create Event button will be displayed.
4. Event venues/locations are not considered reserved until proper approval has been received.

### Student Organization Event Point of Contacts Responsibilities

1. Student Organization Event Point of Contacts must be current UMKC students and members of the sponsoring organization.
2. Student Organization Event Point of Contacts must be on-site at the event at least one-half hour prior to the beginning of the event and stay for the entirety of the event.
3. There will be one Student Organization Event Point of Contact per 50 people in attendance or a minimum of three point of contacts, whichever is greater.
4. One point of contact should be designated as the lead point of contact and that individual will be the main point of contact for the on-site building coordinator, UMKC police and the UMKC Faculty/Staff advisor.
5. The Student Organization Point of Contacts are responsible to follow all UMKC policies, such as any risk management guidelines or building policies. The point of contacts will ensure that any individuals in attendance are aware of any relevant UMKC policies or procedures related to their event.
6. The Student Organization Point of Contacts are responsible with informing the student organization and its attendees of the consequences for alcohol and/or other controlled substances at the event.
7. The point of contacts must assist the crowd in exiting the venue through the nearest exits in an emergency or at the conclusion of the event.
8. If a problem occurs, the point of contacts should contact their faculty/staff advisor and the UMKC police.
9. The point of contacts or their designees should maintain a guest list of individuals at the event. This can be done by swiping student's UMKC One Card's, checking students in utilizing their e-mails via the event in RooGroups or by keeping a paper log of all individuals in attendance at the event (with their full names). The student organization will be responsible for maintaining this guest list and will need to provide it to the Office of Student Involvement if requested.

### Duties of the Faculty/Staff Advisor

1. All large social/new members presentation events must have a staff/faculty advisor for their organization on-site at their event unless deemed unnecessary by UMKC Police, the Office of Student Involvement and/or the building coordinator.
2. The UMKC faculty/staff advisor must arrive one-half hour prior to the beginning of the event to review procedures and plans for the event with the building coordinator.
3. Faculty/Staff Advisors will be an on-site contact for UMKC Police and/or the on-site building coordinator as needed to consult with the Student Event Planner/On-Site Point of Contact

### UMKC Police Guidelines

1. UMKC Police presence for security may be deemed necessary for large events (100+ in attendance), late night events, social events, new member presentations, ticketed events, and events with high profile

participants (such as governmental or elected officials). To determine if coverage is needed submit your event via RooGroups and contact UMKC Police.

### Student Organization's Responsibility

1. It is the responsibility of the sponsoring group of the event to provide a safe environment for the members and guests in attendance.
2. The sponsoring organization(s) must pay for the use of the UMKC Police. Organizations are encouraged to build these costs into their budget requests. Costs may be charged to the organizations university account, or paid in advance.
  - a. All costs are borne by the sponsoring organization.
    - i. UMKC Police officer
      1. Cost are \$120 for a 3-hour minimum (\$40 per hour thereafter).
      2. The minimum charge from UMKC Police is for a 3-hour minimum, but events under 3 hours may still require UMKC police presence.
3. Charging Admission
  - a. Central Ticketing Office (CTO) Contact: 816 235 6222 or [www.umkc.edu/cto](http://www.umkc.edu/cto)
    - i. YOU NEED THE SERVICES OF CTO IF ONE OR MORE OF THESE APPLY:
      1. Your event requires an admission to be charged
      2. Your event takes place on the UMKC campus
      3. Your event is open to the General Public
      4. Your event is advertised as being sponsored by or endorsed as UMKC function
      5. Your event is sponsored or co-sponsored by a UMKC organization or department and that organization or department has not been approved as a cash handling location.
    - ii. There are some exceptions. Keep in mind that any time you handle sales your organization must be approved by the University of Missouri-Kansas City's Office of Finance and Administration to do so.

### UMKC Police - Event Assistants for Security

For all large, late night, social and ticketed events for 100+, and events with high profile participants (government elected officials) are the most common types of events that require UMKC police presence for security. To arrange for coverage, please register your event on RooGroups.

Rates for the UMKC Police department are as follows:

- Cost is \$120 for a 3-hour minimum (\$40 per hour thereafter).

Rate for Event Assistant(s)

- The cost will be \$25 fee (includes at least one Student Affairs and Enrollment Management staff member) for a 3-hour minimum. and (\$25 per hour thereafter).

### **UMKC Student Organizations Using Central Ticket Office (CTO) for Ticketed Events:**

CTO can sell tickets for your ticketed event. CTO collects basic attendee info on advance sales and reports on what has sold. All ticketed events are accounted for in CTO's ticketing software. All money earned and fees charged go directly to your approved Mo-Code to get into your account faster.

- Central Ticketing Office (CTO) Contact: Amanda Schuster- Manager of Sales
- o Hours M-F 10am-4pm 816 235 6222 or [cto@umkc.edu](mailto:cto@umkc.edu)
- The use of CTO SERVICES is required if one or more of these apply;



1. Your event requires the attendee to have tickets

(Sample: All tickets to your event \$5 – CTO Services must be used)

2. Your event charges for attendance and takes place on the UMKC campus.

3. Your event is sponsored or co-sponsored by a UMKC organization or department and that organization or department has not been approved as a cash handling location.

- There are some exceptions. Keep in mind that any time you handle sales your organization must be approved by the University of Missouri-Kansas City's Office of Finance and Administration to do so.

- Work with CTO as soon as you submit your event in [RooGroups](#) so that a ticketing contract can be developed. This is needed to appropriately plan for CTO staffing for your event.

- Should you ticket your student organization's event?

- Is your event Free: Y / N

- Y- Do you want to collect attendee names (guest list?)

- o Yes- Small fee of \$25 to get an automated report sent daily of names. (Name, Address, Phone, Email)

- o No- CTO Services not needed for the free event.

- N- We want to ticket our event. (Use guidelines above)

- o Contact CTO to work on a ticket contract by e-mailing [cto@umkc.edu](mailto:cto@umkc.edu) with subject line: Ticket Services Request/Name of Student Organization.

#### Information on CTO Fees for Student Organizations

Fees can/do vary on the event. So yes, it can be hard to nail down a consistent fee. Fees can vary but average between \$80-\$300. Variables include the size of a venue you are utilizing and the cost of the admission fee you are going to charge. Here are just a few **samples** to help you guide yourself.

- Flat Rates can vary depending on the price/venue you may use for the event. We can always find a fee that will fit both of our needs.

- o \$80-\$130 Smaller Events

- o \$150-\$250 Medium Events

- o \$300-\$1000 Larger /Complex Events

- Small Sized Group:

- o An Event using a venue that accommodates 300 but charges \$5 per person can be around \$80-\$100

- Medium Sized Group:

- o An Event using a venue that accommodates 400 but charge \$10-20 per person can be around \$100-\$180

- Large Sized Groups:

- o An Event using a venue that accommodates 800-2000 but charges \$20-50 per person can be a fee of \$200-\$500

These services are included in your fee for CTO to sell your tickets:

- Auto Reports- We can set up reports to send to you daily or weekly on your event. Here are two types of reports we can send to your email.

- o One report is a numbers report so you can see how the event is selling.

- o The other report is a patron contact list. That list will contain just basic patron info (Name, Address, Phone number and email.)

- **Staffing**- CTO will staff the event with our ticket sellers, money and credit card machines we use for selling tickets. Depending on the nature of the event. Staffing the events can be 1-3 sellers. That way this leave your folks helping your organization's event. Your group will have need to provide your own ushers to take tickets and maybe help with basic info regarding your group's event.

## MOVIES

The Federal Copyright Act governs how copyrighted material, such as movies, may be utilized publicly. Student organizations that wish to show movies in a public viewing format must abide by the Federal Copyright Act and purchase rights to said movie in advance of screening. These rights must be purchased even if the movie is being shown at no cost to the attendees. These public viewing rights are commonly referred to as Public Performance Rights.

When showing a movie on campus (any showing that is NOT in your home/room) you must purchase the public performance rights for the film from the distributing company.

- ***Legally you and your organization are required to secure the proper rights whether or not you charge an admission to the movie***
- ***Rates for the rights usually range from \$250-\$1000 depending on the film & format***

Public Performance Rights are available from Swank Motion Pictures at <https://www.swank.com/college-campus>. If the film you are wanting to show is not available through Swank Motion Pictures, please contact the Office of Student Involvement at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu) or 816-235-1407 for additional information on acquiring Public Performance Rights.

A limited “Face-to-Face Teaching Exemption” does exist and copyrighted movies may be exhibited without a license only if the movie exhibition meets **all** of the following guidelines:

- A teacher or instructor is present, engaged in face-to-face teaching activities.
- The institution must be an accredited, nonprofit educational institution.
- The showing takes place in a classroom setting with only the enrolled students attending.
- The movie is used as an essential part of the core, required curriculum being taught. (The instructor should be able to show how the use of the motion picture contributes to the overall required course study and syllabus.)
- The movie being used is a legitimate copy, not taped from a legitimate copy or taped from TV.

Additional details regarding copyright laws as it relates to films shown on a college campus are available at <https://www.swank.com/college-campus/copyright/>. Based on the above guidelines, most Student Organizations would not qualify for a “Face-to-Face Teaching Exemption” and would need to purchase Public Performance Rights.

For these reasons, we recommend that you make arrangements early and solicit funding from SAFC and/or other co-sponsorship organizations. Proof of license purchase will be required before events are confirmed in RooGroups.

## DISTRIBUTION OF LITERATURE ON CAMPUS

Recognized student organizations may post on any Office of Student Involvement posting board by receiving an OSI stamp at our front desk. Posting on any other boards, in classrooms, placing on vehicles, or distributing any handbills or leaflets is prohibited. All posters must clearly state the sponsoring organization and include contact information on each poster. The University reserves the right to define the time, place, and manner for the distribution of literature and the holding of activities and events.

If you would like to post in the residence halls or in Swinney Recreation Center, please visit the front desks of these offices for additional stamps of approval first prior to distribution. Also, organizations can create table

tents that will go in all dining venues for up to one week by receiving approval by the Director of Dining Services.

## DEMONSTRATIONS

(Updated 3/1/2017)

### Open Campus and Time, Place and Manner Policy

The "open campus" has long been a traditional policy at UMKC. During formal sessions or in informal settings, the entire academic community, students, faculty, and staff, have the right to hear and express varying viewpoints.

These discussions often center on such areas as educational, research or service functions and objectives of the University.

In addition, the freedom to demonstrate in an orderly fashion as a means of presenting views is recognized by the University. However, UMKC does not condone demonstrations that interfere with the freedom of decision and action of other students or that prevent the free movement of students to or from classes, lectures, seminars or employment interviews. When such demonstrations occur, the institution and academic community must take action, even if such action protects the rights of just one student.

Freedom of expression is one of the hallmarks of a democratic society. While orderly demonstrations are not to be interpreted as infractions of University rules, disorderly demonstrations that disrupt the normal life on campus are considered violations. In these cases, individuals who are responsible will be subject to the established disciplinary procedures and policies.

## UMKC's Campus Free Expression Act of 2015 Guidelines

All members of the University of Missouri - Kansas City community, students, faculty, and staff share a mutual interest in maintaining conditions where the work of the University can go forward freely, in accordance with the highest standards of quality, institutional integrity, and freedom of expression. To that end, UMKC is committed to retaining an academic environment for free expression and debate where each member of the public has the freedom to speak, assemble peaceably, and to petition for redress of grievances.

The following regulations are adopted to govern the time, place, and manner of demonstrations and other assemblies that fall under the Missouri Campus Free Expression Act (MO Senate Bill 93) of 2015.

### Members of the Public At Large

Members of the public engaging in expressive activity on campus should follow the following requirements.

Expressive activities must be outside University buildings unless otherwise authorized by University personnel.

Expressive activities must not:

- Attract a crowd larger than the location of the spontaneous expressive activity can safely contain.
- Significantly disrupt University activities inside or outside of buildings (including classes).
- Significantly disrupt previously scheduled campus events.
- Utilize any amplification that disrupts adjacent University activities.
- Obstruct entrances or exits to buildings

- Obstruct vehicular or pedestrian traffic.
- Include camping or the use of temporary shelters (e.g., tents).
- Affix items to any permanent structure or grounds (railings, buildings, greenways, trees, etc.).
- Light any material on fire provided that hand-held candles may be utilized with special permission of the UMKC Fire Marshal. Other open flame devices and bonfires are strictly prohibited.
- Represent a threat to public safety, according to the discretion of UMKC Police.

### **Students and Student Organizations**

A student at the University of Missouri - Kansas City assumes an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars as part of their recognition process. Consequently, while members of the public may have the opportunity to express themselves freely, students and student organizations are held to higher standards and may not engage in any type of harassment, bullying, retaliation, discrimination, or any other act violating the [University of Missouri Student Standard of Conduct](#).

### **Additional Provisions**

The following provisions apply to both reservation requests and spontaneous expressive activities.

1. Distribution of Written Material. Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus.
2. Expressive activity and expression covered under this policy must be in compliance with all applicable state and federal laws and University of Missouri policies, rules, and regulations.
3. An activity that results in damage or destruction of property owned or operated by the University or property belonging to students, faculty, staff, or guests of the University is prohibited. Persons or organizations causing such damage may be held financially responsible.
4. Persons or organizations responsible for an activity covered under this policy must remove all signs and litter from the area at the end of the event. Otherwise, persons or organizations responsible for the event may be held financially responsible for any cleaning costs. Any items left behind or unattended (including memorials) may be removed after the event.
5. When assessing a reservation request or when informed of spontaneous expressive activities on campus, University of Missouri - Kansas City personnel must not consider the content or viewpoint of the expression or the possible reaction to that expression, except to the extent such factors are relevant to assessing appropriate security measures.
6. University personnel may not impose restrictions on individuals or organizations engaged in expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to this expression, University personnel can take all necessary steps to ensure public safety while allowing the expressive activity to continue.
7. UMKC Police maintain ultimate discretion to end any activity if it is deemed to be a threat to campus safety.

## **PRESS RELEASES**

Events open to the public can be advertised via a press release coordinated by University Marketing and Communications. Students can call (816) 235-1594 to request a release. Press releases are generally sent six weeks before an event.

## Contracts and Agreements

Updated 10/20/2016

### Contract Procedure

- If your student organization is hosting a program with a vendor/performer, then a contract must be completed. **This process must be completed before advertising for the event, and before the date of the event.**
- Allow at least six to eight weeks for the contract to be processed. **Note: that all signatures and purchase request will need to be submitted before the day of the event.**
- Student organization representatives are not permitted to sign contracts for on-campus events as they are not legal representatives of the University.
  - PLEASE NOTE, for all events that utilize SGA(SAFC) funding, the Agreement/Contracts need to be signed by UMKC Administrative Services in advance of your event/performance. Please submit your contract with the vendor's signature by creating the Purchase Request for payment.
    - Creating a Purchase Request
      - To request a check payment, a payment over \$500 with credit card, or a reservation/event payments, please follow the steps below to complete a Purchase Request:
        - Submit all required documents (i.e. invoice, or quote), student organizations will utilize the "Create Purchase Request" on the organization's RooGroups profile>Finance Tab
          - Please reference the Student Organization Officer Training Module "Using Funds" for a video explaining the Purchase Request process. <http://info.umkc.edu/getinvolved/studentorgs/funding-workshop-how-to>
  - OSI will then connect with the Administrative Services office for the signature on behalf of The Curators of the University of Missouri.
- Student organization representatives are permitted to sign contracts for off-campus events ONLY when SGA(SAFC), are NOT utilized or expected to be used for payment.
  - Contracts are formal and binding agreements. Make sure that you are familiar with all that is included in every contract your student organization arranges.
- Some vendors/speakers/performers have their own contracts that they use, obtain that (if applicable) in addition to filling out a contract or agreement.
- There is no pre-payment of contracts unless stipulated specifically in the contract (ie: no deposits), no cash payments, and payment to vendors/speakers/performers will occur after the day of the event, but not necessarily the day after the event.

- Payments take anywhere between 6 - 8 weeks to get a check processed from the date the purchase request is completed.

## Agreement/Contract Templates

The University has developed template agreement/contracts for your organization to utilize in the event that a vendor/speaker/performer does not have their own contract.

[Appearance Agreement](#) (appearances at or over \$500) (ie Master Classes)

[Performance Agreement](#) (performances/presentations over \$500)

[Honorarium Agreement](#) (professional services/presentations under \$500)

**Note:** that all travel is to be booked through the Office of Student Involvement and not part of the agreement/payment. Please use this the [Travel Booking Request Form](#) in RooGroups to make travel arrangements.

- **Note:** all payments for the above agreements must be processed through the Office of Student Involvement. If departments, academic units or other outside funding sources would like to contribute to the agreement payment, then those funds will need to be deposited into the student organization's MoCode account, prior to completing the purchase request.
- **Note:** that agreements over \$300 are subject to a tax cut.
- Appearance, Performances, Honorariums, and other agreements CAN ONLY be paid with a check and cannot be paid via credit card/p-card
  - For all check payment requests, an [IRS W-9 Form](#) must be completed by the performer/presenter/speaker with either their Employer Identification Number or their Social Security Number.

## Creating a Purchase Request

To request a check payment and to submit all required documents, student organizations will utilize the "Create Purchase Request" on the organization's RooGroups profile>Finance Tab

Reference the Student Organization Officer Training Module for a video explaining the Purchase Request.

## Payment Processing Timeline

To enter into any contract or agreements, the Office of Student Involvement and the Student Government Association requires that a student organization is able to financially cover the cost of the contract without relying on pending funding. If a student organization is unable to do so it is recommended that the student organization seek out funding to increase their financial resources before entering into a contract or agreement.

Do not promise that a check will be available for the day of your event or a specific date. As you will see below the timeline for payment processing ranges from 6-8 weeks from the day all required documents are submitted.

1. First, an Office of Student Involvement staff person from the department incurring the expense reviews the purchase request in RooGroups.

2. Upon approval in RooGroups, the paperwork is submitted to the UMKC Business Office, who must use PeopleSoft Production to create a payment request detailing the purchase's vendor information, purchase information, and accounting information.
3. Once the payment request has been created in Peoplesoft Production, it must go through an approval process back to the Office of Student Involvement, and any support documentation must also be uploaded from RooGroups to the payment request.
4. Once the signer has approved the payment request with attachments, you will receive a confirmation in RooGroups stating that "The payment has been approved, and submitted to the UM System for payment processing." The payment request and attachments are submitted to the Accounts Payable Shared Services Center for approval.
5. The Accounts Payable Shared Services Center approver will verify all information and either release the payment request for payment in PeopleSoft Production or send it back to the department with questions and requests for further clarification.
6. Once the payment request has been released for payment in PeopleSoft Production, payment will be processed as either a check on the first Tuesday following release, a direct deposit (if vendor has setup with UM System) on the night following release.
7. Payment is made to the vendor.
  - a. If indicated for a mailed to address, the check will be mailed on Wednesday
  - b. If indicated a check to be picked-up from OSI, the requestor will be notified that the check is available.

## Campus Venues

For the convenience of student organizations, the University does allow authorized signers of recognized student organizations to reserve rooms in the Student Union and Atterbury Student Success and classroom spaces - as long as they are requested through RooGroups.

Although student organizations reserve these venues through RooGroups, the organization's authorized signer will sign the venue contract for use of the space directly with Conference and Event Services. NOTE: the authorized signer cannot sign the contract/agreement between the student organization and the speaker, performer, or artist, only for the use of the space.

### **Contracts for Events On-Campus:**

Events that are held on the Volker or Hospital Hill campuses that require a contract must be signed on behalf of the University. Students should not sign contracts for on-campus events or services.

Students should work with the Coordinator for Student Organizations at least five weeks in advance of their event if a contract is required. Once the contract is electronically submitted to the Coordinator, the Office of Student Involvement will work with the UMKC General Counsel to make any changes to the contract and sign on behalf of the Curators of the University of Missouri. Again, no student should sign contracts for events or services that are on-campus.

In addition, a check request or p-card request must be completed in order to provide payment for the contract. In some cases, deposits may be required and two payments are necessary. If the payment is for a performer, the payment is to be provided immediately after the performance—not beforehand.

For some events, a Hold Harmless Agreement may be necessary for participants engaging in any risk activity. This form can be provided to the organization via the RooGroups event request process.

Please note that no contracts will be signed on behalf of the University after the event has occurred.

## Non-Campus Venues

### Contracts for Events Off-Campus:

The University will provide liability coverage and ultimate signature authority for all events on campus. However, if student organizations would like to take their events off-campus, student leaders must sign the contracts themselves.

Students should work with the Coordinator for Student Organizations at least five weeks in advance of their event if a contract is required. Once the contract is electronically submitted to the Coordinator, the Office of Student Involvement will work with the UMKC General Counsel to make any changes to the contract so students are not signing documents that could be detrimental to their organization or their own personal liability. Regardless, there may be liability on the organization or student signing the contract. The Office of Student Involvement encourages all groups hosting events off-campus to consider the purchase of third-party liability insurance.

### OFF-CAMPUS EVENTS - Liability

Many student organizations hold events or program in third party vendor locations (bars, clubs, restaurants) off campus. Kansas City only requires bars/restaurants to carry general liability insurance if the business has an outdoor cafe/seating area that extends into the City's right of way, so most locations where you may have an event may not be required by law to have liability insurance.

Good Business Practices would assume the vendor would have liability insurance. However, it is recommended as a part of planning your event, you request a current Certificate of Liability Insurance ([see the information on insurance under the Liability section](#)); please note Fire and Property Insurance may not include Liability coverage, so you will need to closely review the Certificate.

Your organization may want to consider buying additional special events coverage for large events. If your organization is a chapter of a national organization, you may want to contact the national organization to see if your event may be added as a rider to their liability coverage.

## HIGH-RISK EVENTS

Registered Student Organizations are independent associations and therefore are not covered by the University of Missouri System's own insurance programs. This can be a problem because student events can lead to property damage and bodily injuries. Whenever you are planning an event on or off-campus you need to ensure that your RSO is taking the necessary precautions to protect your members and guests.

High-Risk Events Include (but are not limited to) those with:

- Foam parties
- Animals



- Sports or other athletic activities
- Performances of any kind
- Moving vehicles
- Tools, weapons, or heavy equipment
- Fire (including cooking)
- High attendance in an outdoor venue
- Film/video shoots

Organizations holding low-risk events do not have to do anything; they are automatically covered. If your organization is possibly high risk, you may have to obtain an additional Certificate of Insurance (usually free for on campus events). [See Liability Insurance Below](#)

Low-Risk Events Include:

- Meetings
- Lectures
- Receptions
- Seminars
- Teleconferences

## LIABILITY INSURANCE

Because the University cannot provide signature authority for any events off-campus, the Office of Student Involvement encourages all student organizations hosting events off-campus to consider the purchase of third-party liability insurance.

Student organization leadership will work directly with HUB International, a third-party insurance group which provides insurance on an event-by-event basis for student organizations. Typically, most insurance policies cost around \$125 and can be paid for using student activity funds.

For questions specific to the policy, student leaders should contact Joyce Cummings at [HUB International](#) at (925) 609-6500.

For all Insurance purchases, please be sure to list “University of Missouri Board of Curators” as an additional insured name.

Address:

316 University Hall  
Columbia, Missouri 65211

### **Is insurance for off-campus events necessary?**

Although the University cannot require that Registered Student Organizations obtain insurance for off-campus events, having insurance is recommended, especially for events involving physical activity, transportation, or

minors. In some cases, the RSO may have no choice but to obtain insurance, because the outside facility hosting the event demands proof of coverage before allowing the event to occur.

## **ORGANIZATION FUNDING**

### **P-CARDS**

The Office of Student Involvement, in partnership with academic units, have 10 purchasing credit cards (p-cards) available for student organization use. In addition, OSI has three cards available for in-house purchases that can be made via a phone call or online purchase.

In order to make student organization purchases, students must complete the P-Card Request available on the UMKC RooGroups Home Page under Campus Links. If you are a part of the School of Pharmacy, Law, Dentistry, Nursing, Medical or Computing and Engineering you will need to work with you P-Card Representatives to reserve a P-Card for purchases.

To use the three p-cards available in the Office of Student Involvement, p-card requests must be submitted at least 48 business hours in advance of their requested check-out date (if the card is needed on Friday, the p-card form must be turned in by at least Tuesday of the same week). There are two check-out cycles every Monday-Friday from 8:30 am to Noon and from 1 pm to 4:30 pm.

Academic units that have student organization p-cards have their own reservation process. Please contact them directly if you wish to use these cards in lieu of reserving the OSI p-cards.

Please note that no student organization p-card can have transactions over \$500. The vendor will automatically decline these expenses. Rather, student organizations must relay this in their p-card request and OSI will help facilitate payment on their behalf.

In addition, students may not split charges on the p-cards. For example, if a purchase total is \$750, the vendor may not make \$500 transaction and then a \$250 transaction to complete the order/payment. This is considered p-card splitting and is not allowed per University of Missouri System Rules and Regulations.

Please note that p-card transactions cannot include the following:

- Alcohol or Liquor Store Purchases
- Purchases at Costco or Aldi
- Gasoline
- Hotels
- Software License Agreements
- Entertainment Venues (bowling, skating, etc.)
- Leases/Rentals Requiring an Agreement
- Professional and Consulting Services
- Personal Items, Cash Advances, or Loans

## Computers

### Consequences for Misuse of Funds

- **First violation:** The account of the organization shall be frozen for one (1) month after the incident is reported and a warning shall be issued to the president and advisor of the organization.
- **Second violation:** The account of the organization shall be frozen for the remainder of the semester after the incident is reported and a second warning shall be issued to the president and the advisor of the organization by the comptroller.
- **Third violation:** The account of the organization shall be frozen for the remainder of the academic year and funds returned to SAFC.

Examples of receiving a strike:

- No receipt | Gift Cards | Not Tax Exempt
- Splitting a purchase | Receipt not itemized
- Illegal items | Making travel arrangements in advance.

## FUNDRAISING

Updated 10/7/2015

All fundraising activities require the University's prior approval before any action can be taken on behalf of the University, student organizations, or individuals. Fundraising activities must be submitted via RooGroups as an event request to achieve approval.

Student organizations soliciting online, crowdsourcing, and funding from businesses or individuals must seek permission from the UMKC Office of Advancement to utilize the [launch.umkc.edu](http://launch.umkc.edu). The provided [launch.umkc.edu](http://launch.umkc.edu) "Launch" is the only approved crowdsourcing method.

Fundraising funds must be turned in to the Office of Student Involvement for deposit into student organization accounts. These funds will become self-generated revenue (SGR) funds. SGR funds will rollover from year to year if not utilized.

Please note that if this event is a ticketed event (i.e. requiring a ticket for admittance—whether free or paid), the Central Ticket Office (CTO) must be used to create these tickets. Please note that anytime an organization solely uses SAFC funding it has to be free for students. If they are using dues or fundraising money in addition to SAFC funding, student organizations can charge an additional fee, however, have to use CTO to make this charge.

## RUN/WALK EVENTS

Any Recognized Student Organization (RSO) wishing to organize a recreational run/walk events are prohibited on or off-campus. RSOs are free to co-sponsor existing community run/walk events but cannot organize the event. Kansas City community run/walk events such as, but is not limited to, the American Kidney Foundation Walk, Regalia Run/Founder's Day 5K, Walk a Mile in Her shoes, etc.

## GIFT CARDS

The purchasing of gift cards is prohibited by student organizations. OSI encourages organizations to purchase tangible gifts rather than provide gift cards.

**Note:** any organization that purchases a gift card without authorization is given an immediate probation strike from the Office of Student Involvement. Any unauthorized gift cards must be turned in to OSI immediately and funds used to pay for the gift cards are forfeited by the organization.

## SALE POLICY

The sale of anything, the solicitation of subscriptions, or the collection of dues is prohibited in University buildings and on University grounds without prior authorization of the Vice Chancellor for Administrative Affairs and the Office of Student Involvement.

If you would like to sell anything as part of your event, you can mark that on the RooGroups event request form. This event and sale portion must be approved prior to selling anything.

Permission to sell item(s) on University property is given only to recognized UMKC faculty, professional staff, and student organizations. The sales table/booth must be staffed at all times by a member of the sponsoring organization who is a currently enrolled student at UMKC.

The University shall not be used for commercial or promotional advertising purposes, nor will the name of the University be identified in any way with the aims, policies, programs, products, or opinions of any organizations or its members; an exception may be made by the Board of Curators upon recommendation of the President of the University. When an exception is made, the conditions for using the name will be prescribed.

## BAKE SALES

Bake Sales are not allowed at UMKC.

## T-SHIRTS, GOODS AND OTHER MEMORABILIA

Updated 8/4/2016

If your organization would like to purchase goods or other memorabilia, these designs must first be approved by the Office of Student Involvement. The item MUST include the UMKC logo (or wordmark) on the goods, apparel, or memorabilia item following the Identity Standards ([please see the updated Identity Standards from the Strategic Marketing and Communications Department for use of official logos](#)). The apparel, goods, and memorabilia MUST contain the specific name of the student organization, and MUST not contain the academic unit or designated school name (e.g. School of Nursing, School of Dentistry, School of Computing and Engineering). If the academic unit or designated school name is needed, the funding must come solely from

the academic unit or school directly, and not through student organization's funding (student activity fees or self-generated revenue (SGR)).

The use of the University name, logo, or emblem is restricted solely to registered student organizations in good standing. The Office of Student Involvement will work with the Strategic Marketing and Communications Department to assure that all merchandise bearing UMKC and its affiliated marks promote and protect the University.

For all t-shirt, goods, and other memorabilia approval process, please use the following link to submit your item design.

[T-shirt Design Approval Request](#)

## **OFF-CAMPUS BANK ACCOUNTS**

Off-Campus bank accounts are discouraged by UMKC. Only nationally affiliated organizations that require an off-campus bank account, and have their own Tax ID are exempt. The only organizations that really fall under exemption are national social fraternities and sororities.

- You are held responsible for claiming this off-campus bank account income as earned income on your taxes if you have your name and social security number as the account holder.

## **Cash Handling**

Once collected currency and checks must be deposited with the Office of Student Involvement in the Student Union, Room 320 within 24 hours. A [Deposit Slip for Student Organizations](#) must be included with all deposits.

**Note:** Checks will not be accepted for deposit after 10 business days.

## **ORGANIZATION TRAVEL**

### **STUDENT TRAVEL GUIDELINES**

A University-sponsored travel, event, or activity is one that is financially supported or initiated, planned, or managed by a UMKC student, faculty, or professional staff member that uses student activity fees or other University financial resources.

To assure that events or activities involving student travel are consistent with the mission of the University and that student safety issues have been addressed, UMKC sponsored student travel must be reviewed and approved in advance by an advisor and by the Office of Student Involvement.

Travel to University-sponsored activities is limited to UMKC students, faculty, or professional staff unless authorized by the Office of Student Involvement who may permit other students, faculty, or staff in the University of Missouri System.

To request for funding, please use the Funding Request Form <https://roogroups.campuslabs.com/budgeting/>. If you are traveling on behalf of an organization, please be sure to select the organization tab, and designate your organization. If you are traveling as an individual, you must select the individual tab.

Once your travel is approved by your organization, advisor, and/or you have received funding approval from the Student Activity Fee Committee (SAFC), students may complete the [Student Organization Travel Information Packet](#) which includes all policies, forms, and up-to-date information for student organization travel.

All travelers are responsible for their own behavior and any resulting consequences and are subject to the provisions governing behavior of representatives of UMKC and are subject to the supervision of the advisor from UMKC participating in travel. UMKC is not liable for any loss, damage, injury, or other consequences resulting from a traveler's failure to comply with University rules and regulations, the direction of University employees, or applicable local, state, and federal laws.

In order to make travel accommodations, students must complete the Travel Request form available on RooGroups available at <https://roogroups.umkc.edu/submitter/form/start/37793>. This form will request all applicable information regarding the travel process. This form must be completed at least four weeks in advance of departure, or six weeks in advance for international travel. No adjustments or changes will be made once travel is booked by OSI.

The Office of Student Involvement will make all arrangements for travelers, including flights, hotels, rental vehicles (Enterprise), registration, shuttles, etc. These accommodations will be billed directly to the student organization or departmental account. This process allows students, faculty, and professional staff does not have to fund travel from their own personal finances as well as reduces the amount of post-trip reimbursement processing. Students who reserve travel accommodations on their own will not be reimbursed for their expenses. Furthermore, students should not "hold" hotel rooms in advance. Rather, students should work proactively with the Office of Student Involvement to arrange for travel to minimize trip expenses.

## **Rental Vehicle Information (Passenger) - Provided by Enterprise**

The cost of renting vehicles vary on a per day/week basis for all vehicles. The largest passenger vehicle that can be rented for sanctioned UMKC student organization travel is a 10 - Passenger Van.

- No driver younger than 21 will be allowed to drive a rental vehicle.
- Smoking is not permitted in the vehicles.
- Alcoholic beverages or illegal drugs will not be carried, consumed, or used inside the vehicles.
- The vehicles are only to be used for lawful purposes and official University business.
- The rented vehicles are covered by the University's insurance policy.
- The insurance card, registration, and roadside assistance information for the vehicles must remain in the vehicles at all times.

- The driver may not use a cell phone and/or operate any other communication device while driving (unless for emergency situations).
- Luggage may not be stored on the roof of the vehicle.
- Luggage may not be stacked higher than the top of the seatbacks.
- Driving after 12:00 midnight is discouraged; driving 1:00 am through 5:00 am is prohibited.
- For long distance trips, drivers should rotate every two (2) hours.
  - We recommend a maximum driving shift of two hours, with no driver taking more than three shifts. The maximum driving day with three drivers should not exceed 18 hours.

### **Automobile Liability**

- The self-funded Automobile Liability Program provides coverage for bodily injury or property damage liability arising out of the operation of use of university-owned or operated vehicles.
- All University officers, agents, employees, authorized volunteers and authorized students are covered under this program.
- The self-funded Automobile Liability Program provides coverage for bodily injury or property damage liability arising out of the operation of use of university-owned or operated vehicles.
- All University officers, agents, employees, authorized volunteers and authorized students are covered under this program.

If you drive a university vehicle, download your own [innovative wallet card](#) to print and take with you (print with the double sided option).

## **INTERNATIONAL TRAVEL**

All students, faculty, or professional staff that are participating in international travel must not only follow the above travel guidelines but also work directly with the Office of International Academic Programs to have international travel approved. No travel accommodations will be made until approval has been sent to the Office of Student Involvement.

Please note that no University funding may be used for international travel to countries on the United States Department of State Travel Advisory List. For an updated list of these countries, please visit <http://travel.state.gov/content/passports/english/alertswarnings.html>.

## **TRAVEL COSTS OUT-OF-POCKET**

While most student travel is funded via Student Activity Fees or self-generated revenue (SGR), there will be times when student travel expenses exceed their budgeted allocation. In these situations, students will be notified of the travel overage and will sign an agreement with the Office of Student Involvement stating they are

personally responsible to reimburse their student organization or the Student Activity Fee Committee for the remaining balance.

Starting Fall 2014, any travel overages will be charged directly to a student's account. This bill will be sent to the Cashier's Office and students will have the ability to pay with cash, check, or credit card. The Office of Student Involvement will no longer accept any travel overage payments. Rather, students can pay this directly to the Cashier's Office located in the Administrative Center.

Students must pay this bill in a timely fashion. Consequences for not paying this bill on time include a hold on their student account, restriction of enrollment, or withholding of degree and/or transcripts.

## **REIMBURSEMENTS**

Reimbursements to students can be a time-intensive process. Often times, this process can take upwards of a month in order for students to be reimbursed for out-of-pocket expenses. With changes to student travel booking procedures, the Office of Student Involvement will no longer process student travel reimbursements for flights, hotels, rental cars, or conference registrations. This policy is helpful to students as they will not need to front the cost of major expenses and also reduces the amount of paperwork processing by the Office of Student Involvement.

Furthermore, the Office of Student Involvement will also no longer process event-related expenses unless prior approval has been received by the Coordinator for Student Organizations.

The only reimbursements that are allowed moving forward are the following:

- Taxis/cabs/shuttles (Note—most shuttles can be arranged in advance by the Office of Student Involvement)
- Food purchased in-route to/from or during conferences that were not provided by the conference
- Parking expenses incurred at the airport or by the conference hotel (note—some hotel parking may be arranged in advance by the Office of Student Involvement)
- Any miscellaneous travel expenses that were approved prior to travel by the Coordinator for Student Organizations

The last day for students to submit for reimbursement during the academic year is the second Friday in June.

To be reimbursed, please complete the RooGroups form online at <https://roogroups.umkc.edu/submitter/form/start/46296>. No paper forms will be accepted.

## **Student Activity Fee Committee Guidelines for 2018-2019**

The purpose of Student Activity Fees is to provide University of Missouri-Kansas City (UMKC) students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance morale, spirit, and the overall University experience.



All uses of Student Activity Fee (SAF) money shall be subject to, and governed by, the Constitution and Guidelines of the Student Government Association of the University of Missouri- Kansas City, and where applicable the laws of the United States of America, the State of Missouri, the Collected Rules and Regulations of the University of Missouri System

The Student Activity Fee Committee will allocate SAF money by following the guidelines below. Any variation from this purpose will be considered a misappropriation of funds and will not be allowed.

### **Annual Budget Information**

- Councils may request a maximum of \$25,000 in an annual budget submission.
- Student Organizations may request a maximum of \$20,000 in an annual budget submission.
- Event-by-Event budget allocations for student organizations cannot exceed the average amount allocated to annual Council or Student Organization budgets.
- The minimum budget submission to be considered an annual budget is \$12,000. Budgets under \$12,000 must be submitted as event-by-event requests.
- Submissions that do not follow these guidelines will be denied.
- All communication regarding the status of your budget request is administered through RooGroups and updated in the comments section of your budget request. Please be sure that you have turned on notifications from RooGroups to receive status updates.

### **Travel Request**

- Students competing, performing, presenting, voting and/or delegating can be funded at up to 60% of the requested amount.
1. When voting and/or delegating only a delegate and an alternate can be funded.
  2. When voting, please provide the national bylaws for your organization to SAFC if more than two people need to attend the conference.
    - Professional development and volunteer trips can be funded at up to 25% of the requested amount or \$300 per person, whichever is less.
  1. A session itinerary must be provided demonstrating that the student will attend for professional development as well as a reasonable justification of the importance of attending the event.
- Student Activity Fee Committee (SAFC) Guidelines for 2018-2019  
Approved by Student Government Association Senate Vote on April 13, 2018
2. If your request has students attending and students presenting, a separate request is required.
    - Food will not be funded for travel.
    - Gas will only be reimbursed when utilizing Enterprise Rental vehicles at \$0.15 per mile per vehicle.
    - No funding for travel under 25 miles outside of the Kansas City metro area.
    - The standard airline prices used by the Student Activity Fee Committee is Google Flights and/or Southwest Airlines. The request should be reasonable with the price available at the day of the SAFC meeting.

### **Travel Reminders:**

- **DO NOT MAKE TRAVEL ARRANGEMENTS ON YOUR OWN.** The Office of Student Involvement must arrange all travel if Student Activity Fees are used toward the trip.
- For travel approved for a group of students, if a student drops out, the amount funded will be adjusted accordingly.
- UMKC strongly discourages the use of personal vehicles for student travel and will not fund gas for personal vehicles.

### **Event Request**

## **Food:**

- Missing estimates, breakdowns and/or quotes will result in denial of funds and/or zero funding of requested items.
  - Food will be allocated to UMKC students only.
  - Itemized food and vendor estimates/quotes are required.
1. Itemization for pizza or cultural foods is not required.
    - For general meetings, food is limited to one event per month.
    - Drinks, utensils, delivery, set-up fees, and gratuity must be included in food allowances.
    - Tipping should not exceed 20% for any reason.
    - Formal events will be funded at \$12.00 per person per meal
  1. Formal events include; initiations, dinners with guest speakers, awards ceremonies, formal celebrations, and formal dances.
    - Informal or social events will be funded at \$6.00 per person per meal.

## **Supplies and Materials:**

- Only academic and student involvement awards such as plaques, trophies, stoles, or similar awards will be considered for funding.
  - No cash or gift-cards will be considered for funding.
  - Honorarium, Appearance Agreement, and Performance
1. Maximum of \$4,000 per academic year per organization
  2. This funding cannot used for UMKC faculty or staff.
    - Promotional items to be given to students at events are funded up to \$2.00 per student.
    - T-shirts will be funded up to \$12.00 per student per t-shirt.
  1. One t-shirt order per semester per organization or council.
- Student Activity Fee Committee (SAFC) Guidelines for 2018-2019  
 Approved by Student Government Association Senate Vote on April 13, 2018
2. Design must be pre-approved by the Office of Student Involvement prior to submitting the request.
  3. Quote must be sent to the Comptroller (umkcsgacomptroller@umkc.edu) with the request number at least 24 hours prior to the SAFC meeting.
  4. T-shirts can only be requested for registered members in RooGroups.
    - SAFC will not fund supplies for charity or philanthropy events.
    - Food for volunteers serving at a charity or philanthropy event is allowable.
    - Decorations are capped at \$500 annually per organization or council.
    - Venue rental is capped at \$4,000 per year.
    - Tickets for entertainment events or teambuilding will be funded at \$10.00 per ticket per student and will be funded once per semester.
  1. Tickets must be for professional development specific to the organization and will be decided on a case-by-case basis.

## **Presentation Criteria and Other Information:**

- Requests in-line with current SAFC guidelines and which are valued less than 0.1% of the SAFC annual budget may not be required to present at SAFC.
- Presenters that fail to attend two consecutive meetings where the request was scheduled will have their request denied. Plan accordingly before submitting your request.
- Student fees will not be allocated to directly support an individual's academic needs (including but not limited to: individual membership dues, musical instruments, tuitions/fees, textbooks and lab supplies).
- Purchase of medication or prescription drugs is not an allowable use of SAF Funds.

## **Seed Funds**

- The Seed Feed is defined as a per-organization (Organization, Divisional or Secondary Council) academic year allotment allocated at the sole discretion of the SAFC to be used by the organization.
- The per-organization amount is equal for all organizations and determined annually by SAFC.

- The 2018-2019 Seed fund allocation is \$250.00 per organization.
- Deadline to request Seed Funds via RooGroups is September 17, 2018.
- New student organization may request Seed Funds post-deadline based on the availability of funds.

**Requirements to Receive Student Activity Funds:**

- Completion of the annual re-registration process for your student organization or council
- Fulfillment of a mandatory in person or online training by:

1. Student Organization or Council Advisor
2. President
3. Treasurer

- Information on registration deadlines and training completion deadlines will be available via RooGroups and e-mailed to all student organization leaders.

**Information**

- Questions
  - Check first the SAFC frequently asked questions: <http://bit.ly/FAQSAFC>.
  - Contact your SAFC Representative.
  - Send an e-mail to [umkcsgacomptroller@umkc.edu](mailto:umkcsgacomptroller@umkc.edu).

BUDGET SECTION:

**Food/Catering**

1.	<a href="#">20 Freebird burrito halves - chicken</a>	Food	2 x \$80.00	\$160.00
2.	<a href="#">20 Freebird burrito halves - steak</a>	Food	1 x \$80.00	\$80.00
3.	<a href="#">20 Freebird burrito halves - veggie</a>	Food	1 x \$80.00	\$80.00
4.	<a href="#">Freebirds Chips and Salsa Quart</a>	Food	2 x \$13.00	\$26.00
5.	<a href="#">Freebirds chips and guacamole quart</a>	Food	1 x \$21.50	\$21.50
6.	<a href="#">Delivery Charge</a>	Food	1 x \$15.00	\$15.00
7.	<a href="#">Delivery Driver Tip</a>	Food	1 x \$15.00	\$15.00

**STUDENT ORGANIZATION CONDUCT**

**STUDENT ORGANIZATION CODE OF CONDUCT**

Student Organizations at the University assume an obligation to behave in a manner compatible with the University's function as an educational institution and voluntarily enters into a community of high achieving scholars. Consequently, students must adhere to community standards in accordance with the University's mission and expectations.

These expectations have been established in order to protect a specialized environment conducive to learning which fosters integrity, academic success, personal and professional growth, and responsible citizenship.

For a complete, updated listing of the Student Code of Conduct, please see the University of Missouri System website at [http://www.umsystem.edu/ums/rules/collected\\_rules/programs/ch200/200.010\\_standard\\_of\\_conduct](http://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct)

## HAZING

Hazing is strictly prohibited in the State of Missouri and by the University of Missouri—Kansas City. Hazing is defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent (and/or) failing to discourage (and/or) failing to report those acts may also violate this policy.

Hazing is a class C felony.

### [CRR 200.020](#) Rules of Procedures in Student or Student Organization Conduct Matters

What is hazing? Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate.

- o More than half of college students involved in clubs, teams, and organizations experience hazing.
- o Nearly half (47%) of students have experienced hazing **prior** to coming to college.
- o Alcohol consumption, humiliation, isolation, sleep-deprivation, and sex acts are hazing practices common across student groups.

Link to <http://www.stophazing.org/hazing-view/>

Hazing “Myths and Facts”

Myth #1: Hazing is primarily a problem for fraternities and sororities.

Fact: Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs, and/or organizations.

Myth #2: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others—it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #3: As long as there's no malicious intent, a little hazing should be OK.

Fact: Even if there's no malicious “intent” safety may still be a factor in traditional hazing activities that are considered to be “all in good fun.” For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what

purpose do such activities serve in promoting the growth and development of group team members?

Myth #4: Hazing is an effective way to teach respect and develop discipline.

Fact: Respect must be earned, not imposed. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth #5: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In states that have laws against hazing, consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Have you witnessed or been a victim of hazing at UMKC? Directly report it to us here,

[https://docs.google.com/forms/d/e/1FAIpQLScvtxFYKybSeyiwA\\_vXecZ6Px0p-l6E5JjWrdchwD7tFFa--w/viewform](https://docs.google.com/forms/d/e/1FAIpQLScvtxFYKybSeyiwA_vXecZ6Px0p-l6E5JjWrdchwD7tFFa--w/viewform)

## STUDENT RIGHT-TO-KNOW STATEMENT

In accordance with Public Law 101-542, UMKC reports 74 percent of its first-time freshmen students return the second year. The UMKC Police department publishes an annual campus report on personal safety and crime statistics. The report is available at the UMKC Police Department Office, located in the Cherry Street Parking Structure, upon request or on the UMKC Police Department website.

## GRIEVANCES

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation or gender identity, national origin, age, disability, or Vietnam-era veteran status. Sexual harassment shall be considered a form of discrimination.

To ensure compliance with this policy, all University of Missouri prospective or enrolled students will have available to them this student discrimination grievance procedure for resolving complaints and/or grievances regarding alleged discrimination. This grievance procedure neither supersedes nor takes precedence over established University procedures of due process for any and all matters related to academic dishonesty, grade appeals, traffic appeals, disciplinary appeals or other specific campus procedures that are authorized by the Board of Curators and that deal with faculty and staff responsibilities. These proceedings may be terminated at any time by the mutual agreement of the parties involved.

NOTE: A grievance concerning specific incidents filed under this discrimination grievance procedure will not be processed on behalf of any student who elects to use another University grievance procedure. In addition, the filing of a grievance under these procedures precludes the subsequent use of other University grievance or appeals procedures for the same incident.

#### Definitions of Grievances:

- A complaint is an informal claim of discriminatory treatment. A complaint may, but need not, constitute a grievance. Complaints are processed through informal procedures. A grievance is the written allegation of discrimination that is related to Recruitment and admission to UMKC
- Admission to, and treatment while enrolled in, an educational program
- Employment as a student employee on campus
- Other matters of significance relating to campus living or Student Involvement, including, but not limited to, assignment of roommates in residence halls, actions of fraternities and sororities, memberships in or admission to clubs or organizations, student health services, and financial aid awards

A student with an informal complaint will be provided a copy of the appropriate policy and procedure on student complaints and grievances, and the Vice Chancellor for Student Affairs and Enrollment Management or his/her designee will be available to help the student understand the opportunities afforded through such policies and procedures. The Vice Chancellor for Student Affairs and Enrollment Management is located in room 336 of the Administrative Center.

## **UMKC SOCIAL MEDIA POLICY**

### **Purpose:**

The University of Missouri-Kansas City recognizes the need for a strong presence in social media. UMKC encourages colleges, departments, programs, groups and entities to be active in the social space and create social media accounts to build relationships.

UMKC has developed a social media policy and application process to ensure that any and all interactions on behalf of UMKC represent the university's best interests. UMKC is one of four campuses in the University of Missouri System.

This policy and the following requirements apply to any situations where an employee is expressly or impliedly representing the university, as an employee of UMKC in general and/or on behalf of a department, program, unit or the university in part or whole. This includes any activity in which the university is connected to the identity of the employee beyond simple identification of his her affiliation with UMKC and includes any situation in which a reader might reasonably believe that the employee is acting on behalf of the university.

### **Application of Policy:**

This policy will apply to social media accounts created by university employees for the official business purposes of the university, including UMKC faculty, groups, departments, programs, entities, etc. It will therefore impact students, faculty and staff who use various social media for communication in conjunction with representing UMKC. Some examples of the various communication media included under this policy are Facebook, Twitter, LinkedIn, Flickr, YouTube, Snapchat, Vine, Instagram and Pinterest. The Strategic Marketing and Communication Social Media Advisory Group has been established to assist in the campus-wide implementation of this new policy.

All officially-recognized social media accounts will be publicly listed by the university in a directory on the UMKC website.

Student organizations that wish to create social media accounts that will be officially recognized by the university must be registered through UMKC Office of Student Involvement (OSI).

### **Policy Statement:**

The use of social media websites is increasingly common for university departments, students and employees, and these communications tools have the potential to create a significant impact on organizational and professional reputations. UMKC has developed a policy to properly portray, promote and protect the institution and to assist UMKC entities in creating and managing their social media accounts. This policy requires that:

1. Academic units and departments should seek guidance from MCOM about the appropriate use of social media for their goals, audiences and resources.
2. Officially recognized UMKC social media accounts, blogs and web pages should be reviewed and approved through an application process.
3. Each social media account will have no fewer than two (2) responsible administrators assigned.
4. Each officially approved account must include a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
5. UMKC reserves the right to block individual accounts and/or remove comments, links, photos or other content from the social media sites for any reason, including but not limited to, inappropriate, offensive, injurious and illegal content. These may be removed by UMKC employees identified as account administrators or at the direction of the Social Media Advisory Group.
6. Links posted in UMKC social media should not be construed as endorsements of organizations, entities, views or content contained therein. By sharing content on any of UMKC's social media sites, individuals understand and acknowledge that this information is public and that UMKC may use the information for promotional purposes.

### **Policy Provisions:**

Use of Social Media Sites for General Business, Marketing and Communications.

The Vice Chancellor for Strategic Marketing and Communications will be responsible for administering this policy.

The Social Media Advisory Group, comprised of UMKC Strategic Marketing and Communications staff, has been established to provide input and assist in university outreach and training on this policy and best practices. The Social Media Advisory Group will manage the day-to-day application process and update the social media account directory as needed.

Administrators may contact UMKC's [Social Media Advisory Group](#) at any time for consultation.

**The following requirements apply to all university social media accounts:**

1. All applicants for officially recognized social media accounts are required to submit the profile image/avatar of each account as part of the application process to ensure that UMKC's brand standards are upheld.
2. All social media accounts officially recognized by UMKC must have at least two UMKC employees as administrators and one MCOM employee at all times to ensure adherence to this policy
3. Should a UMKC employee administrator of an account leave the university for any reason or no longer wishes to be an account administrator, it is the academic unit or administrative department's responsibility to designate another UMKC employee to be an account administrator and remove the former employee's administrative permissions to the site.
4. If there are not two employees available to serve as account administrators, a member of the UMKC Social Media Advisory Group may serve in that capacity.
5. If there are any problems identifying a new administrator, contact the UMKC [Social Media Advisory Group](#).
6. Departments, programs or units will be required to have a plan for keeping their social media sites updated, and that considers their message, audience and goals. It may be in a department, program, or unit's best interest to collaborate with others who are serving similar audiences to maximize reach and maintain fresh content in the social media venue.
7. Other than "official" social media pages maintained by UMKC Strategic Marketing and Communications, no department, program or unit should consider its social media site as representing or allow its social media site to be constructed and/or operated in a manner that states or implies that it represents, the university as a whole.
8. Once a social media account has been approved by the university, it may be reviewed periodically by the Social Media Advisory Group to ensure that it is accurately and acceptably representing UMKC and remains in active use. Administrators of recognized social media sites that are dormant for more than a three-month period will be asked to remove them or the university will require their removal.
9. UMKC employees identified as administrators of accounts are responsible for managing and monitoring content of their social media accounts, including without limitation ensuring that postings are consistent with other UMKC published materials on the same topic. Administrators are responsible to remove content that may violate the [University of Missouri System Standard of Conduct](#).
10. The university has adopted a variety of policies, procedures, rules and regulations that specify the manner in which concerns or complaints regarding certain issues are to be reported (e.g., campus safety and security issues, allegations of discrimination, harassment and/or other human resources concerns, allegations of research improprieties, conflicts of interest, environmental health and safety issues, etc.). A UMKC department, program or unit social media site and/or page approved pursuant to this policy is not responsible for receiving and acting on such concerns and/or complaints, and may not state or imply that it is so authorized, unless expressly designated as having such responsibilities. Employees and students should understand that the posting of such concerns and/or complaints on approved sites or pages does not ensure that they will be received and acted upon by appropriate university personnel, and the university cannot guarantee that posted concerns and/or complaints will be addressed in a timely manner, if at all. Therefore, employees or students desiring to report such concerns and complaints should instead use the officially designated resources and processes identified in the relevant UMKC policies, procedures, rules and regulations.



## Guidelines for Content:

1. UMKC employees are expected to adhere to the same standards of conduct online as they would in the workplace. Laws and policies respecting workplace conduct, contracting and conflict of interest, as well as applicable policies and guidelines for interacting with students, parents, alumni, donors, media and all other university constituents apply online and in the social media context just as they do in personal interactions. Employees are fully responsible for what they post to social media sites.
2. Use good judgment about content and respect privacy laws, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Do not include confidential information about the university, its staff or its students in materials posted on social media sites. Examples include information about a student's grades or performance, admission status, GPA, Social Security number and any/all other information that would be covered by FERPA; personally identifiable health information such as medical conditions or injuries or healthcare sought or received; and other private personal information that the person has not consented to have published. The university will not ask for, nor should an individual send, credit card or payment information, classified information, privileged information, private information, or information subject to non-disclosure agreements via any social network internet communication service.
3. Social media posters must also be aware of NCAA rules governing interactions between the institution and its employees, and prospective student-athletes. All employees should refrain from contacting (tweeting, messaging, friending on Facebook) prospective student-athletes prior to signing a National Letter of Intent. Always check with the Department of Athletics' compliance officials before posting anything that may violate these rules.
4. Post only content that is not threatening, obscene, a violation of copyright or other intellectual property rights or privacy laws, or otherwise injurious or illegal. If you are unsure whether certain content is protected by privacy or intellectual property laws, contact UMKC's [General Counsel](#).

## Best Practices to Engage Your Audiences via Social Media:

The university expects that all employees using social media covered by this policy will use the following best practices:

1. Overall, be selective and thoughtful about where you post and how you reply or choose not to reply. It is perfectly acceptable to invite a phone call to discuss something or refer someone to the appropriate office. When in doubt, don't say it. We are all brand ambassadors. Remember your social media history never really goes away. Assume everyone you know will see it and it will live on forever.
2. A common practice among individuals who write about the industry in which they work is to include a disclaimer on your site, usually on the "About Me" page. If you discuss higher education issues or matters within your field of expertise on your own social media site in a manner that could reasonably lead readers to believe that you are speaking on behalf of UMKC, you should include a sentence similar to this: "The views expressed on this [blog, website, etc.] are mine alone and do not necessarily reflect the views of the University of Missouri-Kansas City.
3. Link back to the university whenever possible. Ideally, posts should be very brief, redirecting a visitor to content that resides within the UMKC website. When linking to a news article about UMKC, check first to see whether you can link to a release on the UMKC News site instead of to a publication or other media outlet.
4. Protect the institutional voice. Posts on social media sites should protect the university's institutional voice by remaining professional in tone and in good taste. No individual UMKC unit should construe

its social media site as representing the university as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon and selecting content to post – names, profile images and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.

5. Post frequently. A small amount of action on a social media page is almost as bad as having no page at all. In order to keep the audience engaged, try to comment or provide an update at least once a week. Leave yourself an “appointment to post” on your calendar to remind you to update the social media site. Listen to your audience and followers and talk with them not at them. Be authentic. Social media is also a good customer service tool.
6. Keep your audience in mind. Remember that many different kinds of people have access to view the social media account when posting. While writing in a style appropriate to the medium, be sure to consider this when displaying information so as to not alienate any of the students, alumni, prospective students, parents, etc.
7. Post accurate information. Many people will have access to information posted on social media sites. Ensure that the information is correct before it is posted and consistent with other UMKC published materials on the same topic
8. Spelling and grammar check. We’re in the education business, and with that comes a set of expectations. Double-check all spelling and grammar before posting.
9. Fix errors quickly. When mistakes occur, fix them as soon as possible. Do not wait or simply leave the error up.
10. Solicit help from Strategic Marketing and Communications to respond to someone who questions or impugns the credibility of the university.
11. Be mindful of copyright, especially when posting pictures, video or audio. Just because an image or picture is found on the Internet doesn’t mean it’s free to use. If you need UMKC-related images, please contact Strategic Marketing and Communications for UMKC approved stock photos where required media release forms have been collected for images. Personal ownership of a photo or piece of music does not extend to the university and should not be used with UMKC social media content unless it has been approved for use by marketing.
12. It’s a good practice to get permission from a speaker or group of people to take and post social media pictures. Taking and posting of pictures of minors require permission from a parent or guardian.

### **User Agreements for Social Media Accounts**

Whenever a social media account is created, the social media outlet requires the account creator to agree to certain terms and conditions for use of the site by clicking “Yes” or “I accept” as part of the account creation process. These are legal contracts, and they often contain terms and conditions that create risks for the account creator and the University (for officially recognized UMKC accounts). In view of this, UMKC has adopted this policy to manage these so-called “clickwrap agreements” and mitigate the risks they create. Account administrators are delegated authority to create official social media accounts through completion of the application process and approval by the Social Media Advisory Group. The Social Media Advisory Group will request legal and/or administrative approvals prior to approving applications when required.

University employees and departments are not authorized to enter into advertising agreements with social media sites without prior authorization and approval obtained by contacting the [UMKC Marketing Director](#). Any UMKC unit wishing to purchase advertising services from social media sites, or from any type of publication, must follow all applicable rules and policies governing both the public relations considerations and the procurement and contracting considerations related to such services.

