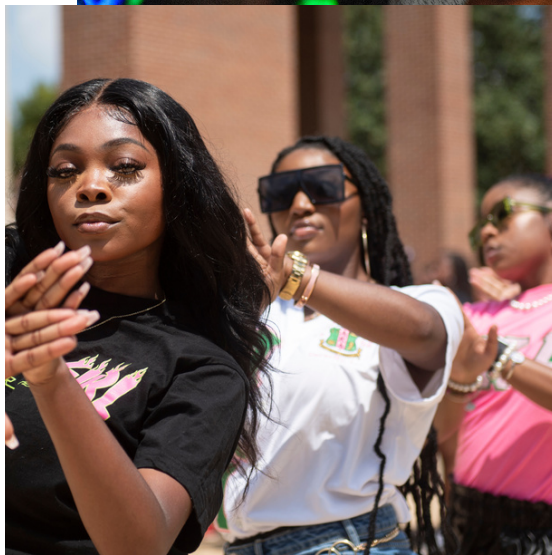


Ole Miss

The Gertrude C. Ford
Ole Miss Student Union

REGISTERED STUDENT ORGANIZATION HANDBOOK



Bradley Baker

"Director Ole Miss Student Union"

Registered Student Organization Officers and Advisors,

We are looking forward to another exciting year at The University of Mississippi and anticipate great things from our Registered Student Organizations this year. As a former Ole Miss student, student organization leader, and advisor, I understand the important role involvement plays on campus as well as the responsibility each of you have in your roles. Involvement in Registered Student Organizations at Ole Miss is one of the greatest perks and privileges of being a student. Through involvement in your organizations, our students are able to learn and practice skills that are not always part of their in-class experience during their time here.

While not all organizations are the same, each plays an integral role in creating an environment that contributes to our family atmosphere. With over 400 RSOs on campus, the opportunities for involvement are endless and so are the opportunities for your organization to collaborate with other organizations.

The mission of the Student Union is to serve as the center of student life on campus while striving to support the educational mission of the university by enhancing the collegiate experience with quality programs, facilities, and services through an inclusive environment. From meeting rooms and event space to management of The ForUM and the Center for Student Organizations & Engagement on the 1st floor, the Union and its staff provide the resources needed for your organization to thrive.

I encourage you to read through this handbook to become familiar with campus policies, expectations, and the resources available to you here at Ole Miss. As an RSO leader on our campus, it is your responsibility to understand and communicate the expectations we have for our RSOs and their members. This resource serves as a living document that may be edited or adjusted throughout the year. If so, we will communicate any changes on The ForUM and on the Student Union website (union.olemiss.edu).

If you have any questions, concerns, or feedback throughout the year, please do not hesitate to reach out to me at tbbaker@olemiss.edu. Our staff is here to support you and your organization and we look forward to a successful year.

Hotty Toddy!

Bradley Baker

Director, The Gertrude C. Ford Ole Miss Student Union

CONTENTS

4 CENTER FOR STUDENT ORGANIZATIONS AND ENGAGEMENT

5 RSO REQUIREMENTS

- 5 Organization Categories & Definitions
- 6 Starting a New Organization
- 7 Re-Registration
- 8 Constitution/Bylaws
- 9 Elections
- 10 Event Registration
- 12 Event Monitors
- 13 Advisors

14 ORIENTATIONS, TRAININGS, & WORKSHOPS

- 14 RSO Orientation
- 14 SAF Funding Orientation
- 15 Event Monitor Training
- 15 Community Engagement Training

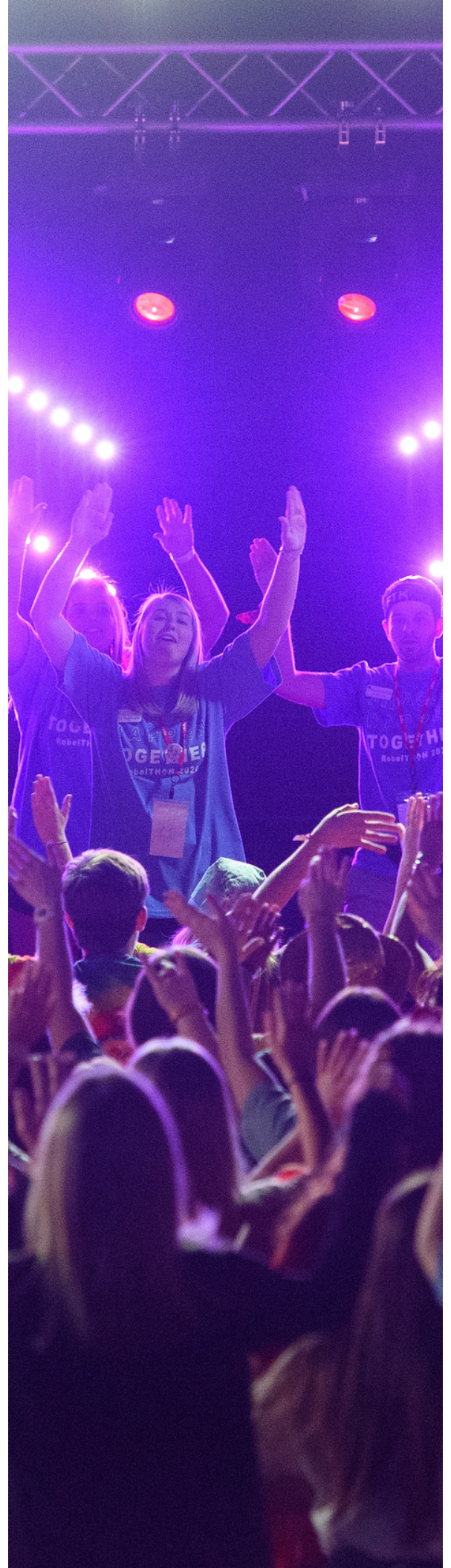
16 BANKING & FINANCES

- 16 Types of Bank Accounts
- 17 Banking Policies/Documents
- 19 Requesting an EIN
- 20 RSO Funding/SAF



CONTENTS

- 23 THE FORUM**
- 24 GIVE PULSE**
- 25 RESOURCE RENTALS**
- 26 EVENT PLANNING**
- 35 RENTING
SPACE/TABLING ON
CAMPUS**
- 36 RSO GROVE TENTS**
- 37 LEADERSHIP &
ENGAGEMENT AWARDS**
- 38 POLICIES**





Ole Miss

Student Organizations
and Engagement

Hours:

Mon-Thur: 8 AM - 8 PM

Fri: 8 AM - 5 PM

Center for Student Organizations & Engagement



The Center for Student Organizations and Engagement is a space, located on the first floor of the Union alongside Fraternity & Sorority Life, dedicated specifically to Registered Student Organizations. This is the perfect space for small group/committee meetings and general RSO work. Space is available on a first-come-first-serve basis and is not reservable.

Features & Resources:

- Nearly 3,000 square feet of space for student organizations to utilize
- Work areas include large 16 person high top tables, small group meeting tables, and casual lounge furniture
- Free RSO Locker space available to reserve for the academic year.
- Leadership & Engagement Ambassadors staff the space to answer questions, assist with ForUM management, guide organizations, help connect them with available resources, etc.

Contact:

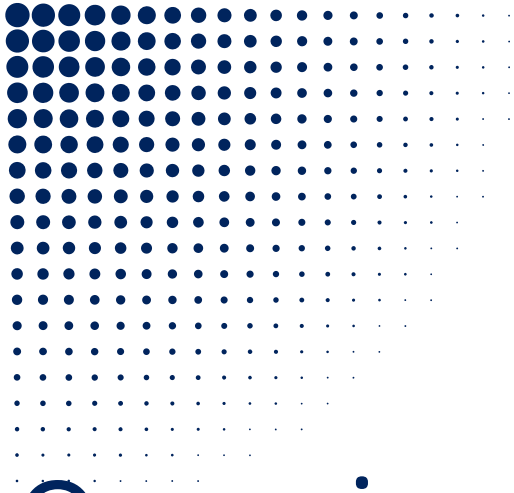
Dugan Walker

Assistant Director of Student Organization Management

Email: Dugan@olemiss.edu

Phone: 662-915-1044

RSO Requirements



Organization Categories & Definitions

RSO Categories:

Academic	Graduate School	Military & Intelligence	Special Interest
Cultural, Intercultural & Multicultural	Health & Wellness	Political	Sports Clubs**
Fraternity/Sorority*	Honors Society	Religious & Spiritual	Student Governance
	LGBTQIA+ Focused	Service & Philanthropic	Department Sponsored

*Must be affiliated with the Fraternity/Sorority Life office

** Must be directly affiliated and advised by Campus Recreation

Definitions:

- **University Department Sponsored:** An organization tied directly to a university department or office with an advisor whose work with the organization is outlined in their position description.
- **Fraternity/Sorority:** An organization directly affiliated with the Fraternity & Sorority Life office through the College Panhellenic Council, the Interfraternity Council, or the National Pan-Hellenic Council
- **ForUM:** The University's online involvement platform where all active organizations are registered and their events are publicized to campus and the public.
- **Sports Club:** An organization directly affiliated with and advised by Campus Recreation.
- **Ole Miss Policy Directory:** This is the home for all policies on campus. This is also where all RSO/Student related policies are housed. This directory can be found at <https://policies.olemiss.edu/>

RSO Requirements



Starting a New Organization

We're so glad you are looking at starting a new organization! Founding your own group and watching it succeed is not only fulfilling as a student but also a great project to talk about on your resume and in job/internship/graduate school interviews. Listed below are the requirements for starting a new organization and the steps to do so.

Requirements:

- At LEAST three student members
- A full-time faculty/staff advisor
- A constitution/bylaws

- 01** Log into the ForUM
- 02** Select the menu button in the top left
- 03** Click "Organizations"
- 04** Click "Register an Organization"
- 05** At the bottom, click "Register a New Organization"
- 06** Once the form is submitted, the Student Union will approve your organization
- 07** Sign-up to attend RSO Orientation

RSO Requirements



Re-Registration

All Registered Student Organizations are required to Re-Register their organization each academic year. This is how the University determines who is still active on Campus. Most organizations re-registration window opens in May and closes in September. Greek organizations affiliated with the FSL Office have their re-registration window open from December to February. The president and advisor listed on your roster will receive communication when that window opens. Should an organization not complete their re-registration in time, they will be locked on the ForUM and considered inactive until the re-registration is completed. If this is the case, you can reach out to the Student Union Office to be unlocked and proceed.

Requirements:

- At LEAST three student members
- A full-time faculty/staff advisor
- A constitution/bylaws

- 01** Log into the ForUM
- 02** Select the menu button in the top left
- 03** Click "Organizations"
- 04** Click "Register an Organization"
- 05** Search for your organization. If you have the proper access according to your roster, you will see the blue "re-register" button
- 06** Once the form is submitted, the Student Union will approve your organization
- 07** Sign-up to attend RSO Orientation

Constitution/Bylaws

One requirement for Registered Student Organizations is to have a Constitution and/or Bylaws developed. This is meant to provide lasting structure for your organization and provide processes by which the organization functions. Below you will find a list of recommended sections to include in your documents. A template is included on the Student Union website for reference as well.

- **Name:** The name of your organization and abbreviations to be used.
- **Purpose/Mission Statement:** This provides direction for your organization and a statement to guide your decisions and activities.
- **Affiliation:** Are you affiliated with a national organization?
- **Membership:** Who qualifies for membership? Is there a GPA, program, or year requirement? Remember, organizations cannot discriminate based on race, color, gender, sex, pregnancy, sexual orientation, gender identity or expression, religion, citizenship, national origin, age, disability, veteran status, or genetic information.
- **Officers/Executive Board:** What positions exist within the organization? What are their specific duties? How long do their terms last? Do you have a policy in place for the impeachment of an officer? Are reports from the officer team to membership required and, if so, how often?
- **Elections:** How will officers be selected? Are they appointed through an application process? Who is involved in that selection process? Are there elections? Who gets to vote? How will voting take place? (see the elections section of the handbook)
- **Meetings:** Will your organization have meetings? Are they mandatory? How often will meetings be hosted?
- **Advisors:** How many advisors will the organization have? What is the role of the advisor? How will the advisors be selected? Do they have special management abilities?
- **Committees:** Does your organization have committees? How are they selected? Who oversees them?
- **Finances:** Who oversees finances? Do you collect dues? Do you have a bank account? (see Banking & Finances)
- **Constitutional Amendments:** What processes will you put in place to amend this constitution? Who makes the decision? Is it a member-wide vote, exec decision, or president only?
- **Hazing Statement:** Emphasize a section around hazing and the fact it is not tolerable.
- **Dissolution Clause:** What process is there should the organization cease to exist? How will you handle outstanding debts/remaining account balance?

Elections

It is up to each organization to determine the method of officer/member selection. This section is meant to provide guidance/resources, not determine how your elections are held. RSOs should reference their constitution/bylaws as to how they are supposed to run these processes. If the constitution/bylaws do not include information about elections, an amendment should be made to include those processes.

Should your organization choose to run an election in some form, we recommend the use of the ForUM's election function. Under this election function, you can include directions for the election and additional information, allow anyone to vote or restrict voting to your roster, as well as format the ballot and view results however is fit for your organization. When an election is created, you can set the ForUM to notify roster members on their home page. The election function can be used for electing officer positions or voting on organization decisions including constitutional amendments, impeachments, event criteria, etc. ForUM administrators are the only people who can view who voted in an election.

To protect anonymity, NO ONE is able to see the ballots cast.

Event Registration

Why we have event registration:

Event Registration is the process used to support Registered Student Organizations (RSOs) in hosting safe and successful events. Through this process, RSOs are connected with appropriate campus partners and/or local agencies to ensure they have covered all aspects of what is needed in relation to the event.

Completion of the Event Registration Submission does not mean that the event is permitted to take place. Rather, it puts the University on notice that an RSO desires to hold an event and allows staff in the Student Union to assist in connecting the group to departments whose input is required or who might need additional information prior to approval.

Event registration also increases publicity for the RSO with the event showing up on the RSO events calendar, being included in the Weekly Leader, and often being highlighted on our Student Involvement Instagram, @UM_GetInvolved.

Events That Require Registration:

If an RSO's event meets any one (or more) of the following criteria, event registration with the Student Union is **REQUIRED**:

- Alcoholic beverages will be present at the event (be sure to review the University's Alcohol Policy pertaining to student organizations as well as local, state, and federal laws pertaining to alcohol);
- More than 150 individuals are expected to be in attendance at the event;
- The event will be held outdoors;
- The event is open to off-campus guests; and/or
- The event will take place outside the Lafayette, Oxford, and University (LOU) area.

Failure to register an event that meets any of the above criteria will result in that RSO's referral to the Office of Conflict Resolution & Student Conduct.

What if Your Event Does Not Require Registration?:

Not all events will require registration. We still recommend registering those events on the ForUM. This is the location we send all students and parents/guardians to see what events are happening on campus. This is also where the University's marketing team looks for events to get photographs and videos of as well as news organizations who are looking for community events to highlight. This is how you get your event/organization's name out there!

When Should You Submit an Event for Registration?:

Events are required to be submitted **AT LEAST** two weeks (14 days) prior to the date of the event. This time period is to ensure you have the time to get the necessary approvals from campus partners involved in the review process. You are able to submit events as early as you would like. We encourage you to submit events as early as possible. If you know all of your events for the semester, you can submit them all in the first week. This does not guarantee that your event will be immediately reviewed. This is simply so you know you are good to go on that 14-day timeline. We will communicate with you when your event is under review.

Who is Involved in the Event Registration Process?:

Event Registration is managed primarily by two offices, the Gertrude C. Ford Ole Miss Student Union and the Office of Fraternity & Sorority Life. Below is outlined each registration contact and the events they oversee.

Spencer Laiben (splaiben@olemiss.edu): Fraternity Events

Julia Brechtel (jbrechte@olemiss.edu): Sorority Events

Sedric Scott (soscott@olemiss.edu): NPHC Events

Dugan Walker (dugan@olemiss.edu): Every other student organization event

Additional reviewers for event registration include UPD, Parking & Transportation, Landscaping, various offices over space reservations, and your advisors.

Event Registration Policy

The full Event Registration policy is included at the end of this handbook. If you have any questions about event registration, please reach out to the appropriate contact listed above.

Event Monitors

The University of Mississippi, in accordance with our RSO Event Registration Policy, requires certain events to have event monitors. Event Monitors are members of an organization who have completed the required training in event safety. These trainings are hosted by the Student Union office and the William Magee Center to ensure Event Monitors have been provided with the resources necessary to act should a problem occur during their event. Information about Event Monitor Trainings will be included in the Weekly Leader Newsletter references in the "Additional Resources" section.

When are Event Monitors required?

Event Monitors are required when an event has alcohol present and/or has an expected attendance of over 150 guests. When an event meets these criteria, an Event Monitor will be required for every 50 guests. These Event Monitors can work in shifts, however, that minimum number of Event Monitors MUST be present at all times.

Example:

An RSO is hosting a social at the Lyric on the Square with 250 guests. Even though this event does not have alcohol present, it requires AT LEAST five Event Monitors to be present at any time. For a longer event, this organization could have two shifts of Event Monitors. This would require 10 students to ensure each shift has at least five Event Monitors.

Who can be an Event Monitor?

Event Monitors can be any STUDENT MEMBER of the organization (Undergraduate, Graduate, Ph.D., Law, etc.) who is NOT a first-year member. The ONLY exception to this rule is if the organization is brand new. This policy exists to avoid instances of hazing where first-year members are forced to serve in the capacity and to ensure event monitors are capable of serving. First-year members lack the understanding of the organization, the organization's events, and the membership to a level that will enable them to feel comfortable stepping into a situation that would require them to.

While Faculty/Staff Advisors, Off-Campus Advisors, and Graduate Advisors may assist in monitoring the event, they cannot function as official Event Monitors.

RSO Requirements

Advisors

The Division of Student Affairs and Ole Miss Student Union Office view supporting student leaders and their organizations as a team effort. As an RSO Advisor, you should be accessible and invested in the well-being and success of the organization. The Student Union Office is committed to providing you support in the continued development of your students and empowering them to lead a successful organization. Remember, RSOs are student led. Advisors should be present to assist students in making decisions, but student leaders should be the ones making most if not all decisions, event submissions, re-registrations, etc.

Advisor and President Expectations

- Set general expectations for the advisor and student relationship before the start of the academic year.
- Determine the frequency at which student leaders and the advisor will meet. Some advisors find it necessary to meet for weekly 1-on-1s with their presidents.
- Understand the financial status of the organization and funding/purchase processes.
- Review and update the organization's constitution as well as review relevant RSO policy updates.
- Discuss RSO re-registration and officer transition processes prior to the end of each academic year.

Organization/Event Registration Responsibilities

In RSO Registration and Event Registration, students should be the ones who submit the required documentation. As an advisor, you should ensure they understand the requirements and which events they MUST register for. This is covered during the required RSO Orientation but students may need additional reminders.

In addition, assistance with contracts for venues and/or third-party vendors, budgeting, as well as event logistics, is helpful. They should be planning their own events, but ensuring they don't forget necessary details like reservations, funding requests, and communication with the student union office is important.

Orientations, Trainings, & Workshops

For an updated list of orientation, training, & workshop dates, visit the Student Union Website.

RSO Orientation

RSO Orientations are hosted throughout the semester. **Every RSO is required** to send their president and one other officer to a training. Once they attend an orientation, they are good to go for that academic year. One student can attend orientation for multiple organizations at once. Advisors are not required to attend but it is encouraged so that they understand what information their students are working from. These orientations are meant to provide an overview of RSO policies/requirements and highlight resources available for organizations. These orientations will cover some of the material in this handbook but will not hit on everything.

SAF Orientation

Student Activity Fee Funding Orientation is **required for any organization planning on requesting funding for their organization.** These orientations are hosted by the ASB treasurer throughout each semester. The treasurer will cover policies surrounding what can be funded, what cannot be funded, and the process of receiving those funds. Once your treasurer attends an SAF Funding Orientation, they are good to go for that semester. They will need to attend orientation again the next semester if they plan on requesting funds. If you have any questions about these trainings, email asbtreasury@go.olemiss.edu.



Orientations, Trainings, & Workshops

For an updated list of orientation, training, & workshop dates, visit the Student Union Website.

Event Monitor Training

Event Monitor trainings are hosted in partnership by the Ole Miss Student Union and the William Magee Center for Wellness Education. These trainings are offered throughout the semester. We recommend sending everyone you might need to serve as an event monitor early in the semester to ensure they have time to get the training in. Once they attend a training, they are good to go for that academic year. First year members will be turned away from the training as they are not able to serve as event monitors.

Service/Philanthropy Training

Student Activity Fee Funding Orientations are required for any organization planning on requesting funding for their organization. These orientations are hosted by the ASB treasurer throughout each semester. The treasurer will cover policies surrounding what can be funded, what cannot be funded, and the process of receiving those funds. Once your treasurer attends an SAF Funding Orientation, they are good to go for that semester. They will need to attend orientation again the next semester if they plan on requesting funds. If you have any questions about these trainings, email asbtreasury@go.olemiss.edu.

Banking and Finances

Your RSO may need a bank account to manage finances. There are a couple options available for RSOs including an account with the Mississippi Federal Credit Union in the Student Union, an official University account, or a Foundation account. No matter the account types an organization uses, the Advisor should be listed on the account to allow access and continuity across student executive teams.

Mississippi Federal Credit Union –

The Mississippi Federal Credit Union provides registered student organizations with the opportunity to open traditional bank accounts. The MFCU provides account for the majority of RSOs on campus and understands the unique needs of student organizations.

University Account

Organizations advised through an office/department on campus, may have the opportunity to open an on-campus bank account. These accounts must be opened through the Director of the Department. The Office of Procurement Services manages these accounts and has special purchasing guidelines and reporting they require. Advisors should communicate with procurement to ensure they understand the unique requirements and rules surrounding the account.

Foundation Account

Organizations that work with sponsorships, fundraisers, or donors may be eligible for a University Foundation Account. Similar to University Accounts, these accounts must be opened by the advisor. They also have their own unique rules/guidelines and processes for their accounts. Communicate with the University Foundation to find out more about opening a Foundation Account.

Banking Policies and Documents

RSO Recognition Letter

To open a bank account for your organization, you will need a recognition letter from the Student Union office. This letter acknowledges your completion of the University's requirements to be in good standing and active on campus. Email dugan@olemiss.edu.

Account Access

Your organizations advisor should have access to your bank account at all times. This is to ensure another level of security as well as continuity between student executive boards. When students move on and graduate, it is important someone remains who still has access to funds.

Applying for an EIN

To open a bank account for your organization, you will need to apply for an EIN from the IRS. Instructions for applying for an EIN can be found on the following pages.



Mississippi Federal
CREDIT UNION

What is an EIN?

A Tax ID Number or EIN (Employer ID Number) is like a social security number for your organization. Student organizations are often in situations that require a Federal Tax ID Number (opening an organizational bank account, conducting fundraisers, etc.). Registered student organizations are not permitted to use the University's tax identification number; therefore they are required to obtain their own EIN.

The purpose of the EIN is so the IRS will not make any of an organization's members personally responsible for taxes on revenue that the organization has earned. To get a Tax ID number, you may contact the IRS and request a Form SS-4 (Application for Employer Identification Number) or visit their Website in order to request an EIN, see the information below for the steps related to requesting an EIN through the IRS.

Only University departments, offices, and University-sponsored organizations may use the University of Mississippi's tax ID number unless the organization is making a purchase through SAF. An organization wishing to apply for tax-exempt status must realize it is a complex and cumbersome process. An attorney specializing in this area is probably necessary because the laws and procedures written for qualifying as a tax-exempt organization are confusing and constantly changing. If a student organization is qualified for tax-exempt status, it most likely will be covered under 501(c) (3) or 501(c)(7) sections in the IRS tax code and would file a form 1023.

The application process will take a minimum of six months but may last more than a year before a tax-exempt certificate is issued. Apply for an EIN Online. The following steps were written to assist a registered student organization with applying for an EIN online. If you have any technical issues or have questions regarding the form, please refer to the IRS' help and support services.

Banking and Finances

Applying for an EIN

1. Go to the IRS' Apply for an Employer Identification Number (EIN) Online Web site:
<http://www.irs.gov/businesses/small/article/0,,id=102767,00.html>
2. Click the APPLY ONLINE NOW link at the bottom of the page.
3. Once you have read the instructions on the page, click the Begin Application button.
4. Select the View Additional Types, Including the Tax-Exempt and Governmental Organizations option for the "What type of legal structure is applying for an EIN?" question, and then click the Continue button.
5. Any of the following options may describe your type of organization:
 - a. Political Organization;
 - b. Church-Controlled Organization;
 - c. Community or Volunteer Group;
 - d. Social or Savings Club;
 - e. Sports Teams (community). Once your selection is made, click on the Continue button.
6. To confirm your selection click the Continue button.
7. Enter your first name, last name, and SSN/ITIN.
8. Select whether you are an officer or member of the organization or whether you are applying for the EIN as a third party on behalf of the organization and then click the Continue button.
9. Enter the address information for your organization and click the Continue button when you are done.
10. Enter the requested information about your organization and click the Continue button when you are done. Repeat this step for the next screen requesting additional organizational information.
11. Select the Other option for the question "What does your business or organization do?" and click the Continue button.
12. Select the Organization option for the question regarding your business activity and click the Continue button.
13. From the list of organizational activities select the activity that best describes what your organization does (most organizations will select the Social or civic option and click the Continue button.
14. Select whether you would like to receive your EIN confirmation letter online or by mail and click the Continue button.
15. Once you receive the information, retain it in your student organization files for current and future leadership. Also, please feel free to provide the Gertrude C. Ford Ole Miss Student Union a copy by emailing getinvolved@olemiss.edu.

RSO Funding/SAF

Which RSOs are eligible for funding?

- Registered with the Student Union;
- In good fiscal & judicial standing with the University of Mississippi and ASB;
- Active for at least 30 days;
- Must not have any outstanding debts to ASB;
- The President & Treasurer must attend an ASB Funding Training;
- Funding requests must be submitted before deadlines

Procurement Card vs. Payment Request/Check

- If you are paying an individual person you must request a check. If paying a business over \$1500 you must request a check. You cannot use the procurement card. Please allow TWO WEEKS for the check to process.
- The procurement card may be used for smaller purchases like food, items from local stores, etc. Amazon orders must be placed through the Union or Univ. of Mississippi Amazon Business Account.
- All purchases requiring shipping must be shipped to:
Ole Miss Student Union,
Attn: Student Org Name
218 Student Union Drive,
University, MS 38677
- No travel may be paid for using the procurement card. We must request direct payments/checks for all travel. We also recommend organizations work with University of Mississippi departments to coordinate travel funds.
- ALL PURCHASES ARE TAX EXEMPT (except reimbursements)! If you fail to get the tax taken off your organization must write a check to the SAF for the taxed amount.

RSO Funding/SAF

What **CANNOT** be funded?

- Alcohol, other drugs, or funding for events where alcohol will be present
- Weapons, firearms, or any paraphernalia related to these items
- Items for faculty members or non-students; all funding must directly benefit students
- Decorations Gifts and giveaways (must be promotional materials and include the organization's logo)
- Events that require ticket purchases
- Donations/Fundraiser - funding may not be used to donate to a cause or philanthropy
- Re-occurring food expenses (cannot have multiple events in a row with food)
- Salaries for students, staff, or faculty storage facilities
- Animals - food or purchase of animals
- Events that occur during University of Mississippi breaks (exception for travel)
- Flowers - real or imitation
- Equipment that cannot be placed on the University department audit/asset list

What **CAN** be funded?

- Organizational events like concerts, fairs, and late-night programming
- Educational programming
- Educational speakers and consultants
- Food at events for student organizations
- Promotional materials for your student organization - t-shirts, polos, pens, etc.
- Promotional materials for an event your student organization is hosting or facilitating
- Supplies for events like games, bouncy houses, or other short-term rentals
- Art supplies or supplies for students to make something - like pumpkin painting, tie- dye, etc.
- Leadership assessments and surveys for organization member development like Clifton Strengths, True Colors, etc.
- Registration fees for leadership and/or educational conferences (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Hotels for conference stays (only for students; must have departmental sponsorship for funds to be transferred and managed.)
- Small equipment that can be added to campus department inventories - sound systems, tents, etc.
- Student organization events that do not involve alcohol or other drugs

RSO Funding/SAF

How to apply for funds

1. Attend a mandatory SAF Funding Orientation hosted by the ASB Treasurer
2. Log into the ForUM
3. Select the organization you wish to request funds for in the left hand menu.
4. Click "Manage Home"
5. If your organization president, primary contact, or advisor has provided your account with the proper access, you will see a "Finance" button on the left side. Click "Finance."
6. Click "Create Request" and "Create Budget Request"
7. From there, follow the instructions provided during the SAF Funding Orientation referenced in step 1.

For additional help:

- Visit the Associated Student Body Website
- Email asbtreasury@go.olemiss.edu

FORUM

The ForUM is your home for student organization management! Our online involvement platform, through Anthology Engage, is the one-stop-shop for students looking to get involved on campus as well as student leaders looking to manage their organization.

Management functions for student organizations include:

Organization Information: This is where you can update your organization description, social media handles, website URL, etc.

Events: This is where you can submit events for registration, edit existing events, and access information regarding event RSVPs and post-event surveys

Roster: This is where you can access and edit your roster. You can also add/edit positions. Defaults include president, treasurer, advisor, and others but you can create your own as well. It is a requirement for RSOs is to keep this roster up to date.

News: RSOs can submit news “articles” to be posted on the ForUM for students and organizations to see.

Photo Gallery: You can upload photos and videos from your organization's events/meetings so that students can get a glimpse into what your organization is all about.

Documents: This is typically where organizations will store their constitution/bylaws

Forms: Forms can be created to accept applications, sign up for events, collect membership information, etc. This functions similarly to a Google form but is accessible to any officers given access via the roster.

Elections: Your organization can run elections through this system

Finance: This is where your organization will submit requests for funding from the Student Activity Fee through ASB.

Links to additional ForUM assistance can be found on the Student Union website.

GivePulse

GivePulse is your hub for community outreach and engagement! The Center for Community Engagement manages this platform for the university. GivePulse is an online platform that allows users to list, find, organize and measure social impact initiatives in the community. This platform is not only used by students but local nonprofits, campus partners, and community partners as well. Features of GivePulse include, but are not limited to, posting/finding volunteer opportunities, tracking service hours, and promoting engagement opportunities.

Management functions for student organizations include:

Promote Engagement Events: This is where you can promote your organization's engagement efforts, particularly as they relate to service events and/or fundraising.

Recruit Volunteers: This is where you can post volunteer opportunities and recruit volunteers. GivePulse provides several features to help you promote your event and recruit volunteers.

Track/Share Engagement Efforts: This is where you can collect data, such as service hours, for your organization or individual members. You can also easily share this data with advisors, community partners, etc.

Community Networking: This is where you can learn about engagement efforts happening in the L.O.U. community and beyond. Service opportunities are posted nearly every day and GivePulse features make it easy to promote your, or a partner's, engagement opportunities.

Links to additional GivePulse assistance can be found on the Diversity and Community Engagement website...

To set-up your GivePulse account or for any questions related to its use, contact the Center for Community Engagement's Assistant Director of Community Partnerships.



Resource Rentals

The Student Union is excited to offer Registered Student Organizations, in good standing with the University, the opportunity to rent various resources from our office. Many of these resources will be free of charge. This list ranges from speakers to tablecloths, yard games, board games, etc.

To check availability and check out an item, email dugan@olemiss.edu.



Speakers

Powerful Bluetooth speakers with optional microphone.



Tablecloths

Grey "Center for Student Organizations & Engagement" branded 6 ft tablecloths.



Board/Card Games

Various games are available including Clue, Sorry, Battleship, Hedbanz, Monopoly, Uno, Mancala, Hues and Clues, Bananagrams, etc available for organization meetings, retreats, events, etc.



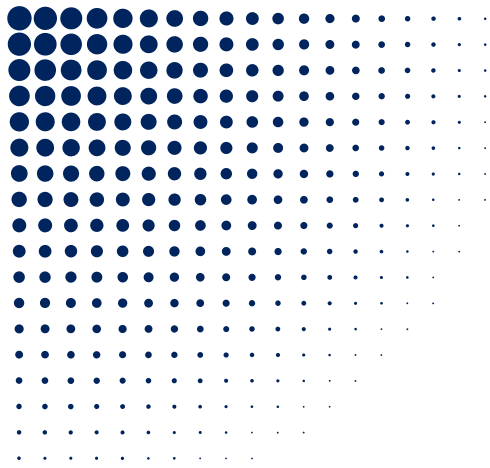
Yard Games

Cornhole, giant connect four, spike ball, and giant jenga are all available for rent.



Don't see something?

We are always taking requests and adding new items! Let us know what you are looking for and we will see what we can do!



Event Planning

☐

Goals

☐

Budget

☐

Marketing

☐

Member Volunteers

☐

Resources

☐

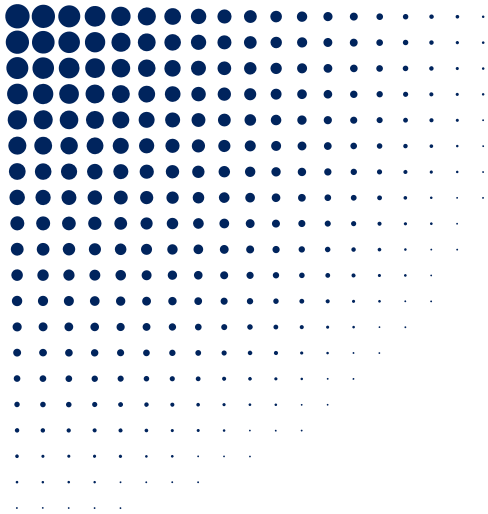
The Day of

☐

Post Event Assessment

☐

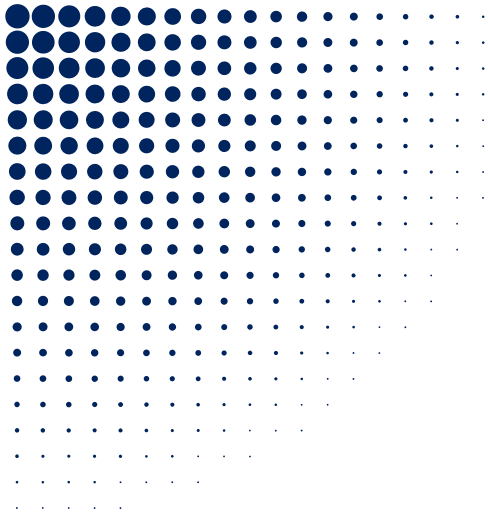
Document What You Did



Goals

Having an event is something fun for your organization to do to further its purpose but you want to make sure your events have a goal in mind. You don't want to use your organization's resources on events that do not further your mission or accomplish anything. Ask yourselves these questions when planning your event's goals.

- **Who is your audience?**
 - Will this event be open to the public or campus, for members of your RSO only, or by invitation only? Who will manage guest lists or invitations if applicable?
- **Decide on the type of event your RSO will have.**
 - Is this event meant to drive membership, provide professional development for current members, raise money for philanthropy, is it strictly social, etc?
 - Is the theme or name of the event appropriate? How does the theme or name of the event reflect the purpose of your organization?
 - Will the event require a general liability waiver for attendees?
 - What are the short/long-term goals for this event?
- **Are your goals measurable?**
 - Measurable goals are important for being able to determine the success of an event. For example, if you are attempting to recruit new members, how many new members is considered a success?



Budget

When planning an event, you want to make sure you are using your resources wisely, if you have resources at all. Can your budget handle the plans your organization has for this event? Consider the following when it comes to your budget.

- **What is your budget?**
 - Do you have a budget for your event?
 - Are you using the **Student Activity Fee**?
 - Are there restrictions on what you are allowed to purchase depending on where your budget comes from? (Student Activity Fee has policies surrounding what can be purchased.)
 - Are you being a good steward of your resources?
- **Where will you spend your budget? How much are you willing to spend on each item? Is that enough? Is it necessary or just icing on the cake?**
 - Space reservations
 - Transportation
 - Food
 - Activities
 - Speakers
 - Tables
 - Office Supplies
 - Etc.

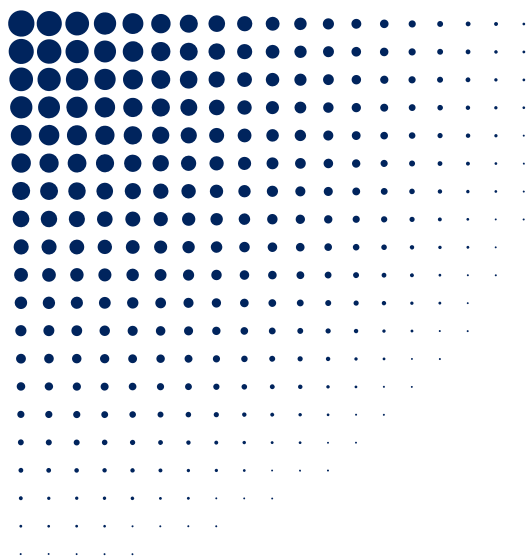


Marketing

When planning an event, you want to make sure you have a marketing plan. The last thing you want is to put effort and resources into an event and students not show up simply because they didn't know it was happening.

- **How are you marketing your event? Do these methods reach your intended audience?**
 - Social Media (Instagram, Facebook, Twitter, TikTok, etc.)
 - GroupMe
 - Word of Mouth
 - Residence Halls
 - The Weekly Leader
 - The Powder Blue
 - @UM_GetInvolved
 - **Do you need graphics made for marketing?**
 - Who on your team is making graphics?
 - What program are they using? (Canva is a free option that is great for RSOs)
 - When do graphics need to be made? Posted?
 - **Follow Through**
 - Social media algorithms show posts that are getting more engagement. Encourage your members to like, comment, and share posts as to increase the number of times it is seen by other students.
-





Member Volunteers

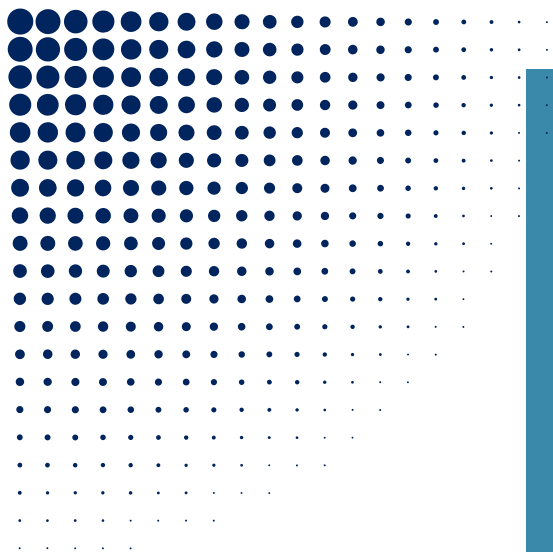
You will likely rely on members of your organization to "run" the event. See the following recommendations to ensure you are prepared.

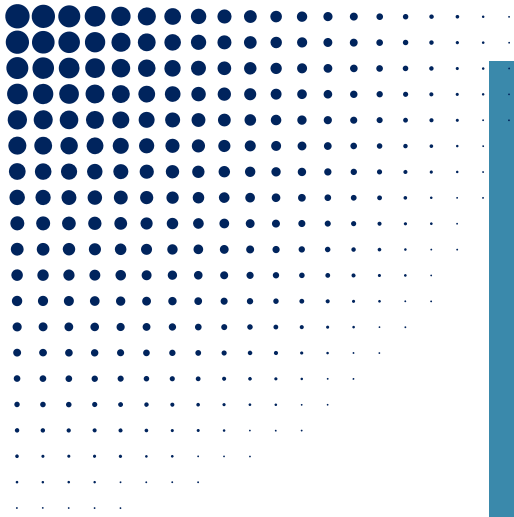
- **Do your members know that they are expected to work the event?**
 - Communicating early that members are expected to attend/work the event is crucial.
 - At least two weeks heads up with reminders is recommended.
- **What are your members doing?**
 - Create a sign-up or list of jobs that members will be doing.
 - Include shifts for longer events.
 - Designate specific jobs (check-in, food, logistics, floaters, etc)
 - Provide a detailed explanation of each job in advance so members know what to do when they arrive. They should not be learning their job as they are doing it.
- **Listen**
 - Listen to what your members need. Communication before the event can ensure they know what to expect and that you have provided them with the tools to be successful on the day of the event.

Resources

In planning your event, you may need to make use of various campus resources. Below is a list of some of those commonly used.

- **Facilities Management:**
 - If the event will require physical trash cans, tables/chairs, road closures, barricades, sound, etc., have your RSO contact Facilities Management to secure such equipment,
 - Will the event require electricity to be turned on or water irrigation systems to be turned off? Be sure to double-check with Facilities Management.
 - **UPD**
 - Event Consultations
 - Traffic Control
 - **Parking**
 - Visitors Parking passes
 - Blocked off parking spots
 - Parking attendants
 - **Student Disability Services**
 - What accommodations can your organization provide to ensure that all students, staff, and University visitors are able to enjoy the event?
-





Resources (cont'd)

- **Venue Reservations**

- If your event will be on-campus, has your RSO checked to see if the space is available? What is the process by which an RSO can request the space? Student Union spaces can be rented for RSO events.
 - Don't forget – just because an RSO has requested a space does not guarantee that it will be available.
 - If you have requested space but haven't heard back from the venue/space, a thoughtful but professional follow-up is appropriate.
- When considering off-campus venues, your RSO may want to consider what liability insurance the venue utilizes or offers, what the capacity is for the space, and what expectations the venue will have (utilizing the venue's own security or catering, space utilization policies, etc.)
- Secure the event's space.
 - Obtaining contracts from off-campus venues or verification from on-campus departments may take time. Be sure that your RSO has factored in the time it may take to secure a reservation in event planning.
 - When planning events off-campus, who is authorized to execute contracts? Who might need to review venue contracts?

The Day Of

On the day of your event, most things should already be taken care of. Below are tips to keep in mind.

- Schedule additional time before and after your event for set-up and clean-up. It is okay to finish set-up early but you do not want to be setting up when the event is supposed to start.
- Follow up with vendors to make sure you are squared away.
- Remind members of their commitments for the event.
- Have a map of your event so everyone knows where everything goes during set-up.
- Keep a calm and positive attitude. Your members will be looking to you for how things are going. Your attitude will spread to them. Events should be fun, not upsetting!

Post-Event Assessment

At the end of any event, your organization will want to have some form of assessment to decide what went well, what didn't go well, etc. This will be beneficial for the future of your events. There are always things to learn.

- **SWOT Analysis:** This method is recommended for large-group analysis. Ask members to write down items that were strengths, weaknesses, opportunities, and threats. This can be done on sticky notes and posted around the room, written on the dry-erase board, or whatever suits your group
 - **Strength:** Something that went well and needs to be continued
 - **Weakness:** Something that your event didn't do so well or can improve on but isn't necessarily a threat to the overall success.
 - **Opportunity:** Something your event didn't do but is an opportunity to do in the future to grow its success.
 - **Threat:** Similar to weakness but something that is potentially detrimental to the event. Something that, if it happens, would result in an event "failure".
- **Post-Event Survey**
 - This is a great way to get feedback from those in your organization or even those from outside the group that attended your event. If you use the check-in feature on the ForUM, you will have a list of attendee emails and can reach out to get feedback on the event, what they liked, didn't like, etc.



Document What You Did

Planning an event can require a lot of effort. If you document the steps you took, contacts you used, budget, etc. there will be less planning required in the future. Use something like the RSO Event Planning form below to document your event. This can be saved in a binder and used for future exec boards.

RSO Event Planning Form

Event Name:

Lead Officer:

Event Date:

Location:

Time:

Expected Attendance:

Actual Attendance:

What contacts were used for this event?

(ex: Snow Biz, Magnolia Rentals, Student Union, Facilities Management, etc.)

Reason	Name	Contact info used	Outcome

How was it advertised for?

What costs were involved?

Item	Cost

What difficulties were faced?

Improvements for the next time it is hosted?

Renting Space/Tabling on Campus

The Ole Miss Student Union provides multiple resources for Registered Student Organizations. Groups can reserve tables on the Grove Sidewalk in front of the Union to push recruitment efforts, raise money, advertise events, etc. There are also various meeting/event spaces for RSOs to reserve for free or at discounted rates.

Tabling

Registered Student Organizations can reserve a table on the Grove Sidewalk in front of the Union for free. Tabling occurs 10:00 am – 4:00 pm on the Grove Sidewalk for RSOs and Campus Departments. 1 table and 2 chairs are provided.

Space

Registered Student Organizations can reserve rooms in the Student Union for free*. RSOs can reserve our meeting/classrooms, Union Plaza, Ballroom, and Auditorium 124 inside the Student Union. We also reserve the Grove, the Grove Stage, the Circle, the Quad, and Galtney-Lott plaza.

Catering/Food

Ole Miss Dining Services and Aramark are the preferred caterer for the OMSU facility. Please contact Ole Miss Dining Services for information regarding food service options. Users may not sell food nor contract with an off-campus caterer/vendor to sell food in the OMSU. All non-Aramark food and/or drink requests require approval by the OMSU office prior to space reservation confirmation.

Contact: unionreservations@olemiss.edu

*Student Union ballroom has a \$100 reservation fee for Registered Student Organizations. Additional buildings on campus are available for reservation should Union spaces not be available.



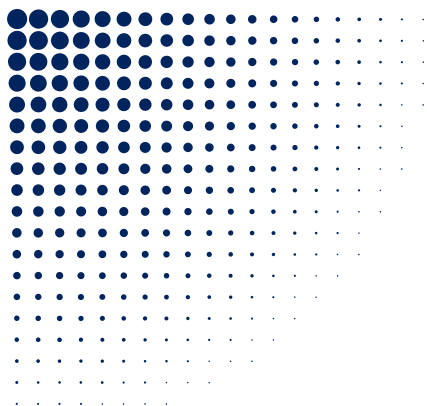
RSO Grove Tents

To preserve an atmosphere that promotes good sportsmanship, positive health and well-being of visitors and the University community, and school spirit, the University has established guidelines for the sponsorship and hosting of tents for tailgating by RSOs on home game weekends. RSOs who are hosting a tent must register the tent and attend the weekly (for each game week) meeting to go over Grove developments and University game day plans.

Tent registration is required for RSOs hosting a tent in the Grove. The two set-up options are:

1. **Early Set-up:** RSOs have the opportunity to set their tent up from 2-4PM the Friday prior to each game. There is a large section of the Grove that early set-up is allowed. This method is recommended as it provides your RSO with the freedom to pick where the tent is placed without having to rush for a spot.
2. **Traditional Grove Rush:** RSOs can take part in the traditional Grove rush at 7:00 PM on Friday nights. The tent still needs to be registered and they still need to attend the required tent meeting each week. Once their tent is placed, the RSO is to report the location of their tent using the QR Code provided at the tent meeting.

The form for each weekend will open the Monday morning prior to each home game.



Leadership & Engagement Awards

The Leadership & Engagement Awards are awarded by the Associated Student Body at the end of the Spring Semester each Academic Year. Students, Advisors, and Registered Student Organizations can be nominated for various awards based on their achievements throughout the year. Winners of the 2022-2023 Leadership & Engagement Awards are below!

Emerging Leader: Amelia Craze & Connor Gee

Student Organization of the Year: Alpha Kappa Psi

New Student Organization of the Year: Association for Graduate Women in STEM

Student Organization Advisor of the Year: Dr. Mohamed Ali Ibrahim

Student Organization Event of the Year: RebelTHON 2023

Student Organization Member of the Year: Mohammed Ahmed

Student Organization Officer of the Year: Maddy Ryan

Student Organization President of the Year: Sara Smith

Live The Creed: Kelly Li

Student Diversity Innovator Award: Voke Tonia Aminone, Savannah Avery, Caleb Ball

Nominations for the 2023-2024 L&E Awards will open in Spring 2024.

Campus Policies

There are various campus policies that impact registered student organization activities. Below are a couple policies your organization should know about. For more information on each individual policy, scan the QR code to visit the University Policy Directory. The Free-Form Search option on the right may be useful as a keyword search.



Event Registration _____



Alcohol _____



Minors Training _____



Member Participation _____



Chalking on Campus _____



Contracts _____



Content Neutral _____



Game Day _____

Campus Policies

University Policy Directory

