



# Recognized 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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Hours: Monday – Friday 8:00 AM to 5:00 PM

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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 with a common purpose or mission that unifies them to form an organization. Student organizations are student-centered, student-driven, and student-led. Participation is voluntary. Control by any outside entity, public or private, or non-student of the university shall not be permitted.

Student organizations are autonomous, student-run entities that succeed and fail on their own. While recognized by the University, student organizations are not considered official agents of UMKC and cannot enter into agreements on the University's behalf. Similarly, the University may not enter into agreements on the student organization's behalf.

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 or approved by the University. Members, participants, and officers are not considered University volunteers, agents, or employees of UMKC. Organizations should assess the risks and liabilities of their activities and should determine if they should procure insurance through the agency of their choosing.

## **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 the 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).
- 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.
- To update your organization roster each semester.
- The Office of Student Involvement should be notified of any changes that may occur during the year.
- Maintain a current and updated constitution on RooGroups.
- Each officer must be in good academic standing 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 its 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 organization's acts or obligations.
- To attend funding workshops and training sessions offered by the Office of 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.

## Registration Requirement

Organizations will be allowed to re-register from April 1 until the second week of fall classes. Failure to re-register by the deadline will result in the organization losing its active status and all rights and privileges of a Recognized Student Organization.

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

If the Office of Student Involvement determines 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.

For more information on Continued Recognition, please visit the [Manage Your Organization Page](#) on our website

## STARTING A NEW STUDENT ORGANIZATION

Before creating a new student organization, we encourage you to check **RooGroups** to see if an organization already exists that may serve the same mission as the organization you wish to create.

The steps to register a New Student Organization are listed below.

1. Log in to [RooGroups.umkc.edu](http://RooGroups.umkc.edu) using your UMKC Username and password.
2. Click on the "Groups" tab, then select "All Groups"
3. Click on the "Register a New Organization" button at the top of the screen.

New Student Organization registration opens annually on August 1. The deadline to register a new student organization is March 15.

- Once a registration is successfully submitted, the information will be reviewed by the Office of Student Involvement. If there are any issues with the organization or constitution, the review team will communicate with the Primary Contact through RooGroups.
- Once approved a notice of recognition will be sent to OSI.
- Organizations must re-register annually to continue being recognized by the Office of Student Involvement.

## OFFICER ELIGIBILITY REQUIREMENTS

A student at 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 accordance 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.

**To request a grade review a [Grade and Enrollment Verification form](#) must be submitted. The verification form must contain a list of the student's full name, the GPA requirements, student's enrollment status, part-time or full-time, and student signature.**

# **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 Division of Student Affairs will send invitations to join Academic Honor Societies to eligible students if requested by a UMKC student organization advisor. To request approval, contact the Office of Student Involvement via email at [getinvolved@umkc.edu](mailto:getinvolved@umkc.edu) with the organization's recruitment request, student eligibility requirement, draft email invitation (no attachments), and contact information of the organization's 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.

## **STUDENT ORGANIZATION OFFICE SPACE**

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

Upon approval, organizations will be notified via RooGroups and must sign an agreement form provided by the Office of Student Involvement. The Office of Student Involvement will assign space based upon availability.

Organizations must abide by all campus policies and procedures which can be found in the [UM Student Conduct](#) as well as in this reference guide.

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

- Officially recognized by the University of Missouri-Kansas City
- Registered as a Student Organization on RooGroups
- Student Organization space registration opens April 1. The deadline for registration is May 1.

Organizations must schedule a minimum of 6 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. They must also participate in the Fall and Spring Student Organization Fairs, and end of the Year SOUL Awards.

## **STUDENT ORGANIZATION RESOURCE ROOM**

The Resource Room located on the third floor of the UMKC Student Union is available for student organization use (*not for individuals or academic purposes*). In the resource room students can create flyers and videos, use the vinyl machine, blow up balloons, build projects using the craft supplies, make buttons and more!



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 leaves the room disorderly or damages occur during your check-out time, your organization's MoCode Account will be charged a \$35 cleaning fee.

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

The Office of Student Involvement has several items that are available for daily checkout at the OSI front desk. These items include two portable sound systems with microphones, a ring light, 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 submit [OSI Item Check Out](#) on RooGroups. 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).

## **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). Students can learn more about current student organizations, register new organizations, conduct elections for organizations, register events, post campus news about your organization, and so much more.

Students must log in to RooGroups using their UMKC Username to have full access. 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.*

# **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 timeframes. If your event meets multiple of the below categories, it must be submitted by the deadline of the category with the **longest** period of time. No events can be submitted with less than **one (1) week** notice.

<b>Type of Event</b>	<b>Deadline</b>
All Event Submissions	One (1) Week Prior
Events in Swinney Center	Two (2) Weeks Prior
Any Catered Events	Three (3) Weeks Prior
Speaker/Government Official	Four (4) Weeks Prior
Small-Scale Concert or Comedian	Four (4) Weeks Prior
Conferences	Eight (8) Weeks Prior
Cultural Night or Large Performance	Eight (8) Weeks Prior
Dance/Large Social/Concert	Eight (8) Weeks Prior

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 staff members.

## **Campus Venues**

For the convenience of student organizations, the University allows executive board members of recognized student organizations to reserve rooms in the Student Union and Atterbury Student Success Center and classroom spaces - if they are requested through RooGroups.

### **Off-campus vendors:**

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 FOOD**

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

The Student Auxiliary Services policy states that any food or beverage consumed in the UMKC Student Union (SU) or the Atterbury Student Success Center (ASSC) meeting rooms and activity spaces must be ordered through the UMKC Dining Services by Sodexo Catering Department at <https://umkc.catertrax.com/> or at (816) 235-1076. No food or beverage may be brought into the meeting rooms and activity areas from another source.

The Square Tomato Catering menu and order form can be found online at by visiting <https://umkc.catertrax.com>. Other options are available to Student Organizations as well and will be charged directly to your student organization's MoCode.

University entities (Recognized Student Organizations, Campus Departments, Department Sponsored Guests) meeting in the UMKC Student Union and the Atterbury Student Success Center may utilize an outside caterer for events valued at Five Hundred Dollars (\$500.00) or less.

In support of student and department endeavors, such catering brought into the spaces must be pre-packaged with no broken seal or supplied by an officially licensed caterer. All items brought into the space, including pizza, must be packaged with no broken seals. All officially licensed caterers must have a Certificate of Insurance on file with the university prior to the service date.

The use of all university kitchens and supplies will be prohibited when exercising the under \$500.00 catering clause. No access will be provided in these instances, regardless of request.

Clean up will be conducted by the university entity. The expectation is that the gathering spaces in each facility will be returned in the same condition prior to use. A fee will be assessed when spaces are not restored to their original condition or damages related to the food event are apparent from the event. All food and accompanying materials are to be removed from the space and deposited in the designated area of each facility.

No business unit nor any officially recognized organization shall purchase food from a vendor unless that vendor possesses a Permit to Operate issued by the KCMO Health Department (2017 KCMO Food Code, Part 8-3). Vendors who do not possess an established Food Service Establishment Permit shall obtain a Temporary Food Service Establishment Permit or other appropriate permit as set forth in the Food Code. A currently valid Certificate of Insurance will also be required.

A vendor shall not be required to possess or obtain an operating permit if the only foods being purchased are 1) pre-packaged food items not subject to time/temperature controls or 2) low-moisture foods such as peanuts, pretzels, and most baked goods (including cookies, cakes, muffins, and fruit pies).

Invoice or receipt of the items associated with an event may be requested at any time by Student Union

personnel.

Two exceptions to this policy may be made:

1. Annually, there will be an International Food and Culture Night hosted in the multi-Purpose Room of the SU or Pierson Auditorium of the ASSC. Food will be prepared and served by international/ethnic-recognized student organizations working directly with the International Student Affairs Office (ISAO).
2. Individual recognized student organizations may apply, on a first-come first-served basis, for one additional exception for food and culture sharing to be held in the Multi-Purpose Room of the SU or Pierson Auditorium of the ASSC. The recognized student organization may bring in their own food for the one other event under the condition that it be confined to the sharing of cultures or in celebration of a particular holiday that requires special foods that are not available through UMKC Dining Services by Sodexo.

The following guidelines apply to the type of special exemption listed in Item 2 above:

1. All food that is brought in may only be food that UMKC Dining Services by Sodexo cannot provide.
2. A menu of food to be brought in must be provided with your request for an exemption. It must be reviewed and approved by the appropriate University and Dining Services representatives before approval for the event will be granted.
3. All cultural/ethnic events requesting special exemption to the food policy must be held in either the Multipurpose Room of the SU or Pierson Auditorium.
4. Exceptions will not be made for those groups wishing only to provide refreshments for meetings. The events must match the provisions stipulated in Item 2 of exceptions noted above.
5. No food may be sold at this event.
6. No publicity for any other catering/restaurant operation may appear related to the event.
7. Any food items that normally can be provided by UMKC Dining Services by Sodexo, i.e. chips, popcorn, snack, etc., must be ordered from Dining Services.
8. All paper items, drinks, and supplies must be ordered through UMKC Dining Services by Sodexo, when available.
9. Groups may not prepare or store food in the facilities of the Student Union/Atterbury Student Success Center or use UMKC Dining Services by Sodexo equipment or serving utensils. This service is reserved only for International Food and Culture Night.
10. Due to the increased amount of time required to properly plan and publicize special cultural events, reservations for the space and special requests for permission to bring in food must be made a minimum of four (4) weeks prior to the event.
11. A representative from the recognized student organization requesting the special exemption must attend a meeting with representatives from the following University offices: UMKC Student Auxiliary Services, UMKC Dining Services by Sodexo, the Office of Student Involvement, and the International Student Affairs Office. The Student Union will make arrangements for the meeting.
12. Student Auxiliary Services has special guidelines for decorations. All arrangements must be made a minimum of two weeks in advance.

**All facility uses policies remain in effect for these events.**

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's name in their event request on RooGroups.

No business unit nor any officially recognized organization shall purchase food from a vendor unless that vendor possesses a Permit to Operate issued by the KCMO Health Department (2017 KCMO Food Code, Part 8-3). Vendors who do not possess an established Food Service Establishment Permit shall obtain a Temporary Food Service Establishment Permit or other appropriate permit as set forth in the Food Code. A currently valid Certificate of Insurance will also be required.

A vendor shall not be required to possess or obtain an operating permit if the only foods being purchased are 1) pre-packaged food items not subject to time/temperature controls or 2) low-moisture foods such as peanuts, pretzels, and most baked goods (including cookies, cakes, muffins, and fruit pies).

#### Cooking and Serving Food

Offering food from a professional catering service is the only option for food on campus (i.e Sodexo, Hyvee).. Purchasing, cooking, and serving food is prohibited as it holds high risk for undercooked food, allergies, and other issues.

### **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 requires 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 not be used to purchase an insurance policy.
- Any organization or student that violates the Student Code of Conduct at these events will 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's 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).

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.

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

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 Large 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 University of Missouri-Kansas City 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.

### **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 OneCard'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 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, 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.
  - i. All costs are borne by the sponsoring organization.
    1. UMKC Police officer
      - a. Cost are \$120 for a 3-hour minimum (\$40 per hour thereafter).
      - b. The minimum charge from UMKC Police is for a 3-hour minimum, but events under 3 hours may still require UMKC police presence.

### **Compliance**

1. Failure to comply with any of these rules may result in any of the following consequences:
  - a. The event being canceled or stopped.
  - b. Loss of privileges to use campus facilities or off campus facilities for a certain period of time deemed by the Office of Student Involvement or Conference and Event Resources
  - c. Facility cleaning or repair fees.
  - d. The organization losing recognition, freezing the organization's account, or losing funds and allocated back to SGA/SAFC.

### **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 only post material on approved Office of Student Involvement bulletin boards around campus and digital signage screens throughout the Student Union and Student Success Center. Posting on other boards, in classrooms, placing on vehicles or parking garages, or distributing any handbills or leaflets is prohibited. All literature must clearly state the sponsoring organization and include contact information.

If you would like to post in the residence halls or in Campus Recreation Center, please visit the front desks of these offices for approval first prior to distribution. Student Organizations can also create table tents that will go in all dining venues for up to one week by receiving approval by the Director of Dining Services.

No posters, signs or other articles shall be pasted, nailed, taped, staples or otherwise attached to any part of the interior or exterior (including windows and doors) of University buildings or utility poles, trees, trash receptacles, or automobiles.

**Violations of this policy will be considered acts of vandalism and will be subject to appropriate action.**

## **DEMONSTRATIONS**

### **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 System 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 contact UMKC Strategic Marketing and Communications Office to request a release. Press releases are generally sent six weeks before an event.

## **RUN/WALK EVENTS**

Any Recognized Student Organization (RSO) wishing to organize a recreational run/walk event must be reviewed by the Office of Student Involvement (approval based on evaluation). RSOs are free to co-sponsor existing community run/walk events but cannot organize the event on the UMKC campus.

## **CAR WASH**

Due to the safety risk involved, as well as the cost of utilizing university water, car washes on campus are prohibited.

## **Off-Campus Venues**

### **OFF-CAMPUS EVENTS – Liability**

Many student organizations hold events or programs 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 might consider buying additional special events coverage for large events. If your organization is a chapter of a national organization, you should 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 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.

## **Student Organization Financial Policies and Procedures**

### **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.

### **FUNDRAISING**

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 receive 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](#). The provided 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.

## **GIFT CARDS**

**The purchasing of gift cards is prohibited by student organizations.**

## **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 and Finance 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 UMKC faculty, professional staff, and recognized 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**

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 Science 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 typically fall under this 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.

## EIN, Bank Accounts, and Tax Exemption

### Does My Organization Want an Employer Identification Number (EIN)?

An Employer Identification Number (EIN) is used to identify an entity for use in filing tax returns with the government, opening bank accounts, and other official recordkeeping.

It is NOT recommended that students use their personal social security numbers to open an account on behalf of an organization because:

- If the bank account earns interest income, the bank issues a 1099 on the person whose social security number is on the account. A copy of the 1099 is sent to the IRS and Missouri Department of Revenue.
- When tax returns are processed 1099's are matched with a person's filed tax returns. If the 1099 information is missing, or has not been accounted for, that person will probably be contacted by a taxing authority.
- That person will have to report this account on the 1099 Tax Form every year it is open under their social security number.
- You may apply for an EIN using the following methods:
  - Complete the SS-4 Form (Application for Employer Identification Number) available on the IRS website, <https://www.irs.gov/>.
  - File over the telephone, 800-829-4933.
  - Apply by fax.
  - Apply by mail.

For more information about any of these methods, visit the IRS website <https://www.irs.gov/>

### Tax Exemption: Should My Organization Become a Non-Profit Organization?

Your organization may apply for 501(c)3 tax exemption on your own. The Office of Student Involvement strongly encourages student organizations wishing to file as a 501(c)3 to fully research the steps and requirements associated with the process. As a reminder, the Office of Student Involvement cannot provide tax advice. If your organization wishes to seek status as a 501(c)3 organization, we encourage you to discuss your organization's situation with a tax advisor.

**NOTE:** *Although your organization is affiliated with the University of Missouri -Kansas City, your organization will not be allowed to use the University's information as your own when completing non-profit applications or W-9 when raising funds for your organization.*

## Cash Handling

Once collected currency and checks must be deposited with the Office of Student Involvement in the Student Union, Room 320 within 48 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.

## P-CARDS

The Office of Student Involvement, in partnership with academic units, have 11 purchasing credit cards (p-cards) available for student organization use.

To make student organization purchases, students must complete [an SGA Card Request Form](#) for OSI-housed p-cards. If you are a part of the School of Pharmacy, Law, Dentistry, Nursing and Health Sciences or



Science and Engineering students will complete the [Academic Unit SGA Card form](#) located on RooGroups and work with the unit P-Card representative for pick up instructions.

To use the three p-cards available in the Office of Student Involvement, p-card requests must be submitted at least 72 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 three check-out cycles every Monday-Thursday from 8:30 am to Noon, 1 pm to 4:30 pm, and 5:00 pm to 6:30 pm On Friday there will only be two check-out cycles from 8:30 am to Noon and 1:00 pm to 4:30 pm. All purchases must be completed, and the card must be returned to OSI before the end of your check-out cycle. OSI p-cards cannot be kept overnight.

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 \$1000. The vendor will automatically decline these expenses. Rather, student organizations must submit a Purchase Request for all credit card payments over \$1000.

In addition, students may not split charges on the p-cards. For example, if a purchase total is \$1250, the vendor may not make \$900 transaction and then a \$350 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

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
- Returning the P-Card late

### **Consequences for Misuse of P-Card**

**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.



# **Purchase Request**

## **Creating a Purchase Request**

A purchase request is utilized to request check payments, credit card payments over \$1000, payments requiring contracts, and Amazon purchases. Please follow steps below to complete a purchase request. Go to [RooGroups](#) and click on [Purchase request](#) button. Submit all required documents (i.e. invoice, quote, w-9 or contract

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 event.

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

### **Contracts and Agreements**

If your student organization is hosting a program with a vendor/performer a contract must be submitted and approved before the event date and prior to advertising your event.

- Contracts must be submitted as a [Purchase Request](#) on RooGroups at least six weeks in advance.
  - **ALL CONTRACTS MUST BE EXECUTED BEFORE THE EVENT**

Student organization representatives are not permitted to sign contracts as they are not legal representatives of the University.

- All Agreements/Contracts need to be signed by UMKC Administrative Services in advance of your event/performance. Please submit your contract with the **vendor's signature** through the Purchase Request system

### **Agreement/Contract Templates**

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

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

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

[Consulting Agreement](#) (to be used for contracts with individuals offering personal services such as photography)

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

*Some vendors/speakers/performers have their own contracts that they use, and obtain that (if applicable) in addition to filling out a contract or agreement.*

### **Instructions**

Forms should be completed in full (with as much specificity as possible), printed out, and signed by the other party first.

Contracts for services costing \$500 or less do not require a formal signed agreement and may be handled within the department on the basis of a letter agreement, honorarium agreement.

**Note:** 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.

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.

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.

### **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 reviews the purchase request in RooGroups.
2. Upon approval in RooGroups, the paperwork is submitted to the UMKC Finance and Administration 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. 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.
5. 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.
6. 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.

### **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 OSI at least six weeks in advance of their event if a contract is required. Once the contract is electronically submitted to 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.***

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.***

The University will provide liability coverage and ultimate signature authority for all events on campus.

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

Students should work with the Coordinator for Student Organizations at least 8 weeks in advance of their event if a contract is required. Once the contract is electronically submitted via RooGroups to the Coordinator, the Office of Student Involvement will work with the UMKC General Counsel to make any changes to the contract.

The Office of Student Involvement encourages all groups hosting events off-campus to consider the purchase of third-party liability insurance. The University will not provide any liability or other insurance coverage off-campus.

# **ORGANIZATION TRAVEL**

## **STUDENT TRAVEL GUIDELINES**

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 submit an SAFC Budget Request through your Student Organization RooGroups Account.

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 then submit a Travel Booking Request form on RooGroups 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 Booking Request form](#) available

on RooGroups. 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.<sup>1</sup> 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.

## **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 Study Abroad and Global Engagement to have international travel approved. No travel accommodations will be made until approval has been sent to the Office of Student Involvement by the Student Abroad office.

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.

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.

# **Student Activity Fee Committee Guidelines for 2024 – 2025**

The purpose of Student Life 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 events, programs, or services funded by Student Activity Fees must be open to all UMKC students, free of admission, dues, or services charges.

The Student Life Fee is assessed to all traditional degree program students and was established with the input and support from students to support from students to fund programs and services that enhance the student experience and support student success at UMKC. Items supported by the Student Life Fee include: student health and wellness, University libraries, maintenance and support of campus facilities, access to campus transportation shuttles, UMKC intercollegiate athletics, campus recreation, special events and entertainment, and student organizations.

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, and the Collected Rules and Regulations of the University of Missouri System.

**All student organizations must be in good standing with the Office of Student Involvement (OSI) before requesting funds from the Student Activity Fee Committee, Student Government Association or Councils. If an organization is not in good standing with OSI their usage of organizational funds will not be allowed. Funds requested by an organization before completing an organization registration will be denied.**

The Student Activity Fee Committee (SAFC) will allocate funds to student organizations by following the guidelines below. Any variation from this purpose will be considered a misappropriation of funds and will not be allocated.

## **Student Activity Fee Funds shall not be used for the following:**

- Gift cards, gifts, Senior send-off gifts
- Items purchased for fundraising, giveaways, and/or bake sales
- Alcohol, mixers, alcohol-related set-up items, or bartenders
- Personal items, cash advances, per diem or reserved monies, or loans
- Supplies for charity, philanthropy, or fundraising events
- Funds supporting an individual's academic needs (individual membership dues, musical instruments, tuition/fees, textbooks, and lab supplies)
- Medication or prescription drugs
- Computers, iPads, phones, or other technology
- Awards of cash value and scholarships
- Door prizes or raffle items
- Furniture
- Sports equipment that can be checked out from Campus Recreation
- Items provided by the Office of Student Involvement Student Organization Resource Room
- Academic ceremonies
- Stipends or payments to UMKC students
- Funds for an event, for any reason, because the same or similar event was funded in any year previous.
- STEM, Health Study, and any other related academic "kits"
  1. For example, suturing kits, tooth restoration kits, surgical kits writing or art supply kits, and any other item at the discretion of the Student Activity Fee Committee

### **Other items at the discretion of the Student Activity Fee Committee**

## **Inflation Information**

Due to the impacts of the COVID-19 pandemic, global conflict(s), and the destabilization of the world economy, the SAFC will make inflationary changes to be reviewed at the end of each SAFC Guideline Cycle and will last for the duration of each new SAFC Guideline cycle. The SAFC reserves the right to, at any time, terminate the 'Inflation Information' section.

For the SAFC Guidelines 2024-2025, the inflationary rate will be set at 10% (and are reflected accordingly, below) and will change monetary values in the below categories based off the most recent SAFC Guideline cycle.

Note, this will only affect items and/or supplies and materials of “tangible monetary value.” This includes Food (both informal and formal), supplies and materials, shirts, tickets, Goodie Bags, and promotional items. This does NOT include travel (airfare, automobiles, gas, lodging, etc), Honorariums, Appearance Agreements, Performance Agreements, and/or contracts, Annual Budget cap changes for Councils and Organizations, Seed Fund cap increases for Organizations, and any other items at the discretion of the SAFC.

## **Allocations Information**

To ensure equity among all councils and organizations with the responsibility of receiving, managing, and spending portions of allocations of the Student Life Fee, the following will be enacted:

Any council or organization that receives funding and does not spend their total allocated amount for the academic year will be penalized for the upcoming academic year.

This excludes any amount allocated by Seed Fund

Councils and Organizations must spend, at least, 95% of their total allocated amount in order to be excluded from this provision.

Councils and Organizations who do not spend at least 95% of their total allocated amount will be penalized for 100% of their remaining total allocated amount for the academic year.

## **Annual Budget Information**

- **Councils** may request a maximum of \$10,000 in an annual budget submission.
- **Student Organizations** may request a maximum of \$5,000 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.
- Submissions that do not follow these guidelines ***will be denied***.

A student organization that requests an annual budget and does not receive at least the amount offered in the event- by-event limit, can request additional funding through the event-by-event budget.

For example, if a student organization is funded an annual budget of \$2000, but organizations are eligible to receive \$3000 through the event-by-event budgets, they can request an additional \$1000 through event-by-event budgets.

- Councils that did not meet the May 1, 2024, deadline for SAFC/SGA representative appointments **may not submit an Annual Budget**.
- 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 Requests**

- Students competing, performing, presenting, voting and/or delegating on behalf of a registered student organization may be funded at up to 65% of the requested amount.
  1. When voting and/or delegating only a delegate and an alternate may 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 on behalf of a registered student organization may be funded at up to 30% 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 on behalf of a registered student organization and include a reasonable justification of the importance of attending the event.
  2. If your request has students attending and students presenting, a separate request is required.
    - **Food will not be funded for travel.**
- No funding will be provided for travel under 50 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.
- The Student Activity Fee Committee will not fund individual travel during the 2024 – 2025 academic year.
- Travel will be funded for student organizations using the guidelines presented in this document.

#### 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.
  1. Travel requests forms are found on the main page of RooGroups, on the tab titled “Travel Request Information” (<https://cglink.me/2n2/s35> )
- UMKC strongly discourages the use of personal vehicles for student travel and *will not* fund gas for personal vehicles.

## Event Requests

#### Food:

- Itemized food and vendor estimates/quotes are required.
- Missing estimates, breakdowns and/or quotes will result in denial of funds and/or zero funding of requested items.
- Itemization for pizza or cultural foods is not required.
- Funding for food and catering will be allocated to UMKC students only.
- Food/Catering will be funded for one general body meeting and one social meeting per month.
  - o General Body Meetings include any meeting where official organizational business is conducted. This includes Executive Board meetings, Organizational Meetings, or regularly scheduled business meetings.
  - o Social Meetings include any meeting where official organizational collaboration (either inter-organizational or intra-organizational) business will be conducted. This includes any Fellowship-like meetings, recruitments, workshops, or any other leisurely activity.
    - Note: If an organization is to conduct an ‘Inter-organizational’ social meeting, only the organization leaders who submitted a budget request will be tabulated for the one social meeting per month rule.
- For general meetings, food/catering is limited to **one event per month**.
- Drinks, utensils, delivery, set-up fees, and gratuity must be included in food allowances.
- Tipping will not exceed 20% for any reason.
- **Formal events will be funded at \$16.50 per person per meal.**

## Event Requests (cont.)

#### Food:

- Formal events include initiations, dinners with guest speakers, student awards ceremonies, formal celebrations, and formal dances. (**May be funded once per academic year**).
- **Informal or social events** will be funded at **\$9.50 per person per meal**.
- Food for volunteers serving at a charity or philanthropy event is allowable.

#### Event Details:

- No student organization shall charge for entry at any SAF-funded event.
- Formals and events exclusive to membership shall not be funded.



- An event to welcome or recruit new members may be funded once per academic year.

## Supplies and Materials:

- Only academic and student involvement awards such as plaques, trophies, stoles, or similar awards will be considered for funding.
- Honorariums, Appearance Agreements, and Performance Agreements must be finalized prior to the event.
  - The name of the contracted entity must be included in your final Honorarium, Appearance Agreement, and/or Performance Agreement.
- Honorariums, Appearance Agreements and Performance Agreements **cannot used to pay UM System faculty or staff.**
- Promotional items to be given to students at events are funded up to **\$2.50 per student per item.**
- Goodie Bags may be funded at **\$2.00 per student per item.**
- Promotional Items and Goodie Bags, will not exceed 200 people.
  - For student organizations, any promotional items, including goodie bags must not exceed a total of 100 people or the number of registered members (based off of RooGroups) plus 50, whichever is less.
  - For councils, any promotional items, including goodie bags must not exceed 150 people.
- T-shirts will be funded up to **\$13.50 per student per t-shirt.**
  - One t-shirt order per semester per organization or council will be funded.
  - T-shirt designs must be pre-approved by the Office of Student Involvement prior to submitting the request.
  - T-shirts can only be requested for registered members in RooGroups.
- Tickets for entertainment events or teambuilding will be funded at **\$11.00 per ticket** per student and will be funded once per semester.
  - 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 will not require a presentation to the SAFC.
- Requests with insufficient information will be denied.
- Requests that require discussion with the SAFC may be asked to present during an SAFC meeting.
- If requested to present at SAFC you will be notified via RooGroups.
- Presenters that fail to attend two consecutive meetings where the request was scheduled will have their request denied. Plan accordingly before submitting your request.

## Seed Funds:

- The 2024-2025 Seed fund allocation up to **\$250.00** for new student organizations.
- **Seed Funds can only be requested by new student organizations who formed in 2024-2025.**

## Appeals:

### Grounds for Appeal

- The bylaws of the SAFC were not applied properly.
- Difference in the interpretation of the bylaws (terms and definitions).
- Difference in the assessment of an application or criteria.
- An incorrect mathematical calculation.
- Inaccurate information was used to determine the funding allocation.
- Biases demonstrated by members of the hearing committee.
- Exceptional circumstances may be considered on a case-by-case basis. The applicant must

clearly state the circumstances and provide the necessary documentation/rationale.

#### Appeals Process.

- All appeals shall be forwarded, in writing, to the Vice Provost for Student Affairs and Dean of Students or their designee as soon as possible by stating the grounds of appeal and proposed resolution.
- The Vice Provost for Student Affairs and Dean of Students or designee will review each appeal on a case-by-case basis and provide a written response to each appeal decision.

## **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.

#### Questions:

- Please check our **SAFC Frequently Asked Questions Page**: <https://www.umkc.edu/get-involved/student-organizations/safc-faq.html>
- Contact your SAFC Representative
- Send an e-mail to the **SGA Comptroller**:  
Justice Horn Office Location: Student Union  
303N

Office Hours: TBD and updated by August 1, 2024 E-mail: [umkcsgacomptroller@umkc.edu](mailto:umkcsgacomptroller@umkc.edu)

\*E-mails sent to the Comptroller's personal UMKC student e-mail address *will not* be answered

\*Please include your budget request ID in all communication

- Office of Student Involvement

Office Location: Student Union 320

Office Hours: Monday-Thursday 8:00am – 7:00pm and Friday 8:00am-5:00pm

E-mail: [umkcgetinvolved@umkc.edu](mailto:umkcgetinvolved@umkc.edu)

Office Phone: 816-235-1407

\*Please include your budget request ID in all communication

## **Submitting a Budget Request:**

- Log-in to <https://roogroups.umkc.edu/>
- Find your student organization under the “Groups” tab on the upper left-hand side of the screen.
- Go to the left-hand side of the screen and find the “Money” tab
- On this screen, you’ll see an “Accounting Book”. Under the “budget” section of this book, you’ll be able to select either “Student Organization Annual Budget” or “Event-by-Event Budget” (depending on if your organization is submitting an annual budget or an event-by-event budget).
- Then, you’ll be able to select the “Create Budget Request” button on the upper right-hand side of this screen.

*\*Budget requests are only accepted from student organization leaders.*

*\*Faculty or staff advisors may not submit a budget request on behalf of a student organization.*

## **Deadlines:**

- Council Annual budget deadline is **June 28, 2024, at 5pm**
- Organization Annual budget deadline is **June 28, 2024, at 5pm**
- Event-By-Event budget requests will follow deadlines stated in the SAFC Dates and Deadlines Document.

# **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.

- More than half of college students involved in clubs, teams, and organizations experience hazing.
- Nearly half (47%) of students have experienced hazing **before** coming to college.
- 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](#),

## **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.

### **Clery Campus Security**

[The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act](#) is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.”

The University of Missouri-Kansas City is required to annually disclose statistics concerning the occurrence of certain crimes reported to law enforcement agencies. Due to your position on campus, you are designated as a campus security authority (CSA) due to “significant responsibility for student and campus activities.” Due to your position on campus you are designated as a mandatory reporter under Title IX, but you are also identified as a Campus Security Authority under the [Clery Act](#).

## **UMKC SOCIAL MEDIA POLICY**

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

### **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.

Student organizations that wish to create social media accounts 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.

## Guidelines for Content:

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.

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 Office of Student Involvement expects all Student Organization social media accounts to follow these best practices:

1. Overall, be selective and thoughtful about where you post and how you reply or choose not to reply. 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. Include a disclaimer on your site, usually on the "About Me" page. Use 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. 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. Listen to your audience and followers and talk with them not at them. Be authentic.
4. 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 to not alienate any students, alumni, prospective students, parents, etc.
5. 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.
6. Spelling and grammar check. Double-check all spelling and grammar before posting.
7. Fix errors quickly. When mistakes occur, fix them as soon as possible. Do not wait or simply leave the error up.
8. 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.
9. 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.