

RSU Student Org Procedures - Cheat Sheet

Event Planning:

- Determine a date, time, & location for your event. For current events scheduled - RSU Calendar at myrsu.edu & check the RSU organization band group for event updates
- Flyers to Student Affairs at least 1 week prior to the event (35 copies for all of campus)
- If planning a large-scale event (that involves vendors or the community) please contact the Student Affairs Office at least 1 month prior to the event.
- If your event involves a level of risk, have each participant fill out a Release of Liability Waiver prior to participating.
 - rsu.edu > campus life > student government association > Scroll down to Form & Documents and click "On/Off-Campus Liability Waiver"
- Traveling more than 50 miles? Please see > Planning a Student Org Trip Below
- Happenings on the Hill - Submit event details to kanderson@rsu.edu to be featured

Event Registration (No funds Needed):

- All events MUST be registered (on/off campus, closed meetings, open activities, etc.)
 - rsu.edu > campus life > student government association > Scroll down to Form & Documents and click "Event Registration Request"
- Happenings on the Hill - Submit event details to kanderson@rsu.edu to be featured

Event Registration (SGA Funds Needed):

- Must be submitted 6 weeks prior to the event
 - rsu.edu > campus life > student government association > Scroll down to Form & Documents and click "Event Registration Request"
- Complete a detailed itemized budget for the funds requested
(Amazon & Walmart are the easiest for RSU to purchase from)
- Must attend the SGA Congress meeting in which the fund requests is being voted on
 - After approval of Funds:
 - ASAP: Email Tosha Hayes - thayes@rsu.edu for PO & purchasing of items

Food Regulations:

- Sodexo Inc., has exclusive contractual rights to provide food to the campus and must approve and reserves the right to deny any food service at events
- Exceptions to the contract for providing food on campus: Potlucks (must be closed to public) , Events held off campus, Student organization bake sales and fundraisers
- Food Approval - Email Katie Anderson - kanderson@rsu.edu

Social Media:

- All student organizations are encouraged to create and maintain social media
- Must "RSU" in your handle or name
- Must provide their Advisor(s) with up-to-date login information for the social media page, and to make them an administrator of the account
- RSU reserves the right to investigate any Social Media Account that violates the Student Organizational Handbook or RSU Code of Conduct

Tshirts:

- Tshirts, and anything w/ RSU on it must be preapproved through the Public Relations office prior to purchase or production - pr@rsu.edu
- Purchasing must be approved through student affairs prior to production

Planning a Student Organizational Trip:

- Complete the Student Travel Authorization Form if traveling more than 50 miles
 - rsu.edu > campus life > student government association > Scroll down to Form & Documents and click "*Travel Authorization*"
- Required documents submitted to student affairs prior to travel:
 - Off Campus Waiver and Release of Liability for each participant
 - Conference Delegate Contracts if attending a conference on behalf of the University or your organization.
- See Student Org Handbook for Advisor's required documents list

Financial Accounts:

- Student organizations are required to use their RSU campus accounts for financial transactions and are prohibited from having any non-university affiliated organizational bank accounts (except for National, Social-based, greek orgs with special approval)
- Student Organizations should make deposits within 2 business days of receiving any cash or checks. Deposits are submitted to Student Affairs
- Student groups must utilize the Rogers State University's fiscal process.
- Approved SGA funds are NOT deposited into your organizational account

Fundraising:

- All fundraisers must be submitted through an event registration request form
- Gambling & raffles are not allowed

Event Space Reservation Contacts:

DCTC Lobby, Patio, or Lawn –	Katie Anderson - kanderson@rsu.edu
DCTC Conf. Room A (2nd Floor) –	Tosha Hayes - thayes@rsu.edu
DCTC Ballroom & Conf. B + C –	Susan Hammons - shammons@rsu.edu
DCTC OMA Lounge –	Tosha Hayes - thayes@rsu.edu
DCTC Rec Room –	CANNOT BE RESERVED (Public Space)
Res Life Clubhouse Conf. Room –	Kyla Short - kshort@rsu.edu
Res Life Courtyard, Pool, or Volleyball –	Kyla Short - kshort@rsu.edu
Auditorium –	Tracy Thrun - tthrun@rsu.edu
Tabling anywhere on campus –	Katie Anderson - kanderson@rsu.edu
Parking Lots –	Katie Anderson - kanderson@rsu.edu

Questions? - Please contact:

Katie Anderson - Student Activities Coordinator

Dr. Carolyn Taylor Center – 201K

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