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 Hanbook 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) – Toshay Hayes - thayes@rsu.edu
- DCTC Ballroom & Conf. B + C – Susan Hammons - shammons@rsu.edu
- DCTC OMA Lounge – Toshay Hayes - thayes@rsu.edu
- DCTC Rec Room – Toshay Hayes - thayes@rsu.edu
- CAN NOT 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
918-343-7755 | kanderson@rsu.edu