2020 Annual Orientation
For RSO Advisors
Presentation Outcomes:

1. See the faces and names of Student Involvement, Nebraska Unions, and Student Orgs Financial Services Staff.

2. Introduce policies, procedures, resources related to RSOs.

3. Answer any questions you came with.
Student Involvement

The Who, What, & Where
Who of Student Involvement

Veronica Riepe, Director of Student Involvement
Reshell Ray, Associate Director of Student Involvement
Melissa Griffith-Phelps, Assistant Director of Student Organizations
Joe Hagerty, Program Coordinator for Student Organizations
Kat Grier, Assistant Director of Training & Assessment
Karen Wills, University Program Council Coordinator
Sue Wesely, Administrative Assistant
What of Student Involvement

SHOW UP! SIGN UP! LEVEL UP!

Get Involved!
Where is Student Involvement

http://involved.unl.edu
Recognized Student Organizations
ASUN & RSOs

• Liaison between Board of Regents and Student Organizations

• Student Services Committee
  • Reviews and Approve RSO constitutions
  • Manages the process of creating new student organizations
## Organizational Status

### Active
- All requirements of the RSO are met.
- Completed Annual Renewal Process on NvolveU.
- Officers are updated in RSO’s portal.
- Current officers attend Annual Orientation.
- Fully functional on the site. All information is accessible by members and new members are able to join.

### Frozen
- At least one of the requirements listed is not met.
- Frozen organizations will not be visible in the organization directory, but can still be accessed by existing members or officers. Only officers and admins can make adjustments to the organization's page.

### Locked
- No activity and no response to messages for over a year.
- Can get back to “Active” status by completing the renewal process.
- Locked organizations are not visible on the organization directory but can still be accessed by members who have a link to the page. Only site administrators can make adjustments to the page.

### Inactive
- Continue as “Locked” for more than 2 years.
- Must complete new RSO registration process to become a recognized organization again.
Organizational Status

Active

- Register Events, Reserve Space, & Utilize SOFS
- Participate in RSO Development Opportunities
- Apply for Free Pepsi Products
- Apply for a Variety of Funding Opportunities
Why is my RSO’s account frozen or locked?

• Annual Renewal Process has not been completed.
  • Officers have not attended annual orientation.
  • Officers not updated in NvolveU.

• SOFS Issues
  • The account is in deficit of funds.
  • Outstanding receipts or accounting.

• Conduct Violations
**NvolveU**

**RSOs**
- Manage their “portal” or organization page
- Register and share their events
- Message and manage membership
- Register for workshops and development opportunities
- Apply for funding
- Access tools, resources, etc.

**Students**
- Search for and browse active RSOs
- Access calendar of campus and RSO events
- Request to join RSOs

Annual Orientation
For RSO Advisors
Event Registration Process

Anytime an RSO is hosting an event that utilizes University resources of any kind or that is occurring on University property, they should complete the event registration process through NvolveU.

• Advisors will continue to be added as reviewers to events, but will no longer need to “approve” the event registration.
• From there, depending on the event, a number of people may review the event details.
Reviewing an Event Request Form

(Updated: July 2018)

**STOP**

**YES**
- Does the ERP have ALL of the following?
  1. Account owner match?
  2. President, Treasurer, Secretary, Program, or Advisor are listed in "Current Participants"?
  3. Advisor on ERP matches advisor listed under "Current Participants"?
- If "YES", go to "NO".
- If "NO", go to "KEEP going!"

**NO**
- Keep going!

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**Are they a "city" or "east" RSO?**

**CITY**
- Are they inviting "minors"?
  - Yes
    - Are they registered with RSO?
      - Yes
        - Send RSO Request Form.
      - No
        - Send RSO Request Form.
  - No
    - Send RSO Request Form.

**EAST**
- Are they inviting "minors"?
  - Yes
    - Send RSO Request Form.
  - No
    - Send RSO Request Form.

**What type of event is it?**

**RENT**
- Are they inviting "minors"?
  - Yes
    - Send RSO Request Form.
  - No
    - Send RSO Request Form.

**OTHER**
- Are they inviting "minors"?
  - Yes
    - Send RSO Request Form.
  - No
    - Send RSO Request Form.

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**How many people are they expecting?**

- < 150
  - Send RSO Request Form.
- > 100
  - Send RSO Request Form.

**Where do they want to host their event?**

**CITY**
- Send RSO Request Form.

**EAST**
- Send RSO Request Form.

**Questions?**

This is not a catch all, so some things may not apply to the above flow chart. Don’t be shy. Please ask questions if you have any questions regarding the Event Request Form. We are happy to help and answer questions!
Event Check-In Pass

- Check in at events using your NvolveU Event Pass

1. Go to: unl.campuslabs.com/engage/
2. Sign in using your CANVAS Account
3. Tap the profile icon in the top right corner
4. Tap Event Pass

Save to your Apple Wallet or Google Play or screenshot your pass for quicker check-in at our next event.

IN OUR GRIT, OUR GLORY
Event Check-In App

Log in to your Event Session

Scan code to check student into upcoming event

Successful Check In!

Hannah Abboud
Abououd@hometown.edu
RSVP Status: Attending
Questions?

RSO Status, NvolveU, or Event Registration
Policies & Procedures
Related to Events
Space Usage Requests

Reservation requirements and contacts vary depending on the facility being requested to utilize.

Carrie Jackson, Assistant Director for Reservations and Events
Judi Augustine, Reservations Coordinator for Nebraska Union
Aaron Henry, Reservations Coordinator for Nebraska East Union
Nebraska Unions Policies:

*Related to room reservations*

- Must complete the event registration process for any space in the Nebraska Unions.

- A fee of half the non-UNL room rate will be charged to the RSO IF:
  - The RSO fails to cancel a single room by 12:00pm the business day before the reservation. (if multiple rooms are reserved, must be at least 10 business days.
  - The RSO fails to show up for the reservation.

- Changing the room set-up can result in a minimum $50 fine.

- Decorations need to be approved by reservations and cleaned up after the event.
  - Glitter is NOT allowed
  - If excessive clean-up is needed, a $50 fee + $25 per hour fee after the first 2 hours will be charged.

- Events that are wanting to occur before or after Nebraska Union open hours may have opening/closing fees.
Nebraska Unions Policies: 

Related to food

• RSOs must complete the event registration process in order to have food at their event.

• A new University wide food policy went into affect on July 1, 2019:
  • Due to health safety concerns, all food served on campus must be furnished by a University of Nebraska-Lincoln contracted food caterer or from the list of approved providers found here: http://bit.ly/UNLFoodPolicy
  • NO homemade food can be served in the Nebraska Unions at meetings
    • All food must be prepackaged or made by a licensed vendor (HyVee, etc.)
  • Bake sales & Grill Outs have specific regulations. See Food Policy or Nebraska Unions staff with questions
  • Eating/Drinking/Consumption Competitions are Banned
  • Must bring in only Pepsi products otherwise there is a minimum $50 fine.
## Contracts

**When are they needed?**

<table>
<thead>
<tr>
<th>Utilizing Artists or Performers</th>
<th>Facility Rental</th>
<th>Exchange of Money for Services</th>
<th>Speaker from Outside UNL</th>
</tr>
</thead>
</table>

Annual Orientation
For RSO Advisors
Contracts

Who can sign them?

- RSO advisors, members, and officers are NOT authorized to sign contracts on behalf of their RSOs

- Veronica Riepe, Director of Student Involvement is the ONLY delegated authority to sign contracts for the Board of Regents on behalf of RSOs

- Please do not advertise your event until your RSO has a signed contract.
Contracts

University Contract Request Form

https://involved-apps.unl.edu/a/Contract_Request/

This form is designed for your RSO to provide as much information as possible to Student Involvement, so that an effective contract can be created. Ideally, the RSO will complete ALL of the blank fields and submit the form, along with any other contracts you have received at least four (4) weeks prior to your event.
Films & Movie Showings

Public Showing
- Open to the general public
- Charging to view
- Must obtain copyrights or license to show!

Private Showing
- Only for RSO members
  - For educational purposes
  - No charge to view
- Copyrights or license not necessary.
University Police

When are they needed?

- 100 or more people are expected to attend
- Minors are expected
- Loud music
- Considered controversial
The University has general liability insurance which provides coverage for claims of bodily injury and property damage against the University arising out of the negligent actions of the insured party. RSO advisors are insured under the University policy which also covers them for their service to RSOs. However, RSOs and their individual members are not covered by the University’s general liability insurance.

Gayle Page
Director, Benefits & Risk Management
## Insurance

### General Liability – On Campus

<table>
<thead>
<tr>
<th>Activities that DO NOT need additional insurance</th>
<th>Activities that DO need additional insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group meetings</td>
<td>Athletic events</td>
</tr>
<tr>
<td>RSO sponsored concerts attended by UNL students</td>
<td>Activities or events where general public are invited</td>
</tr>
<tr>
<td>Any RSO event or meeting occurring in Nebraska Unions facilities</td>
<td>Activities involving amusement type devices</td>
</tr>
<tr>
<td>Campus space reservations</td>
<td>Activities or events involving animals</td>
</tr>
<tr>
<td>Events or programs on campus intended for and attended by UNL students</td>
<td>Activities determined to be a potential risk</td>
</tr>
</tbody>
</table>

For RSO Advisors

**Annual Orientation**
Insurance

For Travel

• Travel insurance is required for all trips where UNL students participate as a RSO beyond a ten-mile radius of the campus.

• All students traveling officially for the University must be covered by a minimum of $30,000.00 accidental death insurance and $2,500.00 of accidental medical insurance. The University offers this amount of coverage to RSO’s for $0.25 per UNL student, per day. These funds can be deducted directly from the RSO’s Student Organization Financial Services (SOFS) account.
No matter the method of travel your RSO decides on, all students traveling must obtain travel insurance, and all drivers must be registered as an authorized driver by the University.
Questions?

Event Related Policies/Procedures
SOFS

www.sofs.unl.edu

Stacy Scott
City Campus
SOFS

Julie Keys
East Campus
SOFS

Jeff Rech
Accounting Associate,
Nebraska Unions

Annual Orientation
For RSO Advisors
SOFS

Payment Request Vouchers

- RSO events must be registered through NvolveU.

- A payment request voucher must be completed for every transaction request by the RSO. *(Until further notice this process will be on PAPER)*
  - Reimbursements
  - Payment
  - Transfers

- Please make sure any receipts or invoices are itemized.
- Please DO NOT pay for any services out of pocket, unless you are ok with possibly not getting reimbursed.
# SOFS

## Payment Request Vouchers - Signatures

<table>
<thead>
<tr>
<th>Payment made to Advisor</th>
<th>Payment made to President</th>
<th>Payment made to Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>• President’s Signature</td>
<td>• Advisor’s Signature</td>
<td>• Advisor’s Signature</td>
</tr>
<tr>
<td>• Treasurer’s Signature</td>
<td>• Treasurer’s Signature</td>
<td>• President’s Signature</td>
</tr>
</tbody>
</table>
SOFS

Deposits

• A properly filled out deposit form must accompany the deposit, which can be made by any member of the group.

• If your RSO is depositing money from an event or fundraiser it is advisable to do this within 24 hours.

• When depositing a check, your endorsement is your four digit SOFS number.

• All money will be recounted by SOFS staff, and a receipt will be provided for the organization records.

• What about Venmo? Paypal? Other App we haven’t heard of yet?
SOFS

Gift Cards

When presenting a payment request voucher for the purchase/reimbursement of gift cards, the following must be provided to the SOFS Office:

• Detailed receipt for the purchase of the gift cards.
• Flyer or other documentation outlining the event when the gift card is being distributed including the event date.
• For gift cards $350 or more, the RSO is required to provide the recipient with a Form W-9. The Form W-9 must be completed when the gift card is received and returned to the SOFS Office within 48 hours.
• A complete gift card recipient's list regardless of the amount of the gift card.
SOFS

University Services

Telecommunications

Data processing and computer center

Mail and Distribution Services

Photography Services

Printing Services

Audio-visual library and services
Questions?

SOFS
Funding Opportunities

Apply on NvolveU under the Forms tab at top of home page.

<table>
<thead>
<tr>
<th>For Student Events</th>
<th>For Diversity Programming</th>
<th>For Conference Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pepsi Products for Student Events</td>
<td>• Pepsi Diversity Program Fund</td>
<td>• Student Affairs Diversity Conference Attendance Fund</td>
</tr>
<tr>
<td>• UPC Fund Allocations</td>
<td>• Student Affairs Diversity Program Fund</td>
<td>• Assistance for students traveling to regional or national conferences affiliated with the RSO</td>
</tr>
<tr>
<td>• For major campus events</td>
<td>• Assistance for programs, activities, or events where the goal is to promote positive interactions between a diverse audience</td>
<td></td>
</tr>
</tbody>
</table>

Annual Orientation
For RSO Advisors
Recognition Opportunities

Student Impact Awards

- Opportunity for you and your RSO to be recognized for outstanding leadership, accomplishments, or innovative programming.
- Diverse set of awards for RSO advisors, officers, members, programs, and initiatives.
- Applications open in NvolveU mid February, with the event occurring in April.
Recognition Opportunities

#LevelUp

We want to help you recognize the good work and accomplishments of your RSO!

• Highlight in RSO and RSO Advisor Newsletters.

• Share on Student Involvement’s social media pages.

• Receive a personal congratulations and recognition from the Student Involvement office.

Send an email to Kat Grier! kgrier3@unl.edu or fill out the nomination form at involved.unl.edu/susulu
Marketing

Student Involvement Resources

• Marketing & Communications Team
  • Custom RSO logos
  • Marketing and publicity designs
    • $20 design set-up fee
    • Digital signage promotion
  Submit online under the RSO Resources webpage

• Poster Route & Bulletin Boards

• Creation Station
  • Banner paper, button maker, helium, die cuts, etc.
Marketing

Student Involvement Outlets

UNL Student Involvement

Home
About
Photos
Videos
Events
Posts
Community
Info and Ads
Create a Page

Write a post...

Photos

UNL Student Involvement

#involvedatUNL

Learn More
Send Message

Rotaract Career Panel

NSCC Talk with CEO Stephen LeGr
d

UNL Student Involvement @involvedunl

Write a post...

Photos/Video
Tag Friends
Check in

Community

Invite your friends to like this Page
3,349 people like this
3,311 people follow this
Jen Slavin and 42 other friends like this or have checked in

About

(402) 472-2454

UNL Student Involvement

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Learn More
Send Message

UNL Student Involvement

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Learn More
Send Message

NextNebraska

RECENT NEWSLETTERS

Sun. April 29, 2018
Sun. April 22, 2018
Sun. April 15, 2018
Sun. April 08, 2018
Sun. April 01, 2018

Full archives
Coming Soon!

Events & Updates

- Springfest Club Fair!
  - Tuesday, January 28\textsuperscript{th} 11:30-1:30
  - Nebraska Union Centennial Room

- February RSO Workshops
  - True Colors – February 11\textsuperscript{th}
  - Peace & Civility – February 20\textsuperscript{th}
Thank you for attending!

Kat Grier
kgrier3@unl.edu
402-472-8721