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.
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 RSO constitutions
  - Manages the process of creating new student organizations
# Organizational Status

<table>
<thead>
<tr>
<th>Current/Active</th>
<th>Incomplete</th>
<th>Disabled</th>
<th>Deleted</th>
</tr>
</thead>
</table>
| • 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 | • At least one of the requirements listed is not met | • No activity and no response to messages for over a year  
• Can get back to “Active” status by completing the renewal process | • Continue as “Disabled” for more than 2 years  
• Must complete new RSO registration process to become a recognized organization again |
Organizational Status

**Current/Active**

- Register Events & Reserve Space
- Participate in RSO Development Opportunities
- Apply for Free Pepsi Products
- Apply for a Variety of Funding Opportunities
Hazing is a dangerous and criminal behavior, not a rite of passage. Through education and intentional programming, student organizations can develop positive ways to bring members together.

Warning Signs of Hazing

- Secrecy around activities
- Alcohol is often present
- Members justify actions as “tradition”
- Peer pressure for everyone to participate
- Specific group or individuals are singled out
- Activities are potentially dangerous or have led to a “close call”

Remember that if you have to ask whether what you're doing is hazing, it probably is.
For RSO Advisors

Annual Orientation
For RSO Advisors

NvolveU 2.0

RSOs
- Manage their “portal” or profile page
- Register and share their events
- Message and manage membership
- Register for workshops and development opportunities
- Manage RSO Finances
- Access tools, resources, etc.

Students
- Search for and browse active RSOs
- Access calendar of campus and RSO events
- Request to join RSOs
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 are the first reviewers of the event to “approve” for further review, or deny it. If there is no response within 48 hours, our staff will follow up.

• From there, depending on the event, a number of people may review the event details.
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

Nancy Bulin, Reservations Coordinator for Nebraska East Union

Aaron Henry, Reservations Coordinator for Nebraska Union
Nebraska Unions Policies:
Related to room reservations

- Must complete the event request process, or contact the Nebraska Unions directly if wanting to reserve space for a general meeting.

- 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.

- As of July 1, RSOs may only bring homemade food if they are selling it or giving it away at a booth or table.
  - RSOs may “potluck” as long as the food is from a licensed vendor or commercially packaged.

- If groups use outside catering for an event:
  - Must be from a licensed vendor.
  - RSO members must pick up, set up, and serve food.

- Must bring in only Pepsi products otherwise there is a minimum $50 fine.
Questions?

Nebraska Union Policies
Pepsi Student Experience Fund

Pepsi Co. donates a limited amount of free Pepsi products to the University for distribution by the Office of the Vice Chancellor for Student Affairs. Each year, a certain amount is allocated for use by RSOs.

- RSOs must complete the event registration process in order to apply for Pepsi.
  - Pepsi requires 10 business days

- The event must be held on campus, and must be open to all students. (no general public or general meetings)

- The event must be free for UNL students.
Contracts

When are they needed?

- Utilizing Artists or Performers
- Facility Rental
- Exchange of Money for Services
- Speaker from Outside UNL
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/](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.
Questions?

Pepsi, Contracts, or Screenings
University Police

When are they needed?

<table>
<thead>
<tr>
<th>100 or more people are expected to attend</th>
<th>Minors are expected</th>
<th>Loud music</th>
<th>Considered Controversial</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Image" /></td>
<td><img src="image2.png" alt="Image" /></td>
<td><img src="image3.png" alt="Image" /></td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
</tbody>
</table>
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 insureds 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.
## 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>
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?

Insurance – General or Travel
SOFS

www.sofs.unl.edu

Raquel O’Grady
City Campus
SOFS

Julie Keys
East Campus
SOFS

Jeff Rech
Accounting Associate,
Nebraska Unions
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.
  • 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.
SOFS

Drop Box

City Campus
- Welcome Desk @ The Nebraska Union

East Campus
- Union Crossing @ The Nebraska East Union

- RSOs can fill out the appropriate forms-deposit slip or payment request voucher.

- The next business day your RSO will receive a confirmation e-mail.
SOFS
In Real Time

Welcome to The Vibrant Hub! This is your online portal and one stop shop to the life of UNL’s campus. We’ll keep you up to date about events, programs, services, and resources that are available throughout campus and the Lincoln community.
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 $50 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
GO Cards

A prepaid Visa Debit card loaded with funds from the RSO’s SOFS account within the limits of funds available.

- Pay for business related expenses that support the mission of your RSO.

- No cash withdrawals are allowed.

- Receipts must be turned in to SOFS within 10 days:
  - Application and Go Card Transfer Requests are available at the SOFS Office or online.
    - Temporary Go Card will be issued within one working day.
    - Permanent Go Card will be issued within 10-14 days.
SOFS
University Services

Telecommunications

Data processing and computer center

Mail and Distribution Services

Photography Services

Printing Services

Audio-visual library and services
SOFS

Why is my RSO’s account disabled?

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

• The account is in deficit of funds.

• Outstanding receipts or accounting.
Questions?

SOFS
Funding & Recognition Opportunities

For RSOs
## Funding Opportunities

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

Funding and Recognition
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
Branding
Nebraska Toolbox

Templates
Licensed Vendors
Social Media Guidelines
Logos
Marks
Color Schemes
Questions?

Marketing and Branding
Coming Soon!

Events & Updates

• RSO Advisor Workshops
  • More than Just Names: Facilitating Teambuilding in your RSO
    • Tuesday, October 2, 2018 – 3:00 to 4:30 pm – Outdoor Adventures Center

• Strengths Workshop for Advisors
  • Friday, October 19, 2018 – 11:30 am to 1:00 pm – Nebraska Union: Colonial Room

• Trust Workshop for Advisors
  • Wednesday, November 28, 2018 – 1:30 to 2:30 pm – Nebraska Union: Colonial Room
Thank you for attending!

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