

Student Org Guide



Your how-to guide in simple language.

Edited September 6, 2018



Memorial Union
and Student Activities



Student Organizations

Memorial Union & Student Activities

INTRODUCTION

On behalf of the Memorial Union & Student Activities, welcome to the *Student Organization Guide*. This document has been prepared in consultation with a variety of campus departments and offices to serve as guidelines for best practices of student organization business at the University of New Hampshire.

As part of your role as a student organization member, leader, or advisor, you are expected to uphold and follow the University's policies and meet the responsibilities of recognized student organizations as outlined by the University in order to receive the benefits of recognized student organizations.

This document provides you with a brief overview of the University of New Hampshire's expectations and guidelines. It is important to note that this document is intended as an overview and explanation of policy, and it is not intended to cover every area of policy and procedure.

For detailed policy information please consult the following documents:

- Student Organization policy is outlined in [Student Rights, Rules, & Responsibilities](#).
- University System of New Hampshire financial policy is outlined on the [USNH Website](#).
- Memorial Union Building policy is outlined in the [MUB Policy Manual](#).

Please note that many areas of campus including, but not limited to, the Whittemore Center Arena, athletic fields, residence halls and on-campus apartments, academic spaces, and Dimond Library, maintain their own internal policies. Student organizations are responsible for being aware of and complying with those internal policies should they choose to operate in these locations.

Staff members from the Memorial Union & Student Activities are here to help your organization succeed by serving as a resource, providing a variety of workshops as well as individual consultations upon request and much more. We encourage you to stop by our offices, let us know how we can help, and also keep us up to date on all the great things your organizations are doing.

We look forward to working with you,

Nate Hastings, Coordinator of Student Organizations & Leadership

Dave Zamansky, Assistant Director for Programs & Leadership

MaryAnne Lustgraaf, Director of the Memorial Union & Student Activities

Student Organizations

Memorial Union & Student Activities

Please note that while these policies and guidelines are accurate at the time of publication, policies are subject to change in response to newly released liability findings, updated best practices around risk management, and other developments both anticipated and unanticipated. Updates will be released via the weekly student organization email and will carry the full weight of University policy.

Student Organizations

Memorial Union & Student Activities

TABLE OF CONTENTS

Introduction	Page 2
Memorial Union & Student Activities Staff	Page 4
Responsibilities of Recognized Student Organizations	Page 6
Benefits of Recognized Student Organizations	Page 7
Recognition of Student Organizations	Page 8
Events & Meetings	Page 9
Publicity & Promotion	Page 15
Student Organization Finances	Page 18
Student Organization Travel	Page 21
Hazing	Page 25

Student Organizations

Memorial Union & Student Activities

MEMORIAL UNION & STUDENT ACTIVITIES STAFF:

Memorial Union & Student Activities Leadership Team: is made up of 6 professional staff members and a graduate assistant. The majority of student organization support and oversight comes from this group. Below is more information about each team member's area of responsibility as well as office and contact information.



Left to Right:

[MaryAnne Lustgraaf](#), *Director of the Memorial Union & Student Activities*

- MUB Administrative Office – Room 323
- Event Permits, Cultural Connections, MUB Board of Governors

[Dave Zamansky](#), *Assistant Director of the Memorial Union Building for Programs & Leadership*

- MUB Administrative Office – Room 323
- September Programs, MUB Lecture Series, Teambuilding

[Nate Hastings](#), *Coordinator of Student Organizations & Leadership*

- Office of Student Involvement & Leadership – Room 114
- General Org Questions, Org Recognition, Leadership Programs, MUB Promo Team

[Jamie Silverstein](#), *Coordinator of Fraternity & Sorority Life*

- Office of Student Involvement & Leadership – Room 114
- Fraternities, Sororities, and their governing councils

[Maureen Claussen](#), *Student Activity Fee Financial Consultant*

- Office of Student Involvement & Leadership – Room 114
- Fraternities, Sororities, and their governing councils

[Curt Kenoyer](#), *Coordinator of Commuter & Non-Traditional Student Services*

- Office of Student Involvement & Leadership – Room 114
- WOW, Commuter Lunch, Good Morning Commuters

[Tirthadeep "Tito" Das](#), *Wildcat Link Manager*

- MUB Administrative Office – Room 323
- Technical Questions related to Wildcat Link

Student Organizations

Memorial Union & Student Activities

Student Organizations

Memorial Union & Student Activities

Other Memorial Union & Student Activities Staff That Orgs Frequently Work With:

In addition to the MUB Leadership Team, there are many other dedicated staff members in the MUB and around campus with whom student organizations frequently interact. Here are a few of these other staff members as well as information about their areas of expertise and contact information.



Jessica Stewart, *Assistant Director of the Memorial Union for Budgets & Finance*

- MUB Administrative Office – Room 323
- Temporary Banks, Donation Boxes, Fraternity & Sorority Financial Questions
- Questions you would ordinarily ask the Financial Consultant

Kally Riddinger, *MUB Ticket Office Coordinator*

- Office of Student Involvement & Leadership – Room 114
- MUB Ticket Office Questions

Raebeth Cheney, *MUB Scheduler*

- MUB Administrative Office – Room 323
- Scheduling and Setting Up Meeting & Event Space and Showcases in the MUB

Nora Molloy, *Assistant Director of the Memorial Union Building for Facilities & Events*

- MUB Administrative Office – Room 323
- MUB Building Policy Matters, Arranging Political Candidate Visits, Logistics Staff

Ken Barrows, *Assistant Director of the Memorial Union Building for Operations*

- MUB Administrative Office – Room 323
- Movie Copyright Questions, MUB Theatre use, AV questions.

You can also directly email the excellent [student employees](#) in the Office of Student Involvement & Leadership with routine questions about student organization account balances, upcoming programs, and resources.

Faculty / Staff Directory:

You never have to ask for another email address again! The [UNH Faculty/Staff Directory](#) is kept up to date with campus-wide contacts and is searchable by first and last name.

Student Organizations

Memorial Union & Student Activities

Student Organizations

Memorial Union & Student Activities

RESPONSIBILITIES OF RECOGNIZED STUDENT ORGANIZATIONS

The official responsibilities of recognized student organizations at the University of New Hampshire are outlined alongside student conduct, academic, and other policies in Section 18 of the [Student Rights, Rules, & Responsibilities](#) handbook, which is available online. Below is a list of the 22 responsibilities broken down into simple language in an effort to assist in the understanding of the current policies – not to re-write them.

1. Be run by students – not faculty, staff, alumni or outside community members;
2. Do not break the law – or university policy;
3. Abide by the University's anti-hazing policy;
4. Abide by the University's nondiscrimination policy;
5. Have at least 2 full-time UNH students officers;
 - a. Undergraduate student requirement = 2.3 cumulative GPA
 - b. Graduate student requirement = 3.0 cumulative GPA
6. Hold your org members accountable if they break org policy – or the law or university policy;
7. Have fair elections or appointments of officers;
8. Let your members leave the org if they decide to;
9. Inform the Coordinator of Student Organizations & Leadership if the organization recognition information (mission, constitution, etc.) is changing;
10. Do not buy alcohol with your org funds;
11. Do not advertise events where alcohol will be present;
12. Do not co-sponsor an event with any company related to alcohol;
13. Do not sign any contracts – that has to be done by a University signatory;
14. Your org cannot be a front for a business;
15. Your org cannot have an off-campus bank account – unless you provide the University with proof of national or state incorporation;
16. All ticket sales for your org must be coordinated through the MUB Ticket Office;
17. Abide by the University's student org travel policy;
18. Abide by the University's and Town of Durham's posting policies;
19. Clearly indicate your organization as the sponsor of any of your events;
20. Work through the Coordinator of Student Organizations & Leadership if you are seeking support or information from the Registrar's Office or UNH IT;
21. Your org's advisor must be listed on your org's roster – if you have an advisor;
22. Meet with the Coordinator of Student Organizations & Leadership if your org is struggling or in danger of losing recognition.

Student Organizations

Memorial Union & Student Activities

Student Organizations

Memorial Union & Student Activities

BENEFITS OF RECOGNIZED STUDENT ORGANIZATIONS

The official benefits of recognized student organizations at the University of New Hampshire are outlined alongside student conduct, academic, and other policies in Section 18 of the [Student Rights, Rules, & Responsibilities](#) handbook, which is available online. Below is a list of benefits broken down into simple language in an effort to assist in the understanding of the current policies – not to re-write them.

Please note that these are benefits and not rights or entitlements of recognized student organizations. These benefits may be accompanied by usage charges, fees, additional insurance requirements, or other conditions by the offices that administer these services/facilities/etc.

- Use the University's name or abbreviations like UNH;
- Apply for supplemental funding from the Student Activity Fee Committee (SAFC);
- Maintain an online presence via Wildcat Link;
- Use campus facilities and services;
- Apply for office and storage space in the Memorial Union Building;
- Sponsor programs or activities for the campus and/or surrounding communities;
- Use free or discounted advertising services offered to recognized student organizations;
- Participate in Student Activities Fairs or other recruitment activities;
- Use the University's status as a tax-exempt entity to solicit donations in support of approved activities;
- Use MUB Ticket Office services and resources;
- Maintain a mailbox in the Office of Student Involvement & Leadership;
- Participate in the annual Student Leadership Awards Banquet;
- Request the assistance of the uLEAD team;
- Take advantage of the advising and consulting services provided by the Memorial Union & Student Activities.

Student Organizations

Memorial Union & Student Activities

RECOGNITION OF STUDENT ORGANIZATIONS

The official recognition process for recognized student organizations at the University of New Hampshire are outlined alongside student conduct, academic and other policies in Section 18 of the [Student Rights, Rules & Responsibilities](#) handbook, which is available online. The process is broken down below using simple language.

Every recognized student organization must go through the annual student organization recognition process, which takes place over a period of several weeks in the spring semester. The details of this process vary from year to year but generally include a review and renewal of the organization's Wildcat Link page as well as critical organization documents such as constitutions and rosters. Additionally, there are a few mandatory requirements that all student organizations are obligated to meet in order to maintain recognition. Organization leaders are always given notice of these requirements via the student organization weekly emails and other official means of communication.

In Order To Maintain Recognition Student Organizations Must:

- Meet the responsibilities of recognized student organizations as outlined in this guide as well as the [Student Rights, Rules & Responsibilities](#);
- Send at least one representative to the mandatory student organization meetings which take place at the beginning of each semester;
- Complete the annual re-recognition process.

Recognition of New Student Organizations:

Prospective organizations seeking recognition from the University of New Hampshire may apply for recognition beginning the week after University Day through the final week of March. At the most basic level, new student organizations must meet the following criteria before becoming recognized:

- Complete the New Org Interest Form on Wildcat Link;
- Meet with the Coordinator of Student Organizations & Leadership to learn about the recognition process;
- Draft an approvable constitution for the organization;
- Meet with the Coordinator of Student Organizations & Leadership for the formal recognition meeting.

After the above process is complete, new organizations may then begin to take advantage of all of the benefits of recognized student organizations, provided that:

- The new organization meets the responsibilities of recognized student organizations;

Student Organizations

Memorial Union & Student Activities

- The new organization meets the criteria outlined for the *New Org Year Process* document.

More information on the new student organization process is available on the [MUB website](#).

EVENTS & MEETINGS

Overview of Student Organization Events:

The sponsoring student organization is ultimately responsible for every facet of the event(s) they sponsor. This includes, but is not limited to:

- Reserving the event venue and meeting all of the requirements outlined by the venue;
- Clearly communicating the details of the event to all parties involved at least a month in advance;
- Being aware of and abiding by University requirements for financial transactions related to events;
- Promoting the event properly in order to meet attendance expectations;
- Being responsible for the conduct of event attendees (both invited and uninvited);
- Leaving the venue in the condition it was found in – or better;
- Completing appropriate after-event follow up.

Events in the Memorial Union Building:

The majority of student organization events and meetings take place in the Memorial Union Building. Complete details of MUB event policies are outlined in the [MUB Policy Manual](#).

Here are a few guidelines to be aware of when planning events in the MUB:

- At least one month in advance of your event, you must meet with the MUB Scheduler to go over the details of your room setup, technical needs, actual event times, and other event-specific information;
- Use of the MUB concert sound system carries a charge of at least \$100 and additional challenges for a qualified technician may apply;
- While the MUB concert sound system meets the needs of most events, many touring acts have specific riders that outline their technical needs. These riders should be reviewed in advance of your meeting with the MUB Scheduler;
- All ticket sales must be coordinated through the MUB Ticket Office;

Student Organizations

Memorial Union & Student Activities

- There are penalties for late event cancellations and no-shows;
- Depending on the intended audience of your event, organization may be required to pay for additional staffing or on-site police;
- Planning ahead and taking advantage of the annual priority scheduling process is the best way for your organization to get the best event space on prime dates;
- Generally, event permits are not required for events that are held in the MUB, as the setup meeting with the MUB Scheduler tends to cover all areas covered by the event permit process. The exception is for raffles or games of chance. If your event includes either, you must use the permit process.

Events & Meetings Outside of the Memorial Union Building:

The majority of events that take place outside of the MUB require using the event permitting system in Wildcat Link. To begin this process you must:

1. Log in to Wildcat Link;
2. Navigate to your org's page;
3. Create a new event;
4. Enter the details of the event and then enter the approval process.

The event approval process for student organizations always includes obtaining approval from the Director of the Memorial Union & Student Activities and the UNH Police Department.

Student Organizations are strongly encouraged to begin the permitting process at least one month ahead of their proposed event(s) and to be as descriptive as possible in the event listing.

Depending on the nature and location of your event, there are a variety of other departments and staff members that may be brought into the process. Under most circumstances, questions will be handled via the Wildcat Link event permitting process. However, in specific circumstances, face to face meetings will be required. Be sure to watch for notifications from this process as many inquiries are time sensitive.

Permitting Partners:

Student Organizations

Memorial Union & Student Activities

The following departments are regularly part of the event permitting process as they are responsible for life safety, risk management and logistics of their areas of responsibility.

UNH Police Department:

The UNH Police Department is the final signatory to every event permit. The Police Department and the Memorial Union & Student Activities add additional departments to the permitting process depending on the location, scope, and specifics of the event in question.

During the event permitting process, the UNH Police Department is specifically concerned with life safety, risk management, and liability matters.

Please note that on-campus road closures must be approved by the UNH Police Department. Town road closures (Main Street, Mill Road, Garrison Ave, etc.) must be approved by the Town of Durham. Petitions to close town roads are only heard once a month and usually carry a hefty financial cost, so you must plan far ahead if your proposed event includes closing a town road.

Durham Fire Department:

Like the UNH Police Department, the Durham Fire Department is specifically concerned with life safety, risk management, and liability matters.

If any of the following conditions apply to your event the Fire Department will be part of the permit process:

- *There will be any grills or cooking involved;*
- *There will be a tent greater than 350 square feet being erected;*
- *Any part of the event uses any part of a roadway;*
- *Any part of your event will be within 50 feet of a building;*
- *There will be any medical aid or assistance provided for the participants.*

Other circumstances where the Durham Fire Department may be involved in the permitting process for your event could include, but are not limited to:

- *Haunted houses;*

Student Organizations

Memorial Union & Student Activities

- *Indoor gatherings of 50 or more people (gatherings of 100 or more people require occupancy permits);*
- *Events using inflatables, carnival or fair style rides that require the operators and delivery, and setup personnel to be licensed. Durham Fire Department will be required to verify licensing.*

UNH Facilities:

UNH Facilities are involved in the permitting process for any event that requires setup, clean up or trades support. This includes, but is not limited to:

- *Dig-Safe scheduling;*
- *Water delivery for dunk tanks or other similar events;*
- *Electricity for large scale outdoor events or major concerts;*
- *Table & chair delivery;*
- *Trash cleanup.*

All of the above services from UNH Facilities are above and beyond their usual workload for the campus. This means that they must have at least 2 weeks' notice of any special event request (a month is preferable) so they can schedule the appropriate staff or resource.

Campus Recreation:

Campus Recreation is involved in the permitting process for any event in the Hamel Recreation Center, outdoor playing fields, or the Whittemore center Arena.

It is important for student organizations to understand that these resources are highly scheduled and may not be available at the most ideal times for your proposed event. Planning ahead is a must.

For "as is" use of Campus Rec facilities such as the Hamel Recreation Center, athletic field,s or skating parties in the arena, at least one month of notice is required. For "dry floor" events in the Whittemore Center Arena, at least three months of notice is required.

Student Organizations

Memorial Union & Student Activities

Events that include spectators (students or general public) may also come with additional stipulations and staffing requirements.

Please note that the ultimate authority during student organization events in the Wittemore Center Arena is the professional event manager in cooperation with the UNH Police and the Durham Fire Department. If your event begins to get out of hand, they will shut it down in the interest of safety.

For specific information about Campus Recreation policies, and to begin the scheduling process, please visit their [website](#).

Residential Life:

The Department of Residential Life is involved with the event permitting process for any event that takes place in or near a residence hall. Here are a few things to note about Residential Life and event permitting:

- *Events must end (cleanup included) before quiet hours (10pm during the week and midnight on Fridays & Saturdays);*
- *External power outlets are not provided outside of residence halls;*
- *Power cannot run out of doors or windows for events;*
- *Student org use of hall spaces such as lounges are at the discretion of the Hall Director;*
- *At least one member of the org should be a resident of the hall they are hoping to program in.*

Housing:

The Department of Housing is involved with the event permitting process for any event that takes place in or near any of the properties they administer, such as the Woodside Apartments, the Gables, Adams Tower West, Babcock Hall, and the Forest Park Apartments. In general the same things that apply to Residential Life properties apply here as well.

Registrar's Office:

The Registrar's Scheduling Office is responsible for scheduling all academic space, with the exception of the PCAC and the Paul College. Academic demands always take priority over student org reservations for space administered by the Registrar's Office therefore:

Student Organizations

Memorial Union & Student Activities

- *No student organization reservations are accepted for the first two weeks of a semester;*
- *No student organization reservation requests will be processed until the third week of a semester;*
- *Requests must be sent in at least two business days in advance.*

When using academic space it is important to note that classrooms are designed to be classroom space and can only be used by student organizations for similar activities. If access to audio visual equipment is required, it must be coordinated through UNH Academic Technology.

Conferences & Catering:

UNH Conferences and Catering is responsible for events in Holloway Commons, Huddleston Hall, or any other on-campus location where catering is required (with the exception of the Whittemore Center Arena, which is serviced first by CenterPlate).

When scheduling with Conferences and Catering, at least one month of notice is required and a University encumbrance number is due no later than three days before the event. Organizations paying by checks from external accounts (such as fraternities and sororities using funds from headquarters) will be charged at the external rate, so please plan on using your internal funds if you are hoping to take advantage of the UNH rate.

Athletics:

UNH Athletics is involved in the permitting process for any event in the Field House and on the outdoor playing fields. Additionally, if your event is taking place in College Woods, including Athletics in your planning is required as it may impact activities on the fields.

It is important for student organizations to understand that these resources are highly scheduled and they may not be available at the most ideal times for your proposed event. Planning ahead is a must.

For "as is" use of Athletics facilities at least six months of notice is required. Scheduling is done by emailing [Carrie Kimball](#) and [Jean Mitchell](#) (on the same email).

Student Organizations

Memorial Union & Student Activities

Please note that the ultimate authorities during student organization events in the Field House or on athletic fields are the UNH Police and the Durham Fire Department. If your event begins to get out of hand, they will shut it down in the interest of safety.

Parking / Transportation:

Parking at UNH is at a premium, so it is important to notify UNH Transportation for any event that is coming up, whether the anticipated number of attendees is 5 or 5,000. Even if you plan to use open parking on the weekend or at night, please notify UNH Parking so they can help you plan around other events that are already scheduled.

If you have guests coming to campus you can arrange for their parking via the [special event request form](#). Please be sure to complete this form at least two weeks ahead of time.

Closures of parking lots must be coordinated through UNH Transportation Services.

Finally, remember that UNH [Winter Parking Ban](#) applies to UNH community members and guests alike. Please be sure to make your guests aware of these policies.

Student Organizations

Memorial Union & Student Activities

PUBLICITY & PROMOTION:

Call it publicity, promotion, marketing or advertising, getting the word out about your organization is crucial. Here are some of the common ways student organizations promote themselves and their events.

Wildcat Link:

Wildcat Link is the online hub of student involvement at UNH. Thousands of students and staff log on to the site every week so getting your events listed on Wildcat Link is a crucial first step in every student organization marketing strategy. Wildcat Link also feeds the UNH Mobile App and is the go-to site that the UNH Social Team uses to learn about upcoming events. Do not miss out on this great opportunity.

Posters:

The tried and true event poster is still one of the pillars of successful student activities marketing. The Office of Student Involvement & Leadership offers printing for every student organization (this printing is graciously funded by the Student Activity Fee). You can bring files directly into the OSIL or you can use our [online print submission](#) form to send in your print job. In order to take advantage of this service, your event must be listed on Wildcat Link and your posters must properly attribute the Student Activity Fee by stating "Funded by your Student Activity Fee" on the poster.

Posting policy varies from building to building on campus. It is important to check with the offices to make sure you are postering appropriately for your organization. Posting in residence halls and on-campus apartments are done by the respective staffs. The OSIL staff can assist you in getting your posters properly submitted to Residential Life and Housing.

Please note that the residence halls and apartments no longer allow posters larger than 8 ½ x 14 without prior special approval.

The Department of Residential Life runs most of the residence halls on campus. To get your organization's postings displayed in the halls run by Residence Life go to the Res Life Office (in the basement of Hitchcock) and talk with the Administrative Assistant. Ask him/her if you can have your flyers approved to sort into Hall Director mailboxes. Once approved, you will be permitted to put flyers into the Hall Director mailboxes, one per RA.

Student Organizations

Memorial Union & Student Activities

Bring **153 copies** of the flyer with you **collated** in the quantities listed below for the hall staff to post.

Alexander Hall	6	Hetzel Hall	5	Peterson Hall	5
Christensen Hall	18	Hubbard Hall	6	Sawyer Hall	4
Congreve Hall	8	Hunter Hall	3	Scott Hall	4
Engelhardt Hall	3	Jessie Doe Hall	5	Stoke Hall	16
Fairchild Hall	5	Lord Hall	4	Upper Quad	13
Gibbs Hall	3	McLaughlin Hall	4	Williamson Hall	18
Haaland Hall	5	Mills Hall	5	Total	153
Handler Hall	9	The Mini Dorms	4		

The Department of Housing runs remaining residence halls on campus and the on-campus apartments.

Even though this list is smaller than the ResLife list **do not overlook** these areas. Combined they represent over 20% of the on-campus population.

Postings for the Housing administered properties may be delivered to the Housing Office at 10 Academic Way in the following quantities.

Adams Tower West	7
Babcock Hall	5
Forest Park	4
The Gables	6
Woodside	3
Total	25

UNH TV:

Student Organizations

Memorial Union & Student Activities

UNH TV is a great resource open to student organizations. This service brings your message to a variety of campus buildings including the MUB, Hood House, and the Library, and throughout the UNH Cable System on channel 3. Visit [UNHTV's website](#) for more information on submitting your content.

Table Tents:

Table Tents are a great resource open to student organizations. This service brings your message to all customers in Union Court, Holloway Commons, The Dairy Bar, Stillings Hall and Phillbrook Hall. Student Organizations may submit their content via [Wildcat Link](#).

Social Media:

Harnessing the power of social media is a great way to promote your organization. It is strongly recommended that you post your content strategically so you can reach as wide of an audience as possible. Be sure to follow the [Best Practices](#) recommended by the UNH Social team in order to maximize your reach across campus.

Newsletters:

A variety of offices and departments publish regular newsletters and many of them are willing to publish content from student organizations if space is available and timing allows. Contact the publishers directly to find out if and how they accept submissions.

Word of Mouth & Announcements in Class:

Talk up your events with your friends and classmates and ask them to pass it on. Many professors are willing to let you make an announcement at the beginning or the end of class as long as you ask permission in advance.

Chalking:

Chalking is a great way to spread your message. When chalking outside choose locations where it can be washed away by the rain (not on vertical surfaces or under overhangs). When chalking inside,

Student Organizations

Memorial Union & Student Activities

please do not monopolize boards. If it's a whiteboard be sure to use the appropriate kind of marker. Regardless of where you're chalking make sure your message is appropriate to the location of the chalking.

MUB Info Tables & Showcases:

There are a variety of information tables and showcases available in the Memorial Union Building. You can schedule them via the MUB Scheduler and the [MUB's website](#).

Reach Out To Other Orgs:

Other student organizations may be able to help you get the word out. [WUNH](#) and [The New Hampshire](#) both offer advertising services to other student organizations when time and space allow. Other organizations other organizations may be willing to promote your event at their events or help spread the word in other ways. Work together, and be sure to return the favor when that organization as yours for help in the future.

Student Organizations

Memorial Union & Student Activities

STUDENT ORGANIZATION FINANCES

Finances can be a complicated part of managing a student organization. The staff of the Memorial Union & Student Activities is here to help you stay on top of your organization's funds and have developed the [Organization Finance – Memorial Union & Student Activities Wildcat Link](#) page to cover all your bases.

As we are in the process of updating policies and procedures please defer to posted policy on the above Wildcat Link Page. Once these policies are settled they will be added to this page.

Crowdfunding Services Such as Kickstarter & Pledge Music

Student Organizations are **NOT** allowed to use crowdfunding services such as Kickstarter, Pledge Music and GoFundMe. If your organization is looking to collect funds from supporters online, please make an appointment with the Student Activity Fee Financial Consultant to learn more about what resources are available to recognized student organizations that comply with USNH financial policy.

Student Organizations

Memorial Union & Student Activities

Student Activity Fee:

The Student Activity Fee (SAF) is a mandatory fee collected from all undergraduate students who attend the University of the New Hampshire. The student body reserves the exclusive use of the SAF, which is carried out by Student Senate through the Student Activity Fee Committee. The amount of the SAF paid per student depends on credit hours enrolled; for Fiscal Year 2018-19 **the current fee is \$89 for full-time, and \$44.50 for part-time, students.**

Student Activity Fee Committee:

The Student Activity Fee Committee, called SAFC, administers the Student Activity Fee which is paid by all full-time undergraduate students at the University of New Hampshire. The fee directly funds annual budgets fourteen student organizations, called SAFOs, and indirectly funds all other recognized student organizations, called non-SAFOs in the form of supplemental funding grants, copies and other resources.*

The committee is made up of the business managers of the fourteen SAFOs as well as the five-member SAFC Executive Committee. The committee meets in MUB 156 every Tuesday during the academic year during common exam time from 12:40-2pm.

**Except Sport Clubs and Res Hall Councils. Sport Clubs are funded by Campus Recreation and Res Hall Councils are run by Residential Life & Housing.*

What's a SAFO?:

"SAFO" is an acronym for a Student Activity Fee Organization. What sets SAFOs apart from other student organizations are that they have annual budgets funded by the Student Activity Fee, and SAFO Business Managers are required to attend regular Student Activity Fee Committee meetings. SAFOs are organizations that reach a large amount of the undergraduate student body, demonstrate exceptional fiscal and organizational responsibility, and have frequent and consistent programming that benefits from having standing budget. For the 2017/2018 year, there are 14 SAFOs. Every SAFO is reassessed in the fall of the previous academic year through a series of concept and budget hearings. Any recognized student organization can apply for this status in the fall.

Student Organizations

Memorial Union & Student Activities

SAFOs must follow the same guidelines and recognition policies as other recognized student organizations as well as relevant bylaws of SAFC.

What does SAFC do?

It is the Student Activity Fee Committee's responsibility to review all concepts, budgets, proposals, and post programming reports with professional skepticism, and to consider the merits of the organization, the value of what is being proposed, and its appropriateness when deciding whether to approve or deny funding with student money. The Student Activity Fee is meant to fund activities on campus that maximize the benefits for all students paying the fee.

What is the student Organization Resource Fund (ORF)?:

The Organization Resource Fund is a budget a resource from which any recognized student organization (other than Sport Clubs and SAFOs) may request supplemental funding.

Requesting Supplemental Funding From SAFC:

For non-SAF Orgs, the funding request process begins with one of the two SAFC Chief Financial Officers. Please visit the [SAFC Website](#) for contact information to begin the process.

Abandoned Funds:

Non-SAF Student Organizations that have lost their recognition, and have funds remaining in their organization's account, will have two years to re-recognize and claim said funds. If the organization does not re-recognize within two calendar years any remaining funds will be put into a special account and used to fund student leadership recognition activities. Any remaining funds belonging to a SAF Organization that has lost recognition will be returned to SAFC. Any SAFC funds given through ORO allocation will also be returned to SAFC.

Student Organizations

Memorial Union & Student Activities

STUDENT ORGANIZATION TRAVEL

There are a variety of reasons for student organizations to leave campus including, but not limited to, conferences, retreats, group outings, and community service activities.

The Memorial Union & Student Activities has prepared these guidelines to help organizations make sure they are taking the proper precautions and making the necessary arrangements so that they can have the safest experiences possible.

Given that there are many factors that could make an off-campus group trip unsafe, the University wants to work with you to help improve your odds in avoiding these factors. While the University cannot, provide a 100 percent guarantee of safety for any activity, the University has a moral and legal obligation to take reasonable steps to reduce the foreseeable risks within our control.

In the event of an accident on a student organization-related trip, those who made decisions about the trip – such as student organization leaders, advisors, UNH staff, etc. – will be called to account for the reasonableness of their actions. Therefore, these travel guidelines have been created to help you make reasonable and prudent decisions when it comes to your organization's off-campus travel.

Make sure that all members of your organization are aware of these guidelines and how to access them. Finally, please review this document with the appropriate members of your organization each time you are planning to travel off-campus.

Expectations Regarding Student Organization Travel:

The following is a list of expectations of Recognized Student Organizations (RSO) in regards to off-campus travel:

- According to [Student Rights, Rules & Responsibilities](#), every RSO is required to "register any student organization trip plans with the Office of Student Involvement & Leadership via Wildcat Link."
- Members of UNH RSOs are expected to act prudently at all times when traveling off-campus.
- UNH RSOs are expected to uphold the image of the University and to act in a positive manner when visiting places off-campus.
- All drivers of vehicles used for RSO off-campus trips are expected to have valid US driver's licenses.

Student Organizations

Memorial Union & Student Activities

- All drivers of University vehicles or those operating rental vehicles on behalf of the University are required to complete the National Safety & Health Council Defensive Driving Course prior to departure. <https://www.unh.edu/transportation/defensive-driving> They are also required to complete a Motor Vehicle Report Form which can be provided by the Office of Student Involvement & Leadership.
- All drivers are expected to obey the speed limit and other regulations of the road.
- All drivers and passengers are expected to use seat belts properly when traveling off-campus.
- RSOs are expected to do a check of the vehicle(s) they will be using for off-campus travel. If the vehicle(s) appears to have visibly suspicious damage, it is expected that the RSO will use another means of transportation or choose to cancel or postpone their travel until safer arrangements have been made.
- All violations received will be the responsibility of the driver to whom the vehicle has been assigned (including parking tickets on UNH's campus).
- Any RSO involved in an accident while traveling off-campus, regardless of how minor, is expected to report the accident to Office of Student Involvement & Leadership within 24 hours of the accident (excluding weekends and holidays).

Please note that the University reserves the right to withhold an RSO's ability to travel off-campus if there is evidence to suggest that an RSO does not meet these expectations.

Procedure for Domestic Student Organization Travel:

Step 1: The [Student Organization Travel Registration](#) form needs to be filled out by the trip leader at least five business days before the trip.

Step 2: Each individual participating in the trip needs to fill out the [Student Field Trip Informed Consent, Assumption of Risk, and Release Form](#) 5 days before the trip.

This form is also available as a .pdf for members to complete on paper on [Wildcat Link](#). Paper forms must be turned in by the trip leader to the front desk at the Office of Student Involvement & Leadership as a complete batch. *Stray forms will not be accepted.*

If there are any questions please do not hesitate to stop by the OSIL. We are happy to help.

INTERNATIONAL TRAVEL REQUIRES:

- Eight (8) weeks advance notice via the Student Organization Travel Registration link above.

Student Organizations

Memorial Union & Student Activities

- Payment of the [UNH international Insurance](#) fee:
 - \$150 per person per semester
 - \$70 per person for shorter durations
- A signed [International Addendum](#) to the Field Trip Informed Consent Form for each trip participant.
- Completion of the [UNH International Travel Registry](#) by each participant

TRAVEL TO CANADA: REQUIRES:

- Eight (8) weeks advance notice via the Student Organization Travel Registration link above.
- Payment of the [UNH international Insurance](#) fee*:
 - \$150 per person per semester
 - \$70 per person for shorter durations
- A signed [International Addendum](#) to the Field Trip Informed Consent. Form for each trip participant.
- Completion of the [UNH International Travel Registry](#) by each participant.

Students traveling to Canada or U.S. Territories for durations less than one week may [waive](#) the UNH International Insurance and assume personal responsibility for their instance and travel assistance.

Clery Act Note: If your organization frequently (once a year or more) travels to the same location using the same lodging arrangements, you must report any crimes that occur to either your Advisor or to the Coordinator of Student Organizations & Leadership. They will fill out a report and send it to the UNH Police Department for inclusion in the annual crime report. Please also notify the local authorities for assistance. For more information about the Clery Act, please go to the [UNH Police Department's Webpage](#).

Student Organizations

Memorial Union & Student Activities

Restrictions Regarding Student Organization Vehicle Use:

As a result of an audit by the Federal Motor Carrier Safety Administration (FMCSA) of the University of New Hampshire's transportation policies, it has been determined that anyone operating a vehicle over 10,000 Gross Vehicle Weight (GVW) or transporting 9 or more people (including the driver) on behalf of the University (including faculty, staff, students or volunteers) must adhere to all guidelines established by the FMCSA. This includes mandatory vehicle record checks, travel logs, DOT medical cards and additional requirements that are, frankly, quite restrictive.

Therefore, student organizations will no longer be allowed to operate vehicles over 10,000 GVW or transporting 9 or more people (including the driver).

All student org travel must be done in passenger cars such as sedans, SUVs or minivans that are designed to hold fewer than 9 persons and are under 10,000 GVW unless the vehicles are operated by properly licensed, insured and documented transportation providers.

It is important to note that these restrictions apply to the use of privately owned vehicles as well as rental and University vehicles if they are being used on behalf of a student organization.

Student Organizations

Memorial Union & Student Activities

HAZING

Hazing is not permitted and is defined by the University of New Hampshire as an act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization, when (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; or (2) which destroys or removes public or private property.

If you are unsure as to whether or not an activity would be considered inappropriate or if you believe you have witnessed or been a victim of hazing you can contact any of the following offices for assistance:

Memorial Union & Student Activities:	603.862.4600
Residential Life:	603.862.2268
Dean of Students:	603.862.2053
Air Force ROTC:	603.862.1480
Army ROTC:	603.862.1078
Athletics:	603.862.4051

To anonymously report inappropriate behavior and/or allegations of hazing, please contact the Hazing Hotline at 603.862.3686

Hazing is a complicated and constantly evolving area of concern for Student Activities. There are a variety of great resources available from websites like HazingPrevention.Org such as information on:

- [What Hazing Looks Like](#)
- [Hazing and Its Consequences](#)
- [Hazing and Bullying](#)
- [Hidden Harm Caused By Hazing](#)